



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

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

**11 LaurierSt./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT**

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

<b>Title - Sujet</b> Interior plant maintenance contract	
<b>Solicitation No. - N° de l'invitation</b> EJ196-190393/A	<b>Date</b> 2018-11-28
<b>Client Reference No. - N° de référence du client</b> 20190393	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-258-75902	
<b>File No. - N° de dossier</b> fk258.EJ196-190393	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hill, Cris	<b>Buyer Id - Id de l'acheteur</b> fk258
<b>Telephone No. - N° de téléphone</b> (613) 296-3573 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

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

Request for Proposal (RFP) (E) EJ196-162406/A Cris Hill (fk258)  
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**IMPORTANT NOTICE TO BIDDERS**

**Security**

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

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

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

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Annex D	Weekly Maintenance Schedule
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**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications 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, (Annex A)
- the Financial Bid (Annex B),
- the Security Requirement Check List (SRCL), (Annex C)
- Weekly Maintenance Schedule (Annex D)
- Complete List of names of all individuals who are currently directors of the Bidder, (Annex E)
- the Federal Contractors Program for Employment Equity Certification, (Annex F)
- Hazard Assessment (Annex G)

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## **1.2 Summary**

### **1.2.1 Requirement**

To provide labour, transportation, equipment and materials required to maintain, supply and install interior plants for Public Works and Government Services Canada (PWGSC), at Various Locations, 250 Albert, 427 Laurier, 344 Slater, 320 Queen, 112 Kent, 222 Queen, 80 Wellington, 99 Metcalfe, 20 Fitzgerald, 21 Fitzgerald, 25 Fitzgerald, 35 Fitzgerald, 2323 Riverside, 395 Terminal, 750 Heron, 2465 St. Laurent, 255 Albert, 333 Laurier, 300 Laurier Ottawa, ON and 9 Montclair, Gatineau, QC for a period of one (1) year, Canada reserves the irrevocable option to extend the contract for four (4) consecutive periods of twelve (12) months each in accordance with all terms and conditions detailed in the Request For Proposal (RFP) document. The services must be provided in accordance with Annex "A".

### **1.2.2 Period of Contract**

This Contract is valid during the period of (estimated commencement date) April 1, 2019 to March 31, 2020 with four (4) options to extend the contract each for an additional consecutive twelve (12) month period.

#### **1.2.2.1 Option to Extend Contract**

The Contractor hereby grants to Canada four (4) irrevocable options to extend the term of the Contract each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Contract.

It is to be noted that Canada is not obliged to exercise any of these four (4) options. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least thirty (30) days prior to the Contract expiry date or the expiry date of an exercised option period

### **1.2.3 Security Requirement**

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

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

1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information

1.2.6 There is a **mandatory site visit** associated with this requirement.

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

### **1.3 Debriefings**

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

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**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](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: *one hundred twenty (120) days*

**2.2 Submission of Bids**

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

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

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

**Definitions**

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects thePSSA. 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,

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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 **five (5) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

**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 and 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.

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**2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be start at L'Esplanade Laurier (300 Laurier) on December 18, 2018. The site visit will begin at 9:00am at 140 O'Connor

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

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

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**PART 3 - BID PREPARATION INSTRUCTIONS**

**3.1 Bid Preparation Instructions**

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

- Section I Financial Bid (Annex B – Financial Bid – Pricing Basis)
- Section II Certifications
- Section III Authorities
- Section iv Technical Bid

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

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

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

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

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

Section I Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule attached as Annex B – Financial Bid.

**3.1.2 ELECTRONIC PAYMENT**

The Bidder accepts to be paid by the following Electronic Payment Instrument:

Direct Deposit (Domestic and International)

Company Name: \_\_\_\_\_

Email for Direct Deposit info: \_\_\_\_\_

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Section II: Certifications

3.2 Bidders should submit the certifications required under Part 5 at bid closing or when requested by the Contracting Authority.

Section III Authorities

**3.3 Contractor's Representative**

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cellular: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

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**Section IV:    Technical Bid**

**3.4 Submission of Evidence**

Submission of Evidence as described in 3.4.1 and Reference Chart below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non-responsive.

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

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

**3.4.1 Mandatory Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance by referencing one (1) project or contract satisfactorily rendered for at least twelve (12) consecutive months within the past five (5) years, the services provided must be of comparable size, scope and complexity to those described in this Request for Proposal (RFP).

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

Failure by the bidder to provide the required reference, or in the event that the reference cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid. It is mandatory that all information be completed in the Reference Chart.

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<b>REFERENCE CHART</b>	
Name of Client Organization or Company	Name: _____
<p>Name of client contact who can confirm the information presented in the proposal. <b><u>(do not include the Contracting Authority as a reference)</u></b></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>
<p>Business telephone number and e-mail address for each client identified above.</p> <p>If there is an additional client name identified, then their business phone number and e-mail address must be provided.</p>	<p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	
<p>Performance period of the project or contract for the above location/site (indicate day, month &amp; year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b></p>	<p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p> <p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p> <p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p>
<p><b>Each reference to include a project with a duration of least twelve (12) consecutive months satisfactorily rendered within the last five (5) years.</b></p>	

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**3.4.2 Mandatory Full-time Supervisor(s) Expertise or Experience**

a) The bidder must provide a minimum of one (1) Full-time Supervisor(s) who will be assigned to this Contract.

<b>Name of Supervisor #1</b>	
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<b>Name of Supervisor #2</b>	
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b) The proposed Full-time Supervisor(s) must meet one (1) of the following four (4) criteria:

**Expertise:**

- (1) A College Diploma or University degree in Horticulture from a recognized College or University, **or**;
- (2) A designation as a Canadian Certified Horticultural Technician.

The bidder must provide evidence of the expertise of the proposed Full-time Supervisor(s) by providing a copy of their diploma, degree or certification.

**Transcripts in either official language must be included with the bid.**

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

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

**OR**

**Experience:**

- (3) A minimum of three (3) years' experience as an Interior Plant Maintenance Technician, or manager of a plant maintenance company, or a combination of both, or;
- (4) A minimum of three (3) years' experience as Owner of an Interior Plant Maintenance Company.

The bidder must provide evidence of the satisfactory experience of the proposed Full-time Supervisor(s) by referencing at least one (1) company (not affiliated with the bidders company) or client for whom the proposed Supervisor(s) has worked to equate a total of at least three (3) years' experience within the past six (6) years. References in excess of those allotted in the chart below may be submitted on a separate page if required.

**3.4.3 Mandatory Full Time Supervisor Experience**

The bidder must provide evidence of its Full time Supervisor by referencing one (1) project or contract satisfactorily rendered for at least twelve (12) consecutive months within the past five (5) years.

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

Failure by the bidder to provide the required reference, or in the event that the reference cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid. It is mandatory that all information be completed in the Reference Chart.

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<b>REFERENCE CHART: Full-time Supervisor #1</b>	
Project/ Contract title or number	
Civic address, location/site, of the contract	
<p>Name of client contact who can confirm the information presented in the proposal. <b><u>(do not include the Contracting Authority as a reference)</u></b></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>
<p>Business telephone number and e-mail address for each client identified above.</p> <p>If there is an additional client name identified, then their business phone number and e-mail address must be provided.</p>	<p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p>
<p>period of the project or contract for the above location/site (indicate day, month &amp; year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b></p>	<p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p> <p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p> <p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p>
<p><b>Reference to include a project with a duration of least twelve (12) consecutive months satisfactorily rendered within the last five (5) years.</b></p>	

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*(Only if applicable)*

<b>REFERENCE CHART: Full-time Supervisor #2</b>	
Project/ Contract title or number	
Civic address, location/site, of the contract	
<p>Name of client contact who can confirm the information presented in the proposal. <b><u>(do not include the Contracting Authority as a reference)</u></b></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>
<p>Business telephone number and e-mail address for each client identified above.</p> <p>If there is an additional client name identified, then their business phone number and e-mail address must be provided.</p>	<p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>Cell Phone Number: _____</p> <p>E-mail: _____</p>
<p>period of the project or contract for the above location/site (indicate day, month &amp; year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b></p>	<p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p> <p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p> <p>From: Day ____ Month _____ Year _____</p> <p>To: Day ____ Month _____ Year _____</p>
<p><b>Reference to include a project with a duration of least twelve (12) consecutive months satisfactorily rendered within the last five (5) years.</b></p>	

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**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

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

**4.1.1 Technical and Financial Evaluation - Mandatory Requirements**

Bids will be examined to determine their compliance with the following Mandatory Requirements:

- (1) Mandatory Site Visit attendance;
- (2) (Mandatory) Security Clearance of Reliability, at bid closing, in accordance with Part 6, Security Requirements;
- (3) (Mandatory) Employee Information for Security **at bid closing** in accordance with Part 6, 6.2
- (4) (Mandatory) Full Time Supervisor's qualifications in accordance with Part 3, Section 4: Technical Bid
- (5) (Mandatory) Contractor's Experience and Past Performance in accordance with Part 3, Section 4: Technical Bid.
- (6) (Mandatory) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section I: Financial Bid Annex B;

Only proposals found to meet **ALL** the mandatory requirements will be deemed acceptable proposals and will be further evaluated in accordance with the evaluation criteria. Proposals not meeting **ALL** of the mandatory requirements will be deemed non-responsive and will be given **NO** further consideration.

**2. BASIS OF SELECTION**

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

Contractors will not be reimbursed for the cost of responding to this Request for Proposal.

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**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 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.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Card and Licensing Documentation (Upon Request)

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

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

**To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:**

- Valid First aid/CPR certificate/wallet card
- Valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card

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### 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.

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

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

## **PART 6 – SECURITY REQUIREMENT**

### 6.1 Security Requirement

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





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**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

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

**7.3 Security Requirement**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - b. Industrial Security Manual (Latest Edition).

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

**7.4 Term of Contract**

**7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. *(Leave blank until contract award)*

**7.4.2 Option to Extend Contract**

*The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 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 60 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.*

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**7.5 Authorities**

**7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cris Hill  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Direction: Real Property Contracting Directorate  
7B1, 11 Laurier St, Place du Portage, Phase III  
Gatineau, QC K1A 0S5  
Telephone: 873-469-4891  
Facsimile: 819-956-5227  
E-mail address: cris.hill@pwgsc.gc.ca

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

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

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
180 Kent St., 18<sup>th</sup> floor  
Ottawa, ON  
K1A 0S5  
Facsimile: 613-948-6306 or 613-948-5914  
Cellular: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

**7.5.3 Contractor's Representative *"TO BE PROVIDED AT CONTRACT AWARD"***

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

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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*Remark to Contracting Authority: If the successful bidder has identified himself as a former public servant, insert in full text SACC Manual clause A3025C, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts.*

#### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

#### **7.7 Payment**

*The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Harmonized Sales Tax (HST) extra) of which \$ **(to be determined)** (Harmonized Sales Tax (HST) extra) is for goods and/or services enumerated or described in Pricing Schedule 1 and 2, and \$ **(to be determined)** (Harmonized Sales Tax (HST) extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 3.*

##### **7.7.1 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

- a. Firm rates will be paid in accordance with Pricing Schedule 1 in twelve (12) equal monthly payments.
- b. "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Harmonized Sales Tax (HST) is extra, if applicable.

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 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

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

7.7.2 Monthly Payment – (H1008C 2008-05-12)

1. 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.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

OR

(b) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada  
Horticultural - Maintenance and Operational Assurances  
180 Kent St., 18<sup>th</sup> Floor  
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: \_\_\_\_\_ (TO BE PROVIDED AT CONTRACT AWARD)

7.7.3 ELECTRONIC PAYMENT

The Bidder accepts to be paid by the following Electronic Payment Instrument:

Direct Deposit (Domestic and International)

Company Name: \_\_\_\_\_

Email for Direct Deposit info: \_\_\_\_\_

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7.8 Certifications

7.8.1 Compliance

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

**7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

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

**7.9. INVOICING INSTRUCTIONS**

**7.9.1 Invoicing Instructions - Maintenance Services**

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

The invoices for Firm Pricing must be submitted at the end of each calendar month, in accordance with Basis of Payment Clause hereafter.

Any costs incurred for "as & when" must be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

Invoices are to be made out and mailed to:

Public Works and Government Services Canada  
Horticultural - Maintenance and Operational Assurances  
400 Cooper Street, 6th floor  
Ottawa, Ontario, K1A 0S5

or by email as a PDF to: \_\_\_\_\_@[tpsgc-pwgsc.gc.ca](mailto:tpsgc-pwgsc.gc.ca) (*Identify TA at Contract Award*)

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

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7.9.2 An invoice must be submitted monthly, on the Contractor's own form and must be prepared to show:

**(i) Payments for the Interior Plant Maintenance (Pricing Schedule 1)**

A copy of the completed and signed Weekly Maintenance Schedule, (Annex "D") must be submitted with the invoices.

The Contractor shall state the following on the invoice for item (i) above:

1. Building name and address;
2. Number of units for which maintenance service was provided;
3. Cost of services for the building for the month;
4. Separate amount for HST.;
5. Total cost for the month;

**(ii) Payments for the supply of Unit Prices Per Plant / Container (Pricing Schedule 3, 3.1)**

To be made at unit price bid for each species, type and size, after the materials have been inspected and accepted by the Technical Authority.

The Contractor must include a copy of the written request or approval, dated prior to the installation, from the Technical Authority for the plants supplied.

Inform the Technical Authority of any change in the inventory. Adjust invoices only when a minimum number of 15 single units have been added to or reduced from the overall inventory since the start of the contract or the last invoice adjustment. This refers only to changes in buildings previously included in the contract and on at least one previous invoice for newly added buildings. The adjustment will be effective from the first of the month in which this minimum number is obtained.

**7.10. INVENTORY CONFIRMATION**

A copy of the interior plant inventory will be provided at the time of award. The contractor will confirm the accuracy of the inventory within 30 days by means of an invoice for the maintenance of that number of units. Contractor must identify any discrepancies within these 30 days to the Technical Authority.

**7.11 Applicable Laws**

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

*Contracting Officer: Please edit according to your requirement.*

**7.12 Priority of Documents**

If there is a discrepancy between the wordings 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);
- (c) Annex A Statement of Work;
- (d) Annex C Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

**7.13 Foreign Nationals (Canadian Contractor)**

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

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**7.14 Insurance - Specific Requirements**

**7.14.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.14.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

**7.14.2 Commercial General Liability Insurance**

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

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- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles

**7.15 Cellular Phones and/or Pagers**

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

**7.16 Government Site Regulations**

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

**7.17 Pre-Commencement Meeting**

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

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

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**SECTION 1**

**Glossary of Terms**

- |                                    |   |
|------------------------------------|---|
| <u>1 Environmental Stress</u>      | Any environment condition resulting in deterioration of plant growth.   |
| <u>2 Pest</u>                      | Any organism such as insect, mite or pathogen that is harmful to plant.   |
| <u>3 Reference</u>                 | A guide to Interior Landscape Specifications, 4th Edition. The Interior landscape Division of the Associated Landscape Contractors of America.  |
| <u>4 Multiples</u>                 | Multiples in the pricing tables are considered as any built in planter containing three or more 10" plants or the larger pots containing either three or more 10" plants or a combination of four or more 6", 8" or 10" plant material.   |
| <u>5 Unsatisfactory Conditions</u> | Refers to plants which no longer possess good physical characteristics or fail to fulfill their aesthetic function and have deteriorated due to root loss, pest infestation, plants with diseases, dead or yellow plants due to improper watering, poorly pruned plants and other conditions as a result of improper maintenance due to negligence. |

**SECTION 2**

**General Requirements**

1 Samples

In the event of a Health and Safety issue or problem with the plants, the Contractor must provide samples of material, soil, fertilizers, pesticides or biological controls for testing when requested by the Technical Authority.

2 Materials

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

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3 Addition and Deletion from Contract Inventory

From time to time, additional plants may be provided or removed from a building. Upon notification from the Technical Authority that plants have been added, the Contractor must immediately examine the condition of the plants and report his acceptance; or if the plants are not acceptable to the Contractor, the reason(s) for non-acceptability. Upon acceptance by the Contractor, the warrantee will be in accordance with this specification. Plants not accepted by the Contractor will not be guaranteed by the Contractor but must be maintained by the Contractor as per the terms and conditions of the contract.

4 Movement of Plants

- .1 Plants must not be moved or disposed of without the approval of the Technical Authority. If it becomes necessary to relocate plants for reasons such as office reorganization, the Contractor must when requested by the Technical Authority move plants from one area to another.
- .2 Relocation of less than 15 plants within a building or disposal of less than 15 plants, at one time, must be done by the Contractor at no additional cost to the Crown.
- .3 If there are 15 or more plants to move within the building or dispose of out of a building, at the same time, the cost of relocating or disposing the additional plants over and above the first 14 plants, will be negotiated at the time and will represent fair current market value. The Technical Authority reserves the right to obtain these services from sources other than the Contractor.
- .4 Relocation of plants to another building will be negotiated at the time and will represent fair current market value. The Technical Authority reserves the right to obtain these services from sources other than the Contractor.
- .5 Plants that are to be disposed of, are to be disposed off-site at the Contractors' expense. The Technical Authority will advise the Contractor what is to be done with the empty pots.

5 Horticultural Log

- .1 A Horticultural Maintenance Log containing Weekly Maintenance Schedule sheets will be provided by the Technical Authority. Record maintenance, soil analyses reports, inspection reports, chemical use reports, beneficial insect release reports, and all other pertinent information, on a weekly basis.
- .2 The Log is the property of Public Works and Government Services Canada (PWGSC) and must be retained on site, or as otherwise specified by the Technical Authority.

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6 Weekly Maintenance Schedule

- .1 The individual performing the maintenance operations, upon completion must sign the Weekly Maintenance Schedule in the Horticultural Log after each visit. These schedules will also be signed by the Contractor as indicated in Section 3.1. **Copies of the completed and signed Weekly Maintenance Schedules must be submitted with the monthly invoice, in order that the invoice may be processed.**
- .2 The Contractor must report any corrective action taken as a result of a Soil Analysis Report and also must state the type and ratio of fertilizer used if any.
- .3 Where pest control action has been taken, record the method or product used.

7 Safety

Comply with safety measures respecting personnel, fire and chemical hazards as stated by Federal, Provincial, and Municipal codes, and other authorities having jurisdiction.

8 Identification

All maintenance staff will be uniformed in a manner that clearly identifies the company they represent.

9 Plan of Operation

Within 3 days after the award of the contract or at the pre-commencement meeting, whichever is first, the Contractor will submit in writing the firms plan of operation for the routine plant maintenance in each building. The plan of operation will indicate the names and birth dates of the staff, which building(s) that each staff member will need access to, and the hours and days that the maintenance will occur. This information will be forwarded by the Technical Authority to the Property Facility Manager for security access purposes.

10 Health and Safety

- .1 Submit site-specific Health and Safety Plan after date of Notice to Proceed and (3) days prior to commencement of the Work. Include;
  - .1 A site-specific safety hazard assessment
  - .2 Safety and health risk or hazard analysis for site tasks and operation
  - .3 use of personal protective equipment
  - .4 procedures to be implemented during emergency situations
  - .5 certifications: WHMIS, first aid, Occupational Health and Safety Awareness, Working at Heights (if applicable).

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.2 Prior to undertaking any work that has the potential to cause injury to personnel, the Contractor must establish and review a Safety Policy and Program, a Safety Communication Plan and an Emergency Preparedness Plan with all staff. Copies of Company Health and Safety Plan and the Site Specific Safety Plan must be sent to the Technical Authority within three days upon award of contract.

3 Departmental Representative may review contractor's site-specific Health and Safety Plan and provide comments to Contractor within 2 days after receipt of plan. Revise plan as appropriate and resubmit before commencement of Work.

.4 General Conditions

.1 Continue to implement, maintain, and enforce plan until final demobilization from site.

.2 Relief from or substitution for any portion or provision of reviewed site-specific Health and Safety Plan must be submitted to the Departmental Representative in writing, either accepting or requesting improvements.

.5 Responsibility

.1 Contractor must 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 conduct of Work.

.2 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.

.3 All work will conform to the loi sur la santé et sécurité au travail du Québec (Quebec Health and Safety at Work Law) and Canada Labour Code. In the case of overlap, the stricter measure will be used.

.4 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, immediately stop work and advise Technical Authority verbally and in writing.

.6 Corrections

.1 immediately addresses health and safety noncompliance issues identified by Departmental Representative.

.2 Provide Departmental Representative with written report of action taken to correct noncompliance of health and safety issues identified.

.3 Departmental Representative may stop Work if noncompliance if health and safety regulations is not corrected.

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

.8 The Contractor must observe all safety precautions throughout the performance of this contract.

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**SECTION 3**

**Scope or Work**

**1 Supervision**

The Contractor must provide adequate supervision of the personnel responsible for the maintenance of ornamental live plants. The Contractor is required to assure the healthy appearance and maximum life of the plants by inspecting each site monthly. The Contractor must sign the Weekly Maintenance Schedule of the Horticultural Log before removing the Contractor's copy thereby confirming the condition of the plant material. Any deficiencies and remedial actions should be noted by the Contractor in the Horticultural Log at that time.

The Contractor must notify the Technical Authority of any change in personnel. The Technical Authority will then inform the Contracting Authority to verify qualification and security requirement prior to acceptance of such changes.

**2 Inspections**

.1 The Technical Authority will inspect the work periodically. The Contractor must rectify all deficiencies including replacement of plants within one week of receiving written notification from the Technical Authority.

.2 .1 During the three months prior to completion of the contract, an inspection will be made by the Technical Authority. Following the inspection, a list of plants that are unsatisfactory, due to negligence will be given to the Contractor. These plants must be replaced within two weeks at no additional cost to the Contract.

.2 A follow-up inspection will be conducted and final payment will be made once all deficiencies are corrected.

**3 Schedules**

Perform the work during regular office hours (07:00 to 16:00). Treat each plant on an individual basis. Maintain plants as a minimum once a week or more often dependent on the health and type of plant. Plants with sub-irrigation systems may require less frequent maintenance.

**4 Watering**

Irrigate as required to maintain an optimum level of soil moisture for the individual species. Water temperature is to be within 18°C to 22°C.

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5 Weeding

Remove weeds by physical means. Do not use herbicides.

6 Pests and Diseases

.1 Combat disease or pest infestation first by physical means. If any chemical treatment is necessary, before application, remove the plant from the building to treat. Remove all chemical residue before returning treated plant to PWGSC facility.

.2 The Contractor is fully responsible for all precautionary measures when applying pesticides and must be licensed under Provincial Regulations governing the application and safe use of pesticides.

.3 Keep records in accordance with Section 2, clause 6.

7 Plant Nutrients

Maintain at a level that assures optimum plant health, but not so high as to produce excessive growth. Determine and adjust feeding program as required following soil analysis. Use only soluble fertilizer.

8 Soil Analysis and Soil Salinity

If requested by the Technical Authority, analyze the growing medium to determine pH, level of major/minor elements, and total soluble salts. Prevent over-fertilizing. Copies of soil analysis reports must be filed in the Horticultural Maintenance Log.

9 Pruning

Prune to maintain plants in natural form and in an attractive and healthy condition. Make cuts flush with the outer edge of the branch collar of woody plants. Remove dead and dying foliage.

10 Cultivation/Growing Medium

Loosen surface of growing medium to maintain good aeration and an attractive appearance. Cultivate without damaging ground cover or plant roots. Add additional growing medium where necessary, to cover exposed roots and maintain original soil levels.

11 Staking

Stakes and ties must be as neat and inconspicuous as possible. Stakes must not surpass the height of the plant.

12 Cleaning

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At least once a month, clean foliage thoroughly by washing with room temperature water, so that they remain free of dust, dirt and residue. Do not use plant shine materials. Keep interior of containers free of foreign materials. Keep exterior of containers clean and free of scuffs, dirt, etc.

13 Turning

Once a month turn all plants that are in movable containers through 90 degree in clockwise direction.

14 Clean Up

Clean up thoroughly after any maintenance operation. Remove all debris.

15 Communication

.1 Notify the Technical Authority in the Horticultural Log of the following items:

.1 any environmental condition such as humidity, temperature, excessive draft, etc., which is likely to affect plant health, and suggest appropriate corrective action. This action should be preceded by an immediate telephone call if the situation is critical;

.2 missing plants or containers, or damage to plants or containers;

.3 any plant or container positioned where it is likely to receive accidental damage;

.4 plants that have been relocated by tenants;

.5 any interference in the maintenance of plants by office staff including watering, pruning, discarding coffee, etc.;

.6 any removal of plants to Contractor's facility for purposes of replacement or treatment.

.7 plants removed due to deterioration with approximate date of replacement.

.2 Once a year and within four (4) months of the end of the contract provide the Technical Authority with a comprehensive list of plants damaged or deteriorated due to factors beyond the control of the Contractor. The Technical Authority will determine if such damage was beyond the control of the Contractor. If it is determined to be the fault of the Contractor, the Contractor must replace all plants deemed unacceptable by the Technical Authority within 2 weeks of notification as set out in Annex "A" Section 3, clause 18, Supply and Guarantee of Tropical Plants. The monthly maintenance payments will be held until the replacements have been completed to the satisfaction of the Technical Authority.

16 Repotting of Plants

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Use new soil as specified in Section 4, clause 3 for all plants that need to be repotted due to contamination or root deterioration.

17 Building(s) and Plant Inventory

.1 The building(s) and the plant units by size and quantity are as follows:

<b>Building Name</b>	<b>Client</b>	<b>Unit Size</b>	<b>Quantity</b>
250 Albert	CRA	Singles	23
427 Laurier	CRA	Singles	42
344 Slater	CRA	Singles	71
320 Queen	CRA	Singles	147
112 Kent St.	CRA	Singles	61
222 Queen	CISC	Singles	29
80 Wellington	PCO	Singles	31
99 Metcalfe	FJA	Singles	23
20 Fitzgerald	CRA	Singles	35
21 Fitzgerald	CRA	Singles	39
25 Fitzgerald	CRA	Singles	41
35 Fitzgerald	CRA	Singles	40
2323 Riverside	CRA	Singles	74
395 Terminal	CRA	Singles	86
750 Heron	CRA	Singles	130
2465 St. Laurent	CRA	Singles	73
255 Albert	OSFIC	Singles	72
333 Laurier	PMPRB	Singles	17
9 Montclair	AANDC	Singles	32
300 Laurier	PWGSC	Atrium	3
300 Laurier	PWGSC	Multiples	44
300 Laurier	PWGSC	Singles	28

.2 A copy of the interior plant inventory will be provided at the time of award by the Technical Authority. Contractor must identify to the Technical Authority, within 30 days, any discrepancies in the inventory or plants that will not be warranted due to unsatisfactory conditions and the reason(s) for not warranting the plant(s).

.3 The aforementioned inventories must be verified by the Contractor and a copy of the revised inventory must be submitted to the Technical Authority ninety days prior to the award of an option year or termination of the contract.

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18 Supply and Guarantee of Plants

.1 The Technical Authority may from time to time, ask the Contractor to provide additional plants and containers for a building, the cost of which must be according to the prices submitted on the list provided in *Pricing Schedule 3*. If not on the list, the prices must be negotiated at the time of the request. All plants must conform to the PWGSC horticultural standards, and must be guaranteed under the same terms and conditions for the duration of the Contract.

**SECTION 4**

**Plant Replacements**

1 General

.1 Replace at no cost to the Contract, plants which no longer possess good physical characteristics or fail to fulfill their aesthetic function and have deteriorated due to root loss, pest infestation and other unsatisfactory conditions stipulated herein that are clearly the result of improper maintenance by the Contractor. Upon notification by Technical Authority, supply replacements within one week.

.2 Replacement of plant material damaged, or deteriorated due to factors beyond the control of the Contractor, must have written approval of the Technical Authority. If the Technical Authority requests the Contractor to replace these plants, charges must be according to the prices submitted on the lists provided in *Pricing Schedule 3*. The prices in *3.1 Unit Prices, Per Plant/Container* may be for different cultivars of the same species.

If not on the list, the prices must be negotiated at the time of the request. Plant replacements must be completed within a one month from the date they are ordered by the Technical Authority.

.3 All replacement plants, unless otherwise requested by the Technical Authority, will be double containerized or direct potted in accordance with the plant being replaced. Plants that are indicated by the Technical Authority to be directly planted are not to be potted up to a larger size pot before being planted directly into the decorative containers or planters.

.4 Where the Contractor must replace directly potted plants at his own expense, the cost of the pots for double containerizing will be the responsibility of the Contractor.

.5 Notify the Technical Authority of all plants to be removed or replaced, by e-mail, within one business day after the change.

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## 2 Replacement Plants

- .1 Replacement plant material must be equal to or surpass Foliage No.1 grade described in Interior Plant Specifications section of the ALCA Guide.
- .2 Plants must be of the same size and species as those removed unless prior approval is given by the Technical Authority. Do not prune oversized plants to meet size requirement.
- .3 Plants must be clean and free from all dust and residues.
- .4 Plants must be shade grown and further acclimatized by holding in supplier's acclimatization facility for a minimum period of 45 days prior to delivery. During this time;
  - .1 all slow-release fertilizer must be removed;
  - .2 excess nutrients leached;
  - .3 light levels must not exceed 300 foot candles;
  - .4 plants must be transplanted into polymer pots 30 days prior to delivery to site.
  - .5 Whenever possible and practical plants must be from Canadian sources. If imported, they must conform to all federal and provincial regulations.

## 3 Planting Medium

- .1 Planting medium must be a homogenous mixture of organic and inert material which must:
  - .1 provide necessary support for plants;
  - .2 provide good aeration and drainage;
  - .3 provide good moisture and nutrient retention;
  - .4 resist compaction;
  - .5 exclude styrofoam particles;
  - .6 have a pH between 5.0 and 6.0 if soilless, or a pH between 6 and 6.5 if soil is included
  - .7 have a total soluble salt level not exceeding 2mmho/cm
  - .8 be weed, pest and disease free or treated during the final acclimatization phase.

## 4 Pots

Pot must be molded polymer, narrower at the base than at the top and with a drainage hole in the bottom.

## 5 Drainage

Decorative Container - If required, place drainage layer of clean crushed stone or equivalent so that pot is elevated 20 mm or more from base and so rim of pot is 30 mm below top edge of decorative container.

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6 Containerizing

Plants will be either double containerized or direct potted as requested by Technical Authority.

7 Plants

Notify the Technical Authority by phone or email at least three business days in advance of delivery so that arrangements can be made for the delivery if required and to schedule a follow up inspection.

8 Delivery and Storage

During delivery and storage, provide environmental conditions that will ensure the healthy state of the plants.

9 Removal of Plants and Planting Materials

Remove any plant or planting materials designated for disposal by the Technical Authority. The cost of the disposal will be in accordance with section 2.4.2, 2.4.3 and 2.4.4. The Contractor is responsible to keep the inventory up to date at all times.

10 Clean Up

Following replacements or re-containerizing, return the area to its original condition.

11 Containers

The Technical Authority may supply outer containers. If the Technical Authority requests the Contractor to supply decorative containers, the prices must be the same as those in *Section II Financial Bid, Pricing Schedule 3, Clause 3.1 Unit Prices, Per Plant/ Container*. If not on the list, the prices must be negotiated at the time of the request.

12 Labels

- .1 Remove trademarks from plants and containers.
- .2 Do not remove official labels from plants or containers unless instructed to do so by the Technical Authority.

13 Guarantee

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Guarantee plants against deterioration during the term of contract.

Annex B (E) EJ196-190393A  
Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

Pricing Schedule 1:

Firm all inclusive rates; including overhead, profit and all related costs for Horticultural Maintenance as detailed in Annex "A", Interior Plant Maintenance Statement of Work.

1.1 Year One (1)						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
The following will start April 1, 2019 to March 31, 2020						
250 Albert	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
427 Laurier	Singles	42	x \$ _____	= \$ _____	x 12 =	\$ _____
344 Slater	Singles	71	x \$ _____	= \$ _____	x 12 =	\$ _____
320 Queen	Singles	147	x \$ _____	= \$ _____	x 12 =	\$ _____
112 Kent St.	Singles	61	x \$ _____	= \$ _____	x 12 =	\$ _____
222 Queen	Singles	29	x \$ _____	= \$ _____	x 12 =	\$ _____
80 Wellington	Singles	31	x \$ _____	= \$ _____	x 12 =	\$ _____
99 Metcalfe	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
The following will start July 1, 2019 to March 31, 2020						
20 Fitzgerald	Singles	35	x \$ _____	= \$ _____	x 9 =	\$ _____
21 Fitzgerald	Singles	39	x \$ _____	= \$ _____	x 9 =	\$ _____
25 Fitzgerald	Singles	41	x \$ _____	= \$ _____	x 9 =	\$ _____
35 Fitzgerald	Singles	40	x \$ _____	= \$ _____	x 9 =	\$ _____
2323 Riverside Dr.	Singles	74	x \$ _____	= \$ _____	x 9 =	\$ _____
395 Terminal	Singles	86	x \$ _____	= \$ _____	x 9 =	\$ _____
750 Heron Rd.	Singles	130	x \$ _____	= \$ _____	x 9 =	\$ _____
2465 St. Laurent	Singles	73	x \$ _____	= \$ _____	x 9 =	\$ _____
255 Albert	Singles	72	x \$ _____	= \$ _____	x 9 =	\$ _____
333 Laurier	Singles	17	x \$ _____	= \$ _____	x 9 =	\$ _____
9 Montclair (QC)	Singles	32	x \$ _____	= \$ _____	x 9 =	\$ _____
300 Laurier	Atrium	3	x \$ _____	= \$ _____	x 9 =	\$ _____
	Multiples	44	x \$ _____	= \$ _____	x 9 =	\$ _____
	Singles	28	x \$ _____	= \$ _____	x 9 =	\$ _____
1.1 SUB-TOTAL:						\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

1.2 Option Year One (1) April 1, 2020 to March 31, 2021						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
250 Albert	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
427 Laurier	Singles	42	x \$ _____	= \$ _____	x 12 =	\$ _____
344 Slater	Singles	71	x \$ _____	= \$ _____	x 12 =	\$ _____
320 Queen	Singles	147	x \$ _____	= \$ _____	x 12 =	\$ _____
112 Kent St.	Singles	61	x \$ _____	= \$ _____	x 12 =	\$ _____
222 Queen	Singles	29	x \$ _____	= \$ _____	x 12 =	\$ _____
80 Wellington	Singles	31	x \$ _____	= \$ _____	x 12 =	\$ _____
99 Metcalfe	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
20 Fitzgerald	Singles	35	x \$ _____	= \$ _____	x 12 =	\$ _____
21 Fitzgerald	Singles	39	x \$ _____	= \$ _____	x 12 =	\$ _____
25 Fitzgerald	Singles	41	x \$ _____	= \$ _____	x 12 =	\$ _____
35 Fitzgerald	Singles	40	x \$ _____	= \$ _____	x 12 =	\$ _____
2323 Riverside Dr.	Singles	74	x \$ _____	= \$ _____	x 12 =	\$ _____
395 Terminal	Singles	86	x \$ _____	= \$ _____	x 12 =	\$ _____
750 Heron Rd.	Singles	130	x \$ _____	= \$ _____	x 12 =	\$ _____
2465 St. Laurent	Singles	73	x \$ _____	= \$ _____	x 12 =	\$ _____
255 Albert	Singles	72	x \$ _____	= \$ _____	x 12 =	\$ _____
333 Laurier	Singles	17	x \$ _____	= \$ _____	x 12 =	\$ _____
9 Montclair (QC)	Singles	32	x \$ _____	= \$ _____	x 12 =	\$ _____
300 Laurier	Atrium	3	x \$ _____	= \$ _____	x 12 =	\$ _____
	Multiples	44	x \$ _____	= \$ _____	x 12 =	\$ _____
	Singles	28	x \$ _____	= \$ _____	x 12 =	\$ _____
1.2 SUB-TOTAL:						\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

1.3 Option Year Two (2) April 1, 2021 to March 31, 2022						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
250 Albert	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
427 Laurier	Singles	42	x \$ _____	= \$ _____	x 12 =	\$ _____
344 Slater	Singles	71	x \$ _____	= \$ _____	x 12 =	\$ _____
320 Queen	Singles	147	x \$ _____	= \$ _____	x 12 =	\$ _____
112 Kent St.	Singles	61	x \$ _____	= \$ _____	x 12 =	\$ _____
222 Queen	Singles	29	x \$ _____	= \$ _____	x 12 =	\$ _____
80 Wellington	Singles	31	x \$ _____	= \$ _____	x 12 =	\$ _____
99 Metcalfe	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
20 Fitzgerald	Singles	35	x \$ _____	= \$ _____	x 12 =	\$ _____
21 Fitzgerald	Singles	39	x \$ _____	= \$ _____	x 12 =	\$ _____
25 Fitzgerald	Singles	41	x \$ _____	= \$ _____	x 12 =	\$ _____
35 Fitzgerald	Singles	40	x \$ _____	= \$ _____	x 12 =	\$ _____
2323 Riverside Dr.	Singles	74	x \$ _____	= \$ _____	x 12 =	\$ _____
395 Terminal	Singles	86	x \$ _____	= \$ _____	x 12 =	\$ _____
750 Heron Rd.	Singles	130	x \$ _____	= \$ _____	x 12 =	\$ _____
2465 St. Laurent	Singles	73	x \$ _____	= \$ _____	x 12 =	\$ _____
255 Albert	Singles	72	x \$ _____	= \$ _____	x 12 =	\$ _____
333 Laurier	Singles	17	x \$ _____	= \$ _____	x 12 =	\$ _____
9 Montclair (QC)	Singles	32	x \$ _____	= \$ _____	x 12 =	\$ _____
300 Laurier	Atrium	3	x \$ _____	= \$ _____	x 12 =	\$ _____
	Multiples	44	x \$ _____	= \$ _____	x 12 =	\$ _____
	Singles	28	x \$ _____	= \$ _____	x 12 =	\$ _____
1.3 SUB-TOTAL:						\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

1.4 Option Year Three (3) April 1, 2022 to March 31, 2023						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
250 Albert	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
427 Laurier	Singles	42	x \$ _____	= \$ _____	x 12 =	\$ _____
344 Slater	Singles	71	x \$ _____	= \$ _____	x 12 =	\$ _____
320 Queen	Singles	147	x \$ _____	= \$ _____	x 12 =	\$ _____
112 Kent St.	Singles	61	x \$ _____	= \$ _____	x 12 =	\$ _____
222 Queen	Singles	29	x \$ _____	= \$ _____	x 12 =	\$ _____
80 Wellington	Singles	31	x \$ _____	= \$ _____	x 12 =	\$ _____
99 Metcalfe	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
20 Fitzgerald	Singles	35	x \$ _____	= \$ _____	x 12 =	\$ _____
21 Fitzgerald	Singles	39	x \$ _____	= \$ _____	x 12 =	\$ _____
25 Fitzgerald	Singles	41	x \$ _____	= \$ _____	x 12 =	\$ _____
35 Fitzgerald	Singles	40	x \$ _____	= \$ _____	x 12 =	\$ _____
2323 Riverside Dr.	Singles	74	x \$ _____	= \$ _____	x 12 =	\$ _____
395 Terminal	Singles	86	x \$ _____	= \$ _____	x 12 =	\$ _____
750 Heron Rd.	Singles	130	x \$ _____	= \$ _____	x 12 =	\$ _____
2465 St. Laurent	Singles	73	x \$ _____	= \$ _____	x 12 =	\$ _____
255 Albert	Singles	72	x \$ _____	= \$ _____	x 12 =	\$ _____
333 Laurier	Singles	17	x \$ _____	= \$ _____	x 12 =	\$ _____
9 Montclair (QC)	Singles	32	x \$ _____	= \$ _____	x 12 =	\$ _____
300 Laurier	Atrium	3	x \$ _____	= \$ _____	x 12 =	\$ _____
	Multiples	44	x \$ _____	= \$ _____	x 12 =	\$ _____
	Singles	28	x \$ _____	= \$ _____	x 12 =	\$ _____
1.4 SUB-TOTAL:						\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

1.5 Option Year Four (4) April 1, 2023 to March 31, 2024						
Location	Unit Type	# of Units	Unit Price per Month	Total Price per Month	# of Months	Firm Annual Rate
250 Albert	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
427 Laurier	Singles	42	x \$ _____	= \$ _____	x 12 =	\$ _____
344 Slater	Singles	71	x \$ _____	= \$ _____	x 12 =	\$ _____
320 Queen	Singles	147	x \$ _____	= \$ _____	x 12 =	\$ _____
112 Kent St.	Singles	61	x \$ _____	= \$ _____	x 12 =	\$ _____
222 Queen	Singles	29	x \$ _____	= \$ _____	x 12 =	\$ _____
80 Wellington	Singles	31	x \$ _____	= \$ _____	x 12 =	\$ _____
99 Metcalfe	Singles	23	x \$ _____	= \$ _____	x 12 =	\$ _____
20 Fitzgerald	Singles	35	x \$ _____	= \$ _____	x 12 =	\$ _____
21 Fitzgerald	Singles	39	x \$ _____	= \$ _____	x 12 =	\$ _____
25 Fitzgerald	Singles	41	x \$ _____	= \$ _____	x 12 =	\$ _____
35 Fitzgerald	Singles	40	x \$ _____	= \$ _____	x 12 =	\$ _____
2323 Riverside Dr.	Singles	74	x \$ _____	= \$ _____	x 12 =	\$ _____
395 Terminal	Singles	86	x \$ _____	= \$ _____	x 12 =	\$ _____
750 Heron Rd.	Singles	130	x \$ _____	= \$ _____	x 12 =	\$ _____
2465 St. Laurent	Singles	73	x \$ _____	= \$ _____	x 12 =	\$ _____
255 Albert	Singles	72	x \$ _____	= \$ _____	x 12 =	\$ _____
333 Laurier	Singles	17	x \$ _____	= \$ _____	x 12 =	\$ _____
9 Montclair (QC)	Singles	32	x \$ _____	= \$ _____	x 12 =	\$ _____
300 Laurier	Atrium	3	x \$ _____	= \$ _____	x 12 =	\$ _____
	Multiples	44	x \$ _____	= \$ _____	x 12 =	\$ _____
	Singles	28	x \$ _____	= \$ _____	x 12 =	\$ _____
1.5 SUB-TOTAL:						\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

**PRICING SCHEDULE 2:**

Firm all inclusive prices/rates for additional requirements not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis, only in accordance with Annex "A", Interior Plant Maintenance Statement of Work. The request and written authorization must be provided by the Technical Authority prior to procuring any plant/container.

**2.1 Unit Prices per Plant / Container**

Firm all inclusive prices shall include overhead, profit and all related costs for the supply and installation of various plants and decorative containers. The price for the plants shall include the removal and disposal of the old plants and material including pots, decorative containers, and soil and/or drainage materials.

2.1 UNIT PRICES PER PLANT/CONTAINER							
Type	Form	Size	Year 1 Unit Price	Option Year 1 Unit Price	Option Year 2 Unit Price	Option Year 3 Unit Price	Option Year 4 Unit Price
Aeschyanthys variegated	Multi stem, full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aeschyanthys variegated	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aechmea 'Silver Vase'	In flower	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema Tissue culture	Multi stem 30" x 30"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Aglaonema Tissue culture	Multi stem, full	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beaucarnia-guatamalensis or recurvata	Single with multi heads min. height >30" x 18" wide	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Calathea Medallion	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. Florida hybrid	Multi stem min. height 4-5'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. seifrizii	Multi stem min, height 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C. seifrizii	Multi stem min, height 4.5'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Chlorophytum variegata	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Cinnamonum Kotense	Std. full height 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Diefenbachia camoflage	Multi stem, full 3'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena fragrans Massangeana	Min. 4 ppp, height 2', 3', 4', 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUB-TOTAL, PRICE PER YEAR:</b>			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

Type	Form	Size	Year 1 Unit Price	Option Year 1 Unit Price	Option Year 2 Unit Price	Option Year 3 Unit Price	Option Year 4 Unit Price
Dracaena fragrans Massangeana	Min. 3 ppp, height 2', 3', 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena warneckii	Min. 3 ppp, min. height 30:	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig	Bush	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig	Bush	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig 'Lisa'	Min. height 4 ppp, min. height 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena Janet Craig 'Michiko'	Min. height 4 ppp, min. height 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dracaena marginata	Multi stem, full, min. height 3'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eriopremnum	Totem	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eriopremnum	Totem	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eriopremnum	Min. 5 stems 8" long each	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Eriopremnum	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Alii'	Std. Min. height 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Amstel King'	Std., full 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Benjamina'	Std., full 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Benjamina'	Std., full 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Midnight'	Std., full 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Spire'	Std., full 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Ficus 'Spire'	Std., full 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hedera helix	Min. 5 stems 8" long each	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Howeia fosteriana	Min. 3 major stems pp.	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Howeia fosteriana	Min. 5 major stems pp.	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Hoya carnosa	Min. 5 stems full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Neanthe bella	Multi stem, full	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUB-TOTAL, PRICE PER YEAR:</b>			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Annex B (E) EJ196-190393A  
Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

Type	Form	Size	Year 1 Unit Price	Option Year 1 Unit Price	Option Year 2 Unit Price	Option Year 3 Unit Price	Option Year 4 Unit Price
Maranta	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Peperomia	Varigated multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum	Multi stem, full	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum	Multi stem, full	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum	Multi stem, full	10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum totem	Multi stem, full min. height 3'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Philodendron cordatum totem	Multi stem, full min. height 4'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Pleomole reflexa	Multi stem upright bush full 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Pleomole reflexa	Multi stem 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Podocarpus gracilior	Multi stem 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Podocarpus gracilior	Multi stem 6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Polyscias balfourina	Multi stem min. height 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Polyscias balfourina	Multi stem min. height 5-6'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Polyscias fruticosa 'Ming'	Multi stem full, min. height 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rhapis excelsa	Min. canes 5, min. height 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Rhapis excelsa	Min. canes 5, min. height 5'	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Hahnii'	Full, min. height 8"	4"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Laurentii'	Multi stem, pot bound	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Laurentii'	Multi stem, min. 30" pot bound	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sansevieria trifasciata 'Laurentii'	Multi stem, min 36" pot bound	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera arboricola	Multi stem bush form	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUB-TOTAL, PRICE PER YEAR:</b>			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Annex B (E) EJ196-190393A  
 Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

Type	Form	Size	Year 1 Unit Price	Option Year 1 Unit Price	Option Year 2 Unit Price	Option Year 3 Unit Price	Option Year 4 Unit Price
Schefflera arboricola	Std. 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera arboricola 'Trinetti'	Multi stem 36"x36"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Schefflera 'Renegade'	Columnar 4'	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Spathiphyllum	Multi stem, full	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Spathiphyllum	Multi stem, full	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Spathiphyllum 'Petite'	Min. 5 stems	6"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Zamioculacas zamifolia	Multi stem, full min. height 30"	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**2.1 UNIT PRICES PER PLANT/CONTAINER (CONTINUED)**

Type	Form	Size	Year 1 Unit Price	Option Year 1 Unit Price	Option Year 2 Unit Price	Option Year 3 Unit Price	Option Year 4 Unit Price
Beach Polyceramic	Planter cylinder - D8	8"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Planter cylinder - D14	14"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Planter cylinder - D16	16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Table Top Bowl - TT10	10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Beach Polyceramic	Table Top Bowl - TT12	12"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cilindro Loft 23	Standard colours With sub-irrigation	9" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cilindro Loft 32	Standard colours With sub-irrigation	13" x 22"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cararo	Standard colours With sub-irrigation	30"x 12"x 17"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Delta 15	Standard colours With sub-irrigation	6"x1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Delta 30	Standard colours With sub-irrigation	12" x 22"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUB-TOTAL, PRICE PER YEAR:</b>			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Annex B (E) EJ196-190393A  
Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

Type	Form	Size	Year 1 Unit Price	Option Year 1 Unit Price	Option Year 2 Unit Price	Option Year 3 Unit Price	Option Year 4 Unit Price
Lechuza Delta 40	Standard colours With sub-irrigation	16" x 30"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 21	Standare colours With sub-irrigation	9" x 10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 28	Standard colours With sub-irrigation	11" x 10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 35	Standard colours With sub-irrigation	14" x 13"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 43	Standard colours With sub-irrigation	17" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Classico 50	Standard colours With sub-irrigation	20" x 19"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza MaxiCube	Standard colours With sub-irrigation	6" x 6" x 10"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cubico 22	Standard colours With sub-irrigation	9" x 9" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cubico 30	Standard colours With sub-irrigation	12" x 12" x 22"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Cubico 40	Standard colours with sub-irrigation	16" x 16" x 30"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Quadro 35	Standard colours with sub-irrigation	14" x 14" x 13"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lechuza Quadro 43	Standard colours with sub-irrigation	17" x 17" x 16"	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>SUB-TOTAL, PRICE PER YEAR:</b>			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2.1 TOTAL (OF ALL YEARS):</b>			\$ _____				

Annex B (E) EJ196-190393A  
Financial Bid – Interior Plants – Various Bldgs - Cris Hill (fk258)

**TOTAL ASSESSED PROPOSAL PRICE:**

Sum of Basis of Pricing

1.1 to 1.5 inclusive \$ \_\_\_\_\_ +

2.1, inclusive \$ \_\_\_\_\_

= \$ \_\_\_\_\_ Total assessed proposal price

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

JUN 06 2018



Government of Canada / Gouvernement du Canada

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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



SITE: \_\_\_\_\_

MONTH: \_\_\_\_\_

TASK	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Maintenance					
Cleaning					
Fertilizing					
Pest Control *					
Technician's Signature/Date					

\* Enter details in REMARKS

RECORD OF REMOVAL AND RETURN OF PLANTS								
Number	Type	Floor Location	Reason	Date Removed	Date Returned	Number	Type	New

REMARKS

Signature of Contractor: \_\_\_\_\_



**Annex F EJ196-190393/A**

**FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.
- OR**
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



## Hazard Assessment Évaluation des dangers

Performed By - Effectué par Angela Lougheed		Date (Y-A-MM-D-J) 2018-06-15	Project No. - N° de projet EJ196-190393	
Project Description - Description de projet Interior plant maintenance				
Project Manager - Gestionnaire de projet Angela Lougheed				
Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Lifting Hazard (Material Handling) Danger lié au levage d'objets (Manutention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Manually, using the appropriate lifting procedure; do not lift excessive loads; Manuellement en utilisant la procédure de levage appropriée, ne pas soulever de charges excessives;  <input type="checkbox"/> If the load is too heavy, seek assistance from another worker; Si la charge est trop lourde, obtenir l'aide d'un autre travailleur;  <input type="checkbox"/> Use the appropriate lifting equipment/devices; Utiliser un équipement/appareil de levage approprié;  <input type="checkbox"/> Lifting certification if the load is greater than 5 tonnes; Attestation de levage si la charge est supérieure à 5 tonnes;  <input type="checkbox"/> Other: Autre :
Hoarding Danger lié à la palissade de chantier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> The hoarding must rest on a solid base, and must be high enough to limit access to workers only; La palissade doit reposer sur base solide et suffisamment élevée pour limiter l'accès aux travailleurs seulement;  <input type="checkbox"/> Do not place heavy materials on the hoarding; Ne pas appuyer de matériel lourd sur la palissade;  <input type="checkbox"/> Other: Autre :
Environment Hazard (Asbestos/Lead/Mold) Danger lié à l'environnement (amiante/plomb/moisissure)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Report on designated substances submitted to the contractor; Rapport sur les substances désignées remis à l'entrepreneur;  <input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;  <input type="checkbox"/> Control contaminant concentration in the ambient air; Contrôle de la concentration des contaminants dans l'air ambiant;  <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière  <input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes  <input type="checkbox"/> Other: Autre :
Dust Danger lié à la poussière	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Reduce dust generated on the work site (tools, appropriate equipment, wet process, other ...) Réduire la poussière générée dans le lieu de travail (outils, équipement approprié, procédé humide, autre ...)  <input type="checkbox"/> Vacuum dust at the source/increase ventilation; Aspiration poussières à la source/augmenter la ventilation;  <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Airtight Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes étanches <input type="checkbox"/> Visière  <input type="checkbox"/> Other: Autre :
Confined Space Espace clos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Mandatory:</b> Assess hazards of the confined space prior to entry. <b>Obligatoire :</b> Évaluation des risques de l'espace clos avant l'entrée.  <input type="checkbox"/> Evaluate air quality prior to entry; Évaluation de la qualité de l'air avant l'entrée;  <input type="checkbox"/> Entry permit if the confined space is high risk; Permis d'entrée si espace clos à risques élevés;  <input type="checkbox"/> "Confined space entry" training certification; Attestation de formation « Entrée en espace clos »;  <input type="checkbox"/> Other: <input type="checkbox"/> Lockout <input type="checkbox"/> Hot work permit Autre : <input type="checkbox"/> Cadenassage <input type="checkbox"/> Permis travail à chaud

## Annex G EJ196-190393/A

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Electrical Danger lié à l'électricité	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>NOTE: No live electrical work. NOTE : Aucun travail électrique sous tension.</p> <p><input checked="" type="checkbox"/> <b>Mandatory:</b> Work performed by an electrician or qualified person. <b>Obligatoire :</b> Travail fait par un électricien ou une personne qualifiée.</p> <p><input type="checkbox"/> Lockout sheet prepared/validated for all electrical work + Fiche de cadenassage rédigée/validée pour tout travail électrique +</p> <p><input type="checkbox"/> PWGSC form 13 to inform PFM; Formulaire TPSGC 13 pour informer le PFM;</p> <p><input type="checkbox"/> Other: Autre :</p>
Fall Hazards Danger de chute	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Roof work: protected area (guardrails, barriers/red tape) at +6 ft from the edge of the roof; OTHERWISE, safety harnesses are required: Travaux sur toit : zone protégée (garde-corps, barricade/ruban rouge) à +6 pi du bord du toit; SINON Harnais de sécurité :</p> <p><input type="checkbox"/> Safety harness: work at heights of more than 10 ft and on any lifting device; Harnais de sécurité : travaux en hauteur à plus de 10 pi du sol dans tout appareil de levage;</p> <p><input type="checkbox"/> Ladders, work platforms, scaffolding used safely; Échelle, plateforme de travail, échaffaudage utilisés sécuritairement;</p> <p><input type="checkbox"/> "Fall protection" training certification; Attestation de formation « Protection contre les chutes »;</p> <p><input type="checkbox"/> Other: Autre :</p>
Chemical Hazards Danger chimique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><input checked="" type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;</p> <p><input checked="" type="checkbox"/> WHMIS training certification; Attestation de formation « SIMDUT »;</p> <p><input checked="" type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière</p> <p><input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes</p> <p><input type="checkbox"/> Other: Autre :</p>
Shoring Protection Danger lié à l'étalement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Setup/teardown of shoring in accordance with specifications; Montage/démontage des étalements en respectant les devis;</p> <p><input type="checkbox"/> Other: Autre :</p>
Explosion Hazard Danger d'explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> "Handling/use of explosives" certification; Attestation « Manutention/utilisation d'explosifs »;</p> <p><input type="checkbox"/> Hot work permit; Permis de travail à chaud;</p> <p><input type="checkbox"/> Control ventilation, quantity of product used; Contrôler la ventilation, la quantité de produit utilisée;</p> <p><input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place;</p> <p><input type="checkbox"/> Other: Autre :</p>
Traffic Hazard Danger lié à la circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input type="checkbox"/> Traffic plan + flagger; Plan de circulation + signaleur;</p> <p><input type="checkbox"/> Signs/barriers/pedestrian crossings identified; Enseignes/barrières/traverse de piétons identifiée;</p> <p><input type="checkbox"/> Other: Autre :</p>
Trenching Tranchée	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><input checked="" type="checkbox"/> Review applicable regulatory depths requirements and where required, notify the authorities having jurisdiction (i.e. Ontario: depth &gt; 1.2 m = MOL Notification required) Réviser les règlements applicable concernant la profondeur et lorsque requis, aviser les autorités compétents ( ex: en Ontario profondeur plus de 1.2 m = aviser le ministère de travail)</p> <p><input type="checkbox"/> If depth + 1.2 m = 45-degree slope on each side OR caisson Si profondeur + 1.2 m = pente de 45 degrés chaque côté OU caisson</p> <p><input type="checkbox"/> Other: Autre :</p>

Annex G EJ196-190393/A

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

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

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

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

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