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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6            Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, and any other annexes

### **1.2 Summary**

Public Works and Government Services Canada (PWGSC) in St. Andrews, NB requires a Regional Individual Standing Offers to include but shall not be limited to the provision of all labour, materials, and equipment necessary to carry out spring cleaning of lawns and grounds, including snow plow gravel piles, vegetation removal, lawn trash pickup, road sweeping and removal, and summer maintenance which consists of mowing, weeding and cultivation of flower beds, mulch areas, planters and shrubs, pest and disease control, clean up of walkways and crusher dust.

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### 1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018/05/22) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16
M0019T	Firm Price and/or Rates	2007/05/25

### 2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Acquisitions, Bid Receiving Box  
1st Floor, Suite 1212  
100-1045 Main Street  
Moncton, NB E1C 1H1

Email: [TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca)  
**Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

Bid Fax: (506) 851-6759

## 2.3 Former Public Servant

### Former Public Servant - Competitive - Offer

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

#### Definitions

For the purposes of this clause,

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

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

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

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information, for all FPS 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.

Solicitation No. - N° de l'invitation  
EC645-192138/A  
Client Ref. No. - N° de réf. du client  
EC645-192138

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-8-41113

Buyer ID - Id de l'acheteur  
mct018  
CCC No./N° CCC - FMS No./N° VME

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By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror 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 - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)  
Section II: Financial Offer (1 hard copy)  
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Appendix C, Basis of Payment.

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory Technical Criteria as specified in Appendix "G"

##### **4.1.2 Financial Evaluation**

SACC Manual Clause [M0220T](#) (2016/01/28), Evaluation of Price - Offer

### **4.2 Basis of Selection**

SACC Manual Clause [M0031T](#) (2007/05/25), Basis of Selection - Mandatory Technical Criteria Only

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and

submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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 Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### **5.2.3 Workers Compensation Certification - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 5 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

#### **Insurance Requirements – Proof of Availability – Prior to issuance of a Standing Offer**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Part 7 B-Standing Offer.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Appendix "A".

## 7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

## 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

### 7.3.1 General Conditions

2005 (2017/06/21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## 7.4 Term of Standing Offer

### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from March 1, 2019 to February 28, 2021.

### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an 2 additional one (1) period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lisa Martin  
Title: Contracting Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, 4<sup>th</sup> Floor  
Moncton, New Brunswick  
E1C 1H1  
Telephone: (506) 962-5328  
Facsimile: (506) 851-6759  
E-mail address: lisa.m.martin@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for

any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

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

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

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

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

### 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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

St. Andrews Biological Station  
St. Andrews, NB

### 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
- standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

### 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$40,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

The Financial Limitation (Goods and Services Tax or Harmonized Sales Tax excluded) for the optional periods are:

Option year 1 - \$20,000.00  
Option year 2 - \$20,000.00

### 7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017/06/21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2018/06/21), General Conditions - Services (Medium Complexity);
- e) Appendix A, Statement of Work
- f) Appendix B, Job Slip
- g) Appendix C, Basis of Payment,
- h) Appendix D, Picture of Site
- i) the Offeror's offer dated \_\_\_\_\_

### 7.12 Certifications and Additional Information

#### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.12.2 SACC Manual Clauses

SACC Reference	Section	Date
A0285C	Workers Compensation	2007/05/25

### 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in **New Brunswick**.

### 7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

2010C (2018/06/21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 7.3 Term of Contract

#### 7.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 7.4 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.

## 7.5 Payment

### 7.5.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Appendix "C". Customs duties are included and Applicable Taxes are extra.

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.

### 7.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017/08/17) Limitation of price

### 7.5.3 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30

### 7.5.4 Electronic Payment of Invoices – Call-up

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

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

## 7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.7 Insurance Requirements

### Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **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)
  - 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.

Solicitation No. - N° de l'invitation  
EC645-192138/A  
Client Ref. No. - N° de réf. du client  
EC645-192138

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-8-41113

Buyer ID - Id de l'acheteur  
mct018  
CCC No./N° CCC - FMS No./N° VME

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

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**7.8 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A9068C	Government Site Regulations	2010/01/11

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**APPENDIX "A" - STATEMENT OF WORK**

(see attached document)

**APPENDIX "B" – JOB SLIP**

(see attached document)

**APPENDIX "C" – BASIS OF PAYMENT**

(see attached document)

**APPENDIX "D" – PICTURE OF SITE**

(see attached document)

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## **APPENDIX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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



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### APPENDIX "G" – TECHNICAL EVALUATION CRITERIA

The complete specifications and/or descriptive literature should be submitted with the proposal but may be submitted afterwards. If the complete specifications and/or descriptive literature are not submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet this 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.

Mandatory Technical Criteria		Cross Reference Proposal (page #)	For Evaluation Purposes	
			Met/ Not Met	Comments
1	Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer, including sub-contractor.			

**APPENDIX “A” – STATEMENT OF WORK**

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA**

**REAL PROPERTY SERVICES**

**ST. ANDREWS BIOLOGICAL STATION**

**LANDSCAPE MAINTENANCE**

**STANDING OFFER AGREEMENT**

**Description:** Standing Offer Agreement - Landscape Maintenance

**Location:** **St. Andrews Biological Station**  
**125 Marine Science Drive, St. Andrews, New Brunswick**  
**E3B 0E4**

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1. **Scope of Work** .1 Scope of work under this Standing Offer Agreement includes but shall not be limited to the provision of all Labour, materials, and equipment necessary to carry out spring cleaning of lawns and grounds, including snow plow gravel piles, vegetation removal, lawn trash pickup, road sweeping and removal, and summer maintenance which consists of mowing, weeding and cultivation of flower beds, mulch areas, planters and shrubs, pest and disease control, clean up of walkways and crusher dust.
  
2. **Location** .1 Work site for this Standing Offer Agreement is the:  
  
St. Andrews Biological Station  
125 Marine Science Drive  
St. Andrews, New Brunswick  
E5B 0E5
  
3. **Examination of Premises** .1 All parties tendering are recommended to visit the site to examine the proposed work prior to submitting their tender in order to become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute standing offer.
  
4. **Contractor's Use of Site**
  - .1 Do not unreasonably encumber site with materials or equipment.
  - .2 Move stored products or equipment which interfere with operations of other Contractors.
  
5. **Materials** .1 No pesticides or chemicals shall be used onsite
  
6. **Emergency and Service Calls** .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative on a twenty-four (24) hour, seven (7) day-per-week basis The following work priorities and response times shall apply:
  - .1 **Emergency**  
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to the designated manager.  
**Standard response time - Onsite within 1 hour**
  - .2 **Routine**

A priority of "routine" is defined as essential maintenance requirements that should be rectified at the earliest possible opportunity. It is considered as a deficiency or breakdown that does not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

**Standard response time -  
On site within 24 hours**

- 7. Site Visits** .1 The Departmental Representative may inspect the work site for compliance to this standing offer without prior notification to the contractor.
- 8. Safety** .1 The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the most stringent of the Federal and Provincial occupational Health and Safety Acts.
- .2 The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of his / her employees. Copies shall be made available to Public Works and Government Services upon request.
- .3 All copies of the formal Hazard Assessments conducted by the Contractor throughout the duration of the work shall be retained and made available to the Departmental Representative immediately upon request.
- .4 It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and standing offer requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall become mandatory.
- .5 Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted location.
- .6 The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- .7 Shall ensure that all applicable personal protective equipment (PPE) is used.**

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	.8	The Departmental Representative shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of standing offer.
<b>9. Log Books</b>	.1	The Contractor shall complete job slip "Appendix B" outlining all work performed. Payment shall not be made if job slip is incomplete.

**1. Codes and Legislated Requirements**

.1

The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the contract.

- .1 National Building Code of Canada
- .2 Part II of the Canada Labour Code.
- .3 Canada Occupational Safety and Health Section of Part II of the Canada Labour Code.
- .4 Canadian Environmental Protection Act.
- .5 Fire Commission of Canada #301 Standard for Building Construction Operations.
- .6 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
- .7 Canadian Electrical Code, Part I, CSA C22.1.
- .8 New Brunswick Environmental & Protection Act.
- .9 Public Works and Government Services Canada "Electrical Safety Requirements". (Includes Lockout Procedures). \*

\* Please Note: The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements, Codes and Legislative Requirements, Public Works and Government Services Canada does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards.

The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Public Works and Government Services Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.

- .10 Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards

- Association (CSA), and American Society for Testing Materials (ASTM) and referenced organizations.
- .11 The Contractor can obtain addresses for codes and standards from Departmental Representative upon request.
- .12 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
- .13 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 2. Licences, Permits and Fees**
- .1 Provide the authorities having jurisdiction with all information requested.
- .2 Pay all fees and obtain certificates and permits required.
- .3 Furnish these certificates and permits when requested.
- 3. Taxes**
- .1 Pay applicable Federal, Provincial and Municipal taxes.
- 4. General Workmanship**
- .1 Do each operation continuously and complete within same day commenced.
- .2 No equipment or materials are to be stored on-site unless approved by the Departmental Representative.
- .3 Collect and dispose of debris or excess material.
- .4 Supply materials, topsoil, mulch, fertilizer, replacement of tree stakes, wire, etc., as required.
- 5. Work Done by Other Means**
- .1 This standing offer does not create an exclusion right of the Contractor to perform all work which might be required. The Department reserves the right to have any work done by other means.
- 6. Product Approvals**
- .1 The Contractor shall ensure that all controlled products used in the performance of the work are classified and labelled according to the Workplace Hazardous Materials Information System (WHMIS).
- .2 The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.

- .3 No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- .4 Material Safety Data Sheets (MSDS) to remain on-site at all times.

**7. Bidders/Tenderers Qualifications**

- .1 Prior to Award, Bidders/Tenderers are to provide:
  - .1 Certification letter of good standing from Worker's Compensation Board.
  - .2 Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Standing Offer, including sub-contractor.
- .2 Before Work Begins Bidders/Tenderers are to provide documentation:
  - .1 A copy of the company's site-safety plan.
  - .2 Certification of training for safety for all personnel that will be involved with the Contract. Updated list complete with licenses (if applicable) shall be kept on site including personnel changes.
  - .3 The Contractor and his/her personnel must adhere to the Federal Government 'NO SMOKING' Policy while in Federal facilities and/or Scent Free Policy if applicable.
- .3 All sub-contractors shall adhere to the above qualifications.

**8. Disciplinary Procedures:**

Disciplinary Procedures for Safety Violations are as follows:

- .1 **First Violation:** Verbal warning issued to the Contractor **Safety Violations** for the first violation of a safety regulation. Violation shall be documented on the Contract file, copy to Contractor and a copy sent to PSPC.
- .2 **Second Violation:** Written warning to Contractor for the second infraction of a safety regulation. Violation will be documented on the Contract file, copy to Contractor and a copy sent to PSPC.

- 9. Application of Pesticides** .1 **Pesticides**
- No pesticides shall be use on the property**
- 10. Mowing of Lawn Areas - General** .1 Contractor shall submit schedule for approval to Department Representative. Commence lawn mowing as per approved schedule. Lawn mowing operation must be continuous and completed within reasonable period.
- .2 Lawn cutting operations include picking up and disposing of paper and refuse accumulated on landscape areas.
- 11. Mowing of Lawn Areas - Workmanship** .1 Cut grass at height of 40 mm. Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, mowing strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.
- 12. Delivery** .1 Deliver fertilizer, lime and bone meal in waterproof bags showing mass, analysis and name of manufacturers.
- 13. Fall Arrest** .1 All work carried out above the mandatory height restrictions, as stated in Canada Labour Code, Part II, Section 12.10(1), from an unsafe/unguarded structure and/or scaffolding, will be done in compliance with the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10.
- .2 The components of a fall protection system shall meet the standards as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- .3 The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified technician as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 14. Meetings** .1 Attend meetings at site when notified by Public Works and Government Services Canada.
- .2 Within fourteen (14) days of contract award, a pre-job meeting shall be scheduled.

- 1. Materials**
- .1 **Topsoil:** friable loam, neither heavy clay nor very light sandy nature containing minimum of 4% organic matter for clay loams and 2% for sandy roots, sod, stones, foreign objects. Acidity range (PH) of 5.5 to 7.5. Topsoil containing crabgrass, couch grass or other noxious weeds is not acceptable.
  - .2 **Peat Moss:** decomposed plant material, fairly elastic and homogenous, free of decomposed colloidal residue, wood, sulphur and iron, and of brown colour containing minimum of 60% organic matter by weight mass and moisture content not exceeding 15%. Shredded particles may not exceed 1/4" (6 mm) in size. Minimum PH valve of peat 4.5, maximum 6.0.
  - .3 **Sand:** hard, granular natural beach sand, well washed and clean of impurities, chemical or organic matter.
  - .4 **Fertilizer:** use environmental friendly (green) type products.
  - .5 **Lime:** ground agriculture limestone containing not less than 85% of total carbonates.
  - .6 **Bone meal:** raw bone meal, finely ground with minimum analysis of 4% nitrogen and 20% phosphoric acid.
  - .7 **Grass Seed:** to Federal and Provincial seed laws and having minimum germination of 75% and minimum purity of 97%. Deliver grass seed in original containers showing:
    - .1 Analysis of seed mixture
    - .2 Percentage of pure seed
    - .3 Year of production
    - .4 Net mass
    - .5 Date when bagged and location
    - .6 Seed mixture: 40% Baron Kentucky bluegrass  
30% Highlight Chewing Fescue  
15% Manhattan Perennial Ryegrass  
15% Creeping Red Fescue  
Or equal.
  - .8 **Nursery Sod:** especially sown and cultivated in nursery field as turf grass crop containing maximum 2% of other grass species or clover than variety specified and maximum 2 broad leaf weeds and 10 other weeds within 40 m<sup>2</sup> area. Thickness of sod soil portion 25 mm maximum. Sod with soil visible when grass is mowed to 40 mm height is not acceptable.
  - .9 **Mulch:** submit sample to Departmental Representative prior to shipping to site:
    - .1 Wood chip mulch: Chips obtained from hardwood trees should be free of bark, small branches, leaves, etc. Chips must vary in overall size from 50 to 75 mm and be 5 to 20 mm thick in order to match existing mulch.

- .10 **Stakes:** T-rail iron stakes 40 x 40 x 5 mm primed with one (1) brush coat of black zinc rich paint to CGSB 1-CP-181
- .11 **Wound dressing:** horticulturally accepted, non-toxic, non- hardening emulsion.
- .12 **Pest and Disease:** provide environmentally friendly (green) product.

1. **Annual Cleanup**
  - .1 Will be at the request of PWGSC Representative.
  - .2 **Lawns**
    - .1 Rake lawn areas and remove dead vegetation, leaves and debris. Do heavy raking with flexible grass rake on areas with "snow mould".
    - .2 Lightly roll areas where grass plants have lifted due to frost action.
  - .3 **Planting Beds**
    - .1 Clean flower beds, shrubs borders and planters of debris and dead plant material. Trim grass edges around planting beds neatly in lines as in original layout
    - .2 Clean shrubs, beds and planters of debris and dead plant material. Remove existing mulch, loosen and cultivate soil lightly without disturbing roots below surface.
    - .3 Trim grass edges around planting beds neatly in lines as in original layout.
    - .4 Planting new annual beds.
    - .5 Supply and spread 3 cm of hardwood mulch as described in Section 3, Products over plan and scrub bed areas.
  - .4 **Paved Areas**
    - .1 Clean by brushing and hosing driveways, parking areas, sidewalks and paved areas. Remove sand, gravel and salt resulting from winter sanding operations. Do this work in early spring as soon as working conditions are favourable using a tractor mounted sweeper for the road and parking areas.
  
2. **Repair and Renovating**
  - .1 **Regrading**
    - .1 Remove sod and topsoil from areas requiring regrading. Regraded to new elevations with subgrade 0.15 m below final grade.

- .2 **Resodding**
- .1 Remove existing and dead sod, weeds and debris from area to be resodded. Loosen top layer by roto-tilling. Prepare smooth, loose surface for laying sod.
  - .2 Apply fertilizer at rate of 12kg/200m<sup>2</sup>. Rake into top layer of soil.
  - .3 Use sod with grass mixture equivalent to one growing on-site. If correct mixture is not known, use only sod equal in appearance to existing lawn.
  - .4 Lay sod with sections closely abutted creating a smooth and even seam with adjoining areas without gaps or overlapping. Roll lightly and tamp. Water to obtain moisture penetration of 100 mm. Continue watering at intervals to maintain sufficient growth. Keep grass cut at height of 40 mm.
- .3 **Topdressing and Reseeding**
- .1 Mow areas to receive topdressing to height of 40 mm.
  - .2 Rake thoroughly, removing loose and dead grass, stones and debris.
  - .3 Use dry, friable and clean topsoil and spread to thickness of 6 to 12 mm filling in low areas and bare spots.
  - .4 Overseed area with seed mixture specified in Section 3 "Products" 1.7.6 at the rate of 2 kg/100 m<sup>2</sup>.
  - .5 Mix topsoil and seed by heavy raking. Water to ensure close contact between sod, seed and topdressing. Roll lightly after soil has dried sufficiently to avoid adherence to roller.
  - .6 Top-dress and reseed in summer.
- .4 Apply water to ensure drop penetration and at sufficient intervals to maintain vigorous growth. Keep grass cut at height of 40 mm.

### **3 Weed , Pest and Disease Control**

- .1 As per environmentally friendly (green) program. No pesticides can be used

**4. Cultivating Planters  
and Shrub Beds**

- .1 Cultivate to keep top layer of soil loose, friable and free from weeds when required. Any operation must be continuous and without interruption.
- .2 Cultivate top 50 to 75 mm of flower beds, planters and soil areas around trees and hedges.
- .3 Remove weeds including their roots.
- .4 Take care not to damage roots of shrubs or flowers. Use small hand tools for flower borders and areas of closely planted shrubs.
- .5 Collect and dispose of paper and refuse. Remove dead plants, leaves, branches, dead flowers and seed pods.
- .6 Clean areas that are covered with mulch by hand. Loosen top layer of mulch without mixing with soil underneath.

**5. Pruning**

- .1 Prune during dormant season but not during heavy frost. Prune evergreens in spring before start of new growth. Prune heavy bleeders such as birch or hard maple when in full leaf. Prune the previous year's growth of flowering shrubs only after blooming.
- .2 Use clean, sharp tools. Make cuts flush with main branch with a smooth and sloping action to prevent accumulation of water on cut. Do not leave little stumps on trunks or main branches. Remove dead and injured branches and branches that rub together causing damage to bark.
- .3 Thin out crown of trees and/or shrubs without changing their natural shape or habitat. Do not damage lead branches.
- .4 Remove smaller branches at juncture of limb from which they originate or cut at twig or bud pointing outward. Undercut larger branches to prevent tearing of bark.
- .5 Give large cuts and damaged parts coating of wound dressing.
- .6 Remove 25% of old branches from "leggy" shrubs. Cut close to ground to force production of new shoots from base.
- .7 Trim hedges to produce sloping sides with bottom cross section slightly wider than top. Depending on variety, trim sufficiently to produce dense, smooth surface of foliage. After blooming, prune flowering hedges by removing individual older branches to keep size of hedge under control.

- 6. Winter Preparation**
- .1 Rake leaves after they have been shed by trees. Remove from site.
  - .2 Protect trunks of trees to expected height of snow cover with fine wire mesh.
  - .3 Clean out all catch basin grates and ditches. Check all areas for surface drainage. Correct grades where spring drainage might be hampered.

- 1. Payment**
- .1 Invoices to be submitted in triplicate to the Property Manager for the services completed, countersigned by the Department's representative.
  - .2 Invoices shall show the following:
    - .1 Contract number and location of work
    - .2 Date work carried out
    - .3 Type of work performed
    - .4 Copy of invoice for material plus 10% mark up.
    - .5 Completion time of work for each location together with number of new and types of equipment used
  - .3 All prices shown on invoice shall equal those shown on price schedule which forms part of this Contract.
  - .4 No payment (including operator's time) shall be allowed for any equipment that has broken down during landscaping operations.
  - .5 All invoices shall be forwarded to the Public Works and Government Services Canada representative.
  - .6 All invoices for the fiscal year must be submitted for payment before 31 March of each year.

**JOB SLIP**

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tradesperson's Name:**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Call-up Number:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_

**Description of Work: \*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Start Time:** \_\_\_\_\_ **Completion Time:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

<b>Materials and Supplies</b>	<b>Cost</b>

**GST/HST** \_\_\_\_\_

**PST** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Departmental Representative's Signature**

\* Include nature of problem, cause of problem and corrective action taken.

**BASIS OF PAYMENT**

Contractor agrees that the following are the unit prices referred to herein:

**1<sup>ST</sup> YEAR  
2019-2020  
ST. ANDREWS BIOLOGICAL STATION**

<b>Class of Labour, Plant or Material</b>	<b>Unit of Measure</b>	<b>Estimated Quantity *</b>	<b>Price Per Unit</b>	<b>Total</b>
<b>Annual Cleanup</b>				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Ditches & Catch Basin Grates	Per cleanup	2	\$ _____	\$ _____
<b>Repair and Renovating</b>	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
<b>Lawn Mowing</b>	Per mowing	30	\$ _____	\$ _____
<b>Weed Control</b>	Per application	4	\$ _____	\$ _____
<b>Cultivating and Weeding Planters and Shrub Beds</b>	Each	8	\$ _____	\$ _____
<b>Pruning</b>	Per pruning	4	\$ _____	\$ _____
<b>Winter Preparation</b>	Per section	1	\$ _____	\$ _____
<b>Labour only for work not specifically covered in the unit pricing above</b>	Per hour	150	\$ _____	\$ _____
<b>Allowance for materials complete with markup of 10% applied</b>	Allowance	n/a	n/a	\$ _____
<b>YEAR 1 - STANDING OFFER AGREEMENT TOTAL:</b>			<b>(A:)</b>	\$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**2<sup>ND</sup> YEAR  
2020-2021  
ST. ANDREWS BIOLOGICAL STATION**

Class of Labour, Plant or Material	Unit of Measure	Estimated Quantity *	Price Per Unit	Total
<b>Annual Cleanup</b>				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
<b>Repair and Renovating</b>	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
<b>Lawn Mowing</b>	Per mowing	30	\$ _____	\$ _____
<b>Weed Control</b>	Per application	4	\$ _____	\$ _____
<b>Cultivating and Weeding Planters and Shrub Beds</b>	Each	8	\$ _____	\$ _____
<b>Pruning</b>	Per pruning	4	\$ _____	\$ _____
<b>Winter Preparation</b>	Per section	1	\$ _____	\$ _____
<b>Labour only for work not specifically covered in the unit pricing above</b>	Per hour	150	\$ _____	\$ _____
<b>Allowance for materials complete with markup of 10% applied</b>	Allowance	n/a	n/a	\$ _____
<b>YEAR 2 - STANDING OFFER AGREEMENT TOTAL:</b>			<b>(B:)</b>	<b>\$ _____</b>

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**1ST YEAR OPTION  
2021-2022  
ST. ANDREWS BIOLOGICAL STATION**

<b>Class of Labour, Plant or Material</b>	<b>Unit of Measure</b>	<b>Estimated Quantity *</b>	<b>Price Per Unit</b>	<b>Total</b>
<b>Annual Cleanup</b>				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
<b>Repair and Renovating</b>	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
<b>Lawn Mowing</b>	Per mowing	30	\$ _____	\$ _____
<b>Weed Control</b>	Per application	4	\$ _____	\$ _____
<b>Cultivating and Weeding Planters and Shrub Beds</b>	Each	8	\$ _____	\$ _____
<b>Pruning</b>	Per pruning	4	\$ _____	\$ _____
<b>Winter Preparation</b>	Per section	1	\$ _____	\$ _____
<b>Labour only for work not specifically covered in the unit pricing above</b>	Per hour	150	\$ _____	\$ _____
<b>Allowance for materials complete with markup of 10% applied</b>	Allowance	n/a	n/a	\$ _____
<b>OPTION YEAR (1) – STANDING OFFER AGREEMENT TOTAL</b>			<b>(C:)</b>	\$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

**2ND YEAR OPTION  
2022-2023  
ST. ANDREWS BIOLOGICAL STATION**

<b>Class of Labour, Plant or Material</b>	<b>Unit of Measure</b>	<b>Estimated Quantity *</b>	<b>Price Per Unit</b>	<b>Total</b>
<b>Annual Cleanup</b>				
Lawns	Per cleanup	2	\$ _____	\$ _____
Planting Beds	Per cleanup	2	\$ _____	\$ _____
Paved Areas including sweeping of roadways and concrete walkways	Per cleanup	2	\$ _____	\$ _____
Catch Basins	Per cleanup	2	\$ _____	\$ _____
<b>Repair and Renovating</b>	Sq. meter	100	\$ _____	\$ _____
Regrading	Sq. meter	100	\$ _____	\$ _____
Resodding	Sq. meter	100	\$ _____	\$ _____
Top Dressing and Reseeding	Sq. meter	100	\$ _____	\$ _____
<b>Lawn Mowing</b>	Per mowing	30	\$ _____	\$ _____
<b>Weed Control</b>	Per application	4	\$ _____	\$ _____
<b>Cultivating and Weeding Planters and Shrub Beds</b>	Each	8	\$ _____	\$ _____
<b>Pruning</b>	Per pruning	4	\$ _____	\$ _____
<b>Winter Preparation</b>	Per section	1	\$ _____	\$ _____
<b>Labour only for work not specifically covered in the unit pricing above</b>	Per hour	150	\$ _____	\$ _____
<b>Allowance for materials complete with markup of 10% applied</b>	Allowance	n/a	n/a	\$ _____
<b>OPTION YEAR (2) – STANDING OFFER AGREEMENT TOTAL</b>			<b>(D:)</b>	\$ _____

Note: The Estimated Quantity entered in column three for each item is an estimate only for service as and when required and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

<b>SUMMARY TABLE</b>		
YEAR 1 - STANDING OFFER AGREEMENT	(A:)	\$ _____
YEAR 2 - STANDING OFFER AGREEMENT	(B:)	\$ _____
OPTION YEAR (1) – STANDING OFFER AGREEMENT	(C:)	\$ _____
OPTION YEAR (2) – STANDING OFFER AGREEMENT	(D:)	\$ _____
<b>TOTAL COSTS (A) + (B) + (C) + (D)</b>		\$ _____

