

Request for Proposal

FOR

Tree Maintenance Services for Granville Island

<p>Date issued: March 18, 2019</p> <p>Solicitation File Number: RFP: 000082</p> <p>Originating Department: Granville Island</p>	<p>Solicitation Closes: 11:00 AM PDT, April 9, 2019</p> <p>Inquiries: Ryan Lemay Procurement Officer</p> <p>Tel: (604) 737-4019</p> <p>Email: rlemay@cmhc-schl.gc.ca</p>
---	--

Security Classification: PROTECTED

Ce document est disponible en français sur demande

Table of Contents

1	SECTION 1 GENERAL INFORMATION.....	1
1.1	OVERVIEW OF SECTION 1	1
1.2	INTRODUCTION AND SCOPE.....	1
1.3	CMHC BACKGROUND.....	1
1.4	PURPOSE OF REQUEST FOR PROPOSAL	2
1.5	SERVICE PROVIDERS DATABASE.....	3
1.6	SCHEDULE OF EVENTS.....	3
1.7	MANDATORY REQUIREMENTS	3
1.8	PROCUREMENT POLICY RE: THE ENVIRONMENT	4
1.9	PROPONENT FEEDBACK.....	4
1.10	DIRECT DEPOSIT AND INCOME TAX REPORTING REQUIREMENT.....	4
2	SECTION 2 SUBMISSION INSTRUCTIONS.....	6
2.1	OVERVIEW OF SECTION 2	6
2.2	CERTIFICATE OF SUBMISSION.....	6
2.3	DELIVERY INSTRUCTIONS AND DEADLINE.....	6
2.3.1	<i>Submission Deadline</i>	7
2.4	INQUIRIES	7
2.5	COMMUNICATION	8
2.6	PROPONENT CONTACT	8
2.7	OFFERING PERIOD	8
2.8	CHANGES TO PROPOSALS	8
2.9	MULTIPLE PROPOSALS	9
2.10	ACCEPTABLE ALTERNATIVE	9
2.11	NO LIABILITY	9
2.12	VERIFICATION OF PROPOSALS.....	9
2.13	OWNERSHIP OF RESPONSES.....	10
2.14	PROPRIETARY INFORMATION	10
2.15	CORPORATION IDENTIFICATION	10
2.16	DECLARATION WITH RESPECT TO GRATUITIES	11
2.17	CONFLICT OF INTEREST	11
2.18	DECLARATION WITH RESPECT TO BID RIGGING AND COLLUSION	11
2.19	SECURITY CLEARANCE.....	11
2.20	JOINT VENTURE RESPONSES	12
2.21	NON-DISCLOSURE OF CMHC INFORMATION.....	12
3	SECTION 3 STATEMENT OF WORK.....	14
3.1	OVERVIEW OF SECTION 3	14
3.2	MANDATORY REQUIREMENTS	14
3.3	STATEMENT OF WORK.....	14
4	SECTION 4 PROPOSAL REQUIREMENTS.....	19
4.1	OVERVIEW OF SECTION 4	19
4.2	MANDATORY PROPOSAL REQUIREMENTS.....	19
4.3	COVERING LETTER	19
4.4	PROPONENT’S QUALIFICATIONS.....	19

4.5	RESPONSE TO STATEMENT OF WORK.....	20
4.6	PROJECT MANAGEMENT PLAN.....	20
4.7	FINANCIAL INFORMATION.....	21
4.8	OTHER INFORMATION.....	21
4.9	PRICING PROPOSAL.....	21
5	SECTION 5 EVALUATION AND SELECTION.....	23
5.1	OVERVIEW OF SECTION 5.....	23
5.2	LIMITATION OF DAMAGES.....	23
5.3	EVALUATION TABLE.....	23
5.4	EVALUATION METHODOLOGY.....	23
5.5	FINANCIAL EVALUATION.....	24
5.6	PROPONENT SELECTION.....	24
6	SECTION 6 DRAFT AGREEMENT.....	25
6.1	OVERVIEW OF SECTION 6.....	25
6.2	DRAFT AGREEMENT.....	25
7	SECTION 7 APPENDICES.....	ERROR! BOOKMARK NOT DEFINED.
	<i>APPENDIX A</i>	<i>41</i>
7.1	CERTIFICATE OF SUBMISSION.....	41
	<i>APPENDIX B</i>	<i>42</i>
7.2	EVALUATION TABLE.....	42
	<i>APPENDIX C</i>	<i>45</i>
7.3	MANDATORY COMPLIANCE CHECKLIST.....	45
	<i>APPENDIX D</i>	<i>47</i>
7.4	GRANVILLE ISLAND MAP.....	47
	<i>APPENDIX E</i>	<i>48</i>
7.5	GRANVILLE ISLAND TREE INVENTORY.....	48

1 SECTION 1 GENERAL INFORMATION

1.1 Overview of Section 1

The purpose of this Section is to provide general information about Canada Mortgage and Housing Corporation (CMHC) and this Request for Proposal (RFP). All capitalized terms in this document have the meaning ascribed to them within the RFP document, the draft agreement, or in certain cases, are terms that are in commonly usage at CMHC.

1.2 Introduction and Scope

CMHC wishes to enter into an Agreement with a vendor(s) (hereafter referred to as the “Proponent(s)”) for the purpose of Tree Maintenance Services for Granville Island.

This Agreement will have an initial term of up to three (3) years, with the potential to renew for one (1) subsequent two-year renewal, not to exceed a cumulative total of five (5) years.

The anticipated value of the service is estimated to be up to \$105,000.00 CDN per year including all applicable taxes.

By issuing this RFP and accepting proposals, CMHC assumes the obligation of conducting the process in a fair and transparent manner. CMHC has no obligation to procure any services, or to compensate any Proponent for work done other than as may be set out in a written contract with that Proponent.

1.3 CMHC Background

CMHC is the Government of Canada’s National Housing Agency, with a mandate to help Canadians gain access to a wide choice of quality, affordable homes. It is a Crown corporation, with a Board of Directors, reporting to Parliament through the Minister of Families, Children and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation, the Honourable Jean-Yves Duclos.

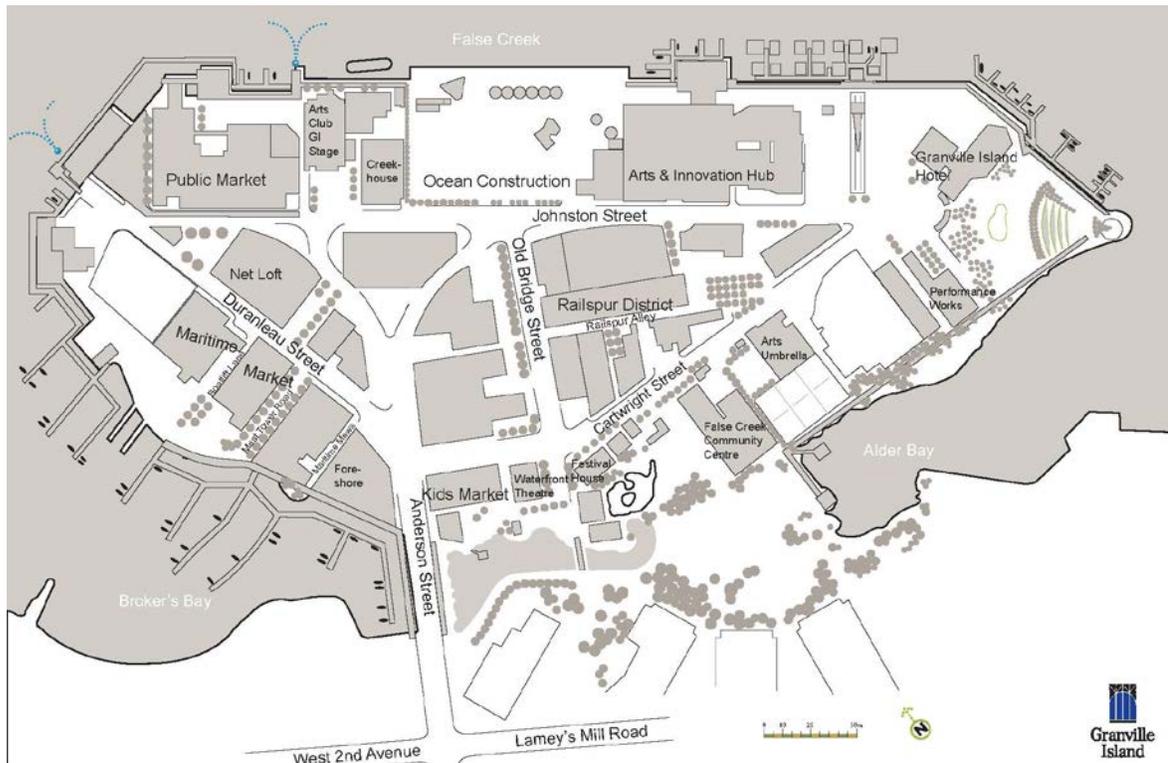
CMHC has 2,000 employees located at its National Office in Ottawa, and at various Business Centres throughout Canada. The Business Centre areas are divided into five regions: Atlantic; Quebec; Ontario; British Columbia; and Prairies & Territories.

The administration, management and control of the revitalization of Granville Island was transferred to CMHC by Order-in-council in 1972, as CMHC was already deeply involved in innovative housing development in the area and it had experience in urban renewal and the skilled resources necessary to carry out the challenge.

Granville Island in Vancouver is designed to attract local residents and visitors to meet, explore and experience a variety of cultural, recreational, educational, commercial and industrial activities, all year round.

It is recognized as one of the most successful waterfront developments in North America. Granville Island is comprised of 15.2 hectares (37.6 acres) of land area and 2.1 hectares (5.3 acres) of tidal water area, and represents a major public land holding in close proximity to downtown Vancouver. Situated in False Creek between the Burrard and Granville Bridges, it is adjacent to the marinas and aquatic activities of both False Creek and English Bay.

Map of Granville Island:



Granville Island is currently home to approximately 275 businesses and facilities.

1.4 Purpose of Request for Proposal

CMHC uses an RFP to describe its requirements, ask suppliers for their proposed solutions, describe the criteria which will be used in evaluating proposals and selecting a lead Proponent, and outline the terms and conditions under which the successful Proponent will operate or supply goods and/or services. By submitting a proposal, Proponents agree to be bound by the terms of this RFP, and the terms of the proposal that they submit.

In this RFP process, proposals and Proponents are evaluated in terms of ability to satisfy the stated requirements, while providing best value to CMHC with respect to its requirements.

1.5 Service Providers Database

CMHC utilizes the Supplier Information (SI) database, maintained by **Public Works and Government Services Canada** as the Official CMHC source list.

All Proponents **must** be registered with **Public Works and Government Services Canada** prior to submitting a proposal. The Procurement Business Number (PBN) provided by this registration must be included with your proposal. If you are not registered, and you wish to do so, please access <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>

1.6 Schedule of Events

The following schedule summarizes significant target dates for the RFP process. These dates are objectives only, and they may be changed by CMHC at its sole discretion. They shall not be considered terms or conditions under which the RFP will be conducted.

Date (2019)	Activities
March 18	Request for Proposal issued
March 29	Submission of Questions Deadline (5:00 PM PDT)
April 9	Submission Deadline (11:00 AM PDT)
April	Evaluation and Selection of lead Proponent
May	Agreement award and finalization with lead Proponent
May	Announcement of successful Proponent
As requested	Debriefing to unsuccessful Proponents

1.7 Mandatory Requirements

Throughout this RFP, certain requirements are identified as mandatory. Compliance with mandatory requirements will be assessed by CMHC in its sole discretion.

A mandatory requirement is defined as:

- a minimum standard that a proposal must meet in order to be considered for further evaluation;
- a requirement that must be met in order for the Proponent to substantially comply with the requirements of the RFP; and
- a term that must be included in any Agreement that results from the RFP

Mandatory requirements are identified in:

- Section 2 Submission Instructions
- Section 4 Proposal Requirements
- Section 6 Proposed Agreement, and
- Appendix A The Certificate of Submission.

Proposals which fail, in the reasonable discretion of CMHC, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. Notwithstanding the foregoing, CMHC reserves the right to waive or revise any mandatory requirements during the RFP process if a waiver or revision is necessary to meet the CMHC's intent in issuing the RFP, or to ensure that CMHC receives best value from the process. In the event that CMHC elects to waive a mandatory requirement, all Proponents will be advised of the change in requirements and provided with an opportunity to revise their proposals as noted in Section 2.4.

1.8 Procurement Policy Re: The Environment

CMHC fully supports the principle of sustainable development. Economic development and the preservation of the environment are each given consideration in the RFP process to help ensure that the actions of one generation do not compromise the ability of future generations to have an equal quality of life. To this end, CMHC is dedicated to integrating sound environmental practices into its procurement practices.

1.9 Proponent Feedback

CMHC aims to continuously improve its bid documents and procedures. CMHC welcomes input regarding Proponent experience in responding to its RFPs, whether it be positive or negative. As CMHC does not wish to be perceived as influenced by such feedback in the award decision, Proponents are requested to submit their feedback after an Agreement has been executed or the RFP process has been terminated.

Proponents wishing to provide feedback may submit comments labeled as *Proponent Feedback RFP # 000082* to the name and address provided in Section 2.4.

Any Proponent who notes a material flaw in the RFP that could prevent the process from being conducted in a fair and objective manner, or that could prevent CMHC from receiving best value from the process, is asked to report the flaw to CMHC as soon as possible, using the inquiry process specified in Section 2.4

1.10 Direct Deposit and Income Tax Reporting Requirement

All payments and transfers of funds under any resulting contract will be made by means of EFT direct deposit, unless an exception is requested in the proposal and is approved prior to execution of a contract.

As a federal Crown Corporation, CMHC is obliged under the *Income Tax Act* and its associated regulations to report payments to suppliers of goods and/or services by using a T1204 supplementary slip. Proponents are therefore required to provide the necessary information, including the Proponent's social insurance number and/or corporate identification number, with their proposals in order to allow CMHC to complete the T1204 supplementary slip. The lead Proponent will be required to complete and sign a Supplier - Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to the commencement of the term of any resulting agreement.

Throughout the term, the Contractor will be required to ensure that the information provided remains accurate and up to date. The Contractor assumes full responsibility for and indemnifies CMHC from and against any errors in payments or tax reporting that arise because the information supplied is inaccurate or out of date.

2 SECTION 2 SUBMISSION INSTRUCTIONS

2.1 Overview of Section 2

The purpose of Section 2 is to inform the Proponent about CMHC's procedures and rules pertaining to this RFP process.

Proponents are advised that CMHC has provided a Mandatory Compliance Checklist as Appendix C to the RFP. The Checklist is provided for the benefit of Proponents prior to submission of their proposals, to help them ensure that they have complied with all mandatory requirements. Non-compliance with a mandatory requirement will result in the proposal being eliminated from further consideration.

2.2 Certificate of Submission

The Certificate of Submission, attached as Appendix A, summarizes some of the mandatory requirements set out in the RFP. As noted in Section 1.7, it is also a mandatory requirement that a proposal include a Certificate of Submission (or an accurate reproduction) signed by the Proponent.

Should a Proponent not include the signed Certificate of Submission with its proposal, the Proponent will be notified by CMHC and will have 48 hours from the time of notification to meet this requirement.

2.3 Delivery Instructions and Deadline

Timely and correct delivery of proposals to the specified proposal delivery address is the sole responsibility of the Proponent. All risks and consequences of a failure to deliver a proposal as specified are borne by the Proponent. CMHC will not assume those risks or responsibilities under any circumstances.

CMHC only assumes responsibility for proposals once it has received the proposals by means of the specified delivery method. For the purposes of this Section, the time of delivery is deemed to be the time recorded by the CMHC representative receiving the proposal.

The time of delivery for the purposes of this Section is deemed to be the time recorded by the CMHC system receiving the proposal, and not the time the proposal was sent by the Proponent.

Please be advised that EBID has a size limitation 10 MB. It is advisable and recommended that Proponents submit larger proposals in multiple smaller files.

Upon receipt of proposals, an automated confirmation will be issued by EBID to the sender's e-mail address. It is strongly recommended that Proponents follow up with the inquiries person named in Section 2.4 should they not receive said confirmation within 30 minutes of submission.

Please be advised that electronic transmissions may not necessarily be immediate and can experience lengthy delivery delays. Proponents should ensure that sufficient delivery time is allowed, as they assume the risk of delays in transmission and receipt.

Address for Delivery

Proposals, including all supporting documentation, are to be sent electronically to the following e-mail address:

EBID@cmhc-schl.gc.ca

The subject line of the transmission must include: RFP, file # 000082

Proposals sent to any other e-mail address will not be considered.

Format

Proposals may be submitted in Adobe Acrobat PDF.

Rich Text formatted or Compressed (Zipped) documents cannot be opened by CMHC and will not be considered.

Proposal Opening and Verification Period

All EBID proposals received on or before the closing date and time specified in this RFP, will be opened for verification by CMHC. If at that time, CMHC is unable to open a proposal, the Proponent will be so advised and provided an opportunity to resubmit a version that can be opened within 2 hours of notification.

2.3.1 Submission Deadline

Your proposal must be **received** at the exact location as specified above, on or before the submission deadline set as:

11:00 AM PDT on April 9, 2019

Proposals arriving late will be automatically rejected, and the sender will be so notified by e-mail.

2.4 Inquiries

All questions regarding this RFP must be sent by e-mail to the following contact person:

Ryan Lemay
Procurement Officer
rlemay@cmhc-schl.gc.ca

Changes to this RFP document will only be effective if issued by CMHC in writing as described below. Proponents are therefore strongly cautioned to request that all clarification, direction and changes be provided in writing, as information given orally by any person within CMHC shall not be binding upon CMHC.

All written questions submitted, which in the opinion of CMHC raise an issue that has the potential to affect all Proponents, will be answered by CMHC in writing and distributed to all Proponents by addendum published onGETS. The identity of the Proponent making the inquiry will not be included in the response. Any questions of a proprietary nature must be clearly marked as such.

In the event that it becomes necessary to revise any part of the RFP as a result of any inquiry or for any other reason, an addendum to this RFP will be published for Proponents on GETS.

CMHC has no obligation to respond to any inquiry, and will determine, at its sole discretion, whether it will respond to inquiries that are submitted. CMHC cannot guarantee a reply to inquiries received after the question deadline.

2.5 Communication

During proposal evaluations, CMHC reserves the right to contact or meet with any individual Proponent in order to obtain clarification of its submission, including clarification of the scope of services offered. Any such communication is limited to clarification purposes only, and Proponents will not be allowed to revise their proposal during this process.

2.6 Proponent Contact

The Proponent shall name a person in their proposal to act as a primary contact for CMHC during the evaluation period. A secondary contact should also be provided for backup purposes.

2.7 Offering Period

It is a deemed condition of every proposal that the terms of the proposal, including all terms relating to pricing, shall remain valid and binding on the Proponent during the RFP process and until such time as an Agreement is negotiated and executed.

2.8 Changes to Proposals

Changes to a proposal are permitted, provided that they are received as an addendum to, or clarification of, a previously submitted proposal, or as a new proposal that replaces and supersedes the proposal that was previously submitted.

Any addendum, clarification, or new proposal must be submitted as per the delivery instructions outlined in Section 2.3, be clearly marked “**REVISION**”, and be received no later than the submission deadline. Where the new proposal is intended to replace all or part of an earlier proposal, it must be accompanied by a clear statement specifying the Sections of the earlier proposal that are replaced by the new proposal.

2.9 Multiple Proposals

Proponents interested in submitting more than one proposal for consideration may do so, provided that each proposal independently complies with the instructions, terms and conditions of this RFP.

2.10 Acceptable Alternative

An alternative to any portion of a proposal may be submitted as an addendum to a proposal.

Where the alternative proposal relates to a mandatory requirement, the alternative must meet that requirement.

2.11 No Liability

While CMHC has made considerable efforts to ensure that the information in this RFP is accurate and complete, it is possible that errors may exist. The information is not guaranteed or warranted to be accurate by CMHC, nor is it necessarily comprehensive or exhaustive. CMHC will have no liability of any kind to Proponents for losses or damages arising from any errors that may be found in the RFP, regardless of how the errors are caused. Proponents remain obliged to make their own investigation of relevant information and to form their own opinions and conclusions in respect of the matters addressed in this RFP.

By submitting a proposal, Proponents waive any claim or cause of action that they may have against CMHC or its representatives as a result of the conduct of this RFP process or any resulting contract award, except insofar as they have proof of wilful misconduct on the part of CMHC or its representatives. Proponents agree that they will not bring a court action or institute any other proceedings against CMHC for damages arising from the conduct of this RFP or any resulting contract award. This Section is intended to be a complete waiver of the Proponent’s right to claim damages subject to the limited exception noted above.

2.12 Verification of Proposals

The Proponent authorizes CMHC to conduct such investigation as it deems appropriate to verify the contents of the Proponent’s proposal.

2.13 Ownership of Responses

All proposals and related materials become the property of CMHC upon submission and CMHC shall have all intellectual property rights in those proposals and materials. Proposals and related materials will not be returned to Proponents. Proponents are not entitled to any compensation for any work related to, or materials supplied in the preparation of their proposals.

The Proponent warrants that the Proponent possesses all rights necessary to satisfy this requirement. The Proponent hereby certifies that it has waived, or has obtained a waiver in favour of CMHC of, all moral rights in the proposal and related materials, and hereby assigns all rights in the material, as provided for in the law of copyright. The Proponent agrees to execute any document requested by CMHC acknowledging CMHC's ownership of the material and the waiver of moral rights therein.

All information regarding the terms and conditions, financial and/or technical aspects of the Proponent's proposal which are of a proprietary or confidential nature, must be clearly marked "**PROPRIETARY**" or "**CONFIDENTIAL**". Proprietary and confidential markings shall be included beside **each item or at the top of each page containing information that the Proponent wishes to protect from disclosure.**

CMHC will take steps to protect Proponents' documents and information so marked from disclosure. Notwithstanding the foregoing, CMHC shall have no liability of any kind to Proponents based on the inadvertent or unintentional disclosure of proprietary information.

Proponents are further advised that as a Crown corporation, CMHC is subject to the federal legislation with respect to access to information and privacy. In certain specific circumstances, information submitted to CMHC by third parties may be required to be disclosed pursuant to federal legislation. In such cases, to the extent reasonably possible, CMHC will make efforts to advise the Proponent of the required disclosure prior to releasing the information.

2.14 Proprietary Information

Information about CMHC that is contained in this RFP document is to be considered proprietary information of CMHC. It is made available for the sole purpose of providing Proponents with sufficient information to prepare responses to the RFP. Proponents and other readers of this document may not make any other use of information contained in the RFP.

2.15 Corporation Identification

Proponents agree that they will not make any use whatsoever of CMHC's name, logo or other official marks without the express written consent of CMHC.

2.16 Declaration with respect to Gratuities

By submitting a proposal, the Proponent certifies that no representative of the Proponent, or any individual or entity associated with the Proponent has offered or given a gratuity (e.g. an entertainment or gift) or other benefit to any CMHC employee, Board member or Governor-in-Council appointee with the intention of obtaining favourable treatment from CMHC.

2.17 Conflict of Interest

The Proponent and its principals, employees and agents shall avoid any real, potential or apparent conflict of interest during the RFP process, and upon becoming aware of a real, potential or apparent conflict, shall immediately declare the conflict to CMHC. The Proponent shall then, upon direction of CMHC, take steps to eliminate the conflict, potential conflict or perception that a conflict of interest exists.

The successful Proponent must not provide any services to any third party in circumstances that might reasonably give rise to a conflict of interest between the Proponent's duties to that third party and the Proponent's duties to CMHC.

In the event that a conflict of interest, real, potential or perceived, cannot be resolved to the satisfaction of CMHC, CMHC shall have the right to immediately eliminate the Proponent from consideration under the RFP or to terminate the resulting agreement. Upon such elimination or termination, CMHC shall have no obligation of any nature or kind to the Proponent.

2.18 Declaration with respect to Bid Rigging and Collusion

By submitting its proposal, the Proponent certifies that:

- (a) prices as submitted in its proposal have been arrived at independently from those of any other Proponent;
- (b) the prices as submitted have not been knowingly disclosed by the Proponent, and will not knowingly be disclosed by the Proponent prior to award, directly or indirectly, to any other Proponent or competitor; and
- (c) no attempt has been made, nor will be made, to induce any other person to submit, or not to submit, a proposal, for the purpose of restricting competition.

2.19 Security Clearance

CMHC requires employees of the selected Proponent to be security cleared in order to permit them access to CMHC premises when and if required. This process normally takes approximately five working days, but may take longer, depending on the circumstances.

If they are not security cleared, the Proponent or its employees will require an escort by a CMHC employee if required to access CMHC premises and will not be granted access to CMHC information and systems or any confidential information.

Where the required security clearance is not granted to an individual, CMHC will have the right to exclude that individual from performing the services outlined in this RFP. The failure of an individual to obtain security clearance shall not relieve the successful Proponent from any of its obligations under this RFP and any resulting agreement.

2.20 Joint Venture Responses

Joint venture proposals should adequately represent and communicate the proposed roles and responsibilities of each party participating in the joint venture, and must provide a detailed description of the proposed joint venture business arrangement. The description must, at a minimum, list the companies involved, indicate how long the business arrangement has been (or will be) in existence, outline the goods or service(s) that each respective party would be providing and describe the proposed roles and responsibilities of each party.

The Proponent shall designate one of the entities participating in the joint venture as the contact person for the purpose of this RFP process. All communications between the Proponent and CMHC will be directed through the contact person.

Joint venture responses must be accompanied by a signed Certification of Submission from each participating entity. Refer to Section 2.2.

2.21 Non-Disclosure of CMHC Information

Under this Section, “CMHC Information” refers to any and all information of a confidential nature, including all personal information, which is managed, accessed, collected, used, disclosed, retained, received, created or disposed of by CMHC in order to complete this RFP process and to fulfill the requirements of any resulting agreement. Without limiting the generality of the foregoing, CMHC Information includes information held in any format and information provided directly, indirectly to the Proponent.

The Proponent understands and agrees to treat all CMHC Information as proprietary, confidential and sensitive, unless otherwise specifically agreed to in writing by CMHC. The Proponent agrees to restrict access to CMHC Information to those persons who have a need to know this information in order to prepare the Proponent’s response to this RFP, or perform the work or services under any resulting agreement.

The Proponent further acknowledges and understands that all CMHC Information is subject to Canadian laws on privacy and access to information under which CMHC is bound and that CMHC considers CMHC information to be under its custody and control at all times.

The Proponent shall ensure that CMHC Information remains in Canada and expressly agrees to segregate CMHC Information (whether in electronic format or in hard copy) from any other information by electronic or physical means.

Without limiting the generality of the foregoing, the Proponent shall not and shall ensure that any subcontractor, reseller, agent or any other person engaged to perform any part of the work or services does not release, share or otherwise divulge CMHC Information to any other person including subsidiaries, branch offices, partners or subcontractors of the Proponent without the prior written consent of CMHC.

3 SECTION 3 STATEMENT OF WORK

3.1 Overview of Section 3

This Section of the RFP is intended to provide the Proponent with the information necessary to develop a responsive proposal. The Statement of Work is a complete description of the tasks to be done, results to be achieved and/or the goods to be supplied.

3.2 Mandatory Requirements

A mandatory requirement is a minimum standard that a proposal must meet in order to be considered for further evaluation.

Any mandatory requirements associated with the Statement of Work are clearly identified in Section 4 - Proposal Requirement.

The Mandatory Compliance Checklist is located at Appendix C (7.3).

3.3 Statement of Work

Canada Mortgage and Housing Corporation (CMHC) requires a qualified Proponent to undertake and provide all labour, parts, tools, and equipment necessary for commercial tree management services throughout Granville Island's 37.6 acres site ("the Property"). Granville Island contains more than 630 trees on site, with over 40 identified species including Red Maples, Norway Maples, Honeylocusts, and Balsam Poplars. Soil and growing conditions vary widely across the Property; many trees are grown with pavement or pavers placed abutting the tree base. It will be the responsibility of the Proponent to provide a complete assessment of all trees located on the Property, a comprehensive tree management program, and complete/mapped inventory of all trees located on the Property.

Maintenance practices should be implemented to mitigate and compensate for the effect of vehicular and pedestrian traffic, atmospheric conditions, and the growing environments found on Granville Island with the goal of improving the health and visual display of trees while mitigating risk to visitors and the built environment.

1. Excluded Work

The following items are provided by Granville Island's Landscaping Contractor and are excluded from this Statement of Work:

- Maintenance of plants and shrubs under 8 feet in height
- Weed control, except where vines have attached themselves to trees
- Control of rodents and wildlife
- Installation or repairs to irrigation systems

2. Tree Inventory

The Proponent must provide a comprehensive updated inventory of all trees located on the Property within 2 months of the start of the Contract and within 1 month of the contract start date anniversary for each year of the contract duration; a map of the Property is attached as Appendix D. All trees within the Property must be assigned a unique identifier and be identified by species, age class, size class, and location. A condition assessment for each tree must be included in the inventory or the Proponent will propose how this information will be presented to CMHC.

A map (or maps) of the property containing all locations of trees and corresponding identifiers must be provided to CMHC along with the inventory list. A clean map of Granville Island is attached as Appendix D, however, Proponents may present their own examples as part of the proposal. Inventory lists and corresponding maps must be provided in hardcopy and digital formats to CMHC Granville Island. Proponent will propose a system to keep CMHC Granville Island apprised of changes in tree inventory. Regular updates to the tree inventory and condition assessment for each tree are required. All remedial work taking place or removal / replacement of any trees completed by the Proponent must be updated in the documents within 14 days.

All specifications and industry terms will be consistent across the inventory and Tree Management Program.

3. Tree Management Program

The Proponent will propose an annual Tree Management Program within 1 months of the start of the contract and within 1 months of the contract start date anniversary for each year of the contract duration. The program will propose a treatment and maintenance plan for all trees on Granville Island with specific plans of action, sorted by priority level, for individual trees based on their assessed condition. The Proponent will clearly explain how priority levels are to be determined and what characteristics would result in trees being assigned each priority level.

The Tree Management Program will outline and schedule maintenance activities including but not limited to the following: pruning, soil care/fertilization, pest control, structural support. All high risk situations must be clearly identified with recommended actions to mitigate. For all maintenance and treatment activities the Proponent will explain its methodology and adherence to industry standards and best practices.

The Tree Management program will estimate the costs for the work to be completed and will invoice based on time spent and materials used and specified mark up as the work is completed.

The schedule will identify planned months for the work to take place which is to be coordinated with CMHC around other events and activities on Granville Island. At least 1 week prior to coming to site for anything other than emergency work CMHC is to be contacted and dates and times set for work to take place.

The Proponent will outline the process of updating the Tree Management Program, specifically how the Proponent will notify CMHC of completed maintenance work, and how any tree management lists will be regularly updated showing completed work.

- The Proponent's employees will sign into a log book, located in the CMHC Maintenance Office, whenever they are on site.
- Pictures and images of recommended and completed work would be beneficial to communication with CMHC

4. Tree Maintenance Work

The Proponent will carry out the recommended actions as identified by the Tree Management Program as approved by the designated representative of CMHC, or by the approved schedule of work.

- All work to be carried out in accordance to ANSI Z133.1 safety requirements
- The Proponent will adhere to ANSI A300 generally accepted industry standards for tree care practices.
- The Proponent will adhere to its own methodologies for pruning and other maintenance work as outlined in its approved proposal; pruning will emphasize overall tree health and safety, beautification of the site, reduction of year round maintenance, and prevention of lawn damage due to lack of light
- Stump grinding will be as-requested by the designated representative of CMHC
- Tree removal will be based on the Proponent's risk assessment and recommendation but must have written approval from the designated representative of CMHC
- The Proponent may identify potential tree planting opportunities to CMHC; these will be approved on a case by case basis by CMHC

5. Governing Laws and Regulations

- All laws and regulations applicable to the work tasks in this contract that are in effect in the City of Vancouver, the Province of British Columbia and in Canada shall be followed by the Proponent.
- Fertilizers, lime, chemicals, pesticides, cleaners or any other organic or inorganic substance used by the Proponent during the course of their work will comply with all applicable municipal, provincial and federal legislation and regulation governing the use of such substances.
- The Proponent must carry appropriate Work Safe BC coverage for all employees

- The Proponent will provide recommendations regarding any by-law requirements in the course of the work

6. Waste Removal

- All green waste generated in the course of the Proponent's work on the Property must be disposed of offsite in a legally operated transfer station or disposal site. The CHMC may request proof of such disposal from time to time to confirm compliance.
- All green waste to be removed from the Property at the end of each day's work. The Proponent is not permitted to use CMHC's compost or waste bins located on the Property.
- For large-scale projects an accommodation may be made by the CMHC to allow some materials to be stored in the work site only.
- For large-scale projects requiring several days to complete the Proponent must store materials and manage work spaces to limit impact on the visiting public's enjoyment and use of the Property; remove such materials at completion of such projects.
- As soon as the Proponent completes any given maintenance operation, the Proponent shall sweep, blow and or wash off with water, all affected hard surfaces to a condition that is clean for the visiting public to use.

7. Tools and Equipment

- The Proponent will supply all tools and equipment necessary to fulfil the contract requirements specified herein.
- Tools and equipment must be properly suited to the work at hand and in proper operating condition.
- All safety devices on tools and equipment shall be in place and functioning to current Work Safe BC requirements.
- Personal protection equipment shall be supplied and in proper working order, for each of the Proponent's employees that work on the Property.
- All vehicles and equipment shall be licensed and operated in accordance with municipal and provincial laws and regulations in British Columbia, and any applicable federal laws and regulations in Canada.
- All tools and equipment shall be kept clean and disinfected as needed to prevent the spread of diseases between the Proponent's use of tools and equipment offsite, and the use of those same tools and equipment on the CMHC's property.
- No tools or equipment shall be stored on the Property except with the express written consent of the designated representative of CMHC for the duration of large scale projects.

8. Traffic Control

- Road closures and disruption of traffic is to be minimized.
- Road closures are not permitted unless approved by the designated representative of CMHC with three days of notice before closure occurs.
- The Contractor will provide trained traffic control personnel (TCP) and the requisite traffic cones, barricades, and other markings as required when operations impact vehicle or pedestrian traffic.

9. Protection, Preservation and the Contractor's Responsibility

The Proponent shall take necessary precautions to prevent damage and to protect existing features or structures on the Property that may be negatively impacted during the course of the Contractor's work. The Contractor is responsible to protect the following features and structures during the course of the Contractor's work:

- Trees, shrubs, lawn areas, annual and perennial plants, climbing vines, aquatics in ponds and any other plant material.
- Under-ground and above ground site services including but not limited to gas, water, sanitary sewer, storm sewer, electrical distribution lines, telecommunication lines, solar power and all other infrastructure on the property.
- Hard landscape features such as curbs, paving, retaining walls, benches, planters and pots, fencing, pergolas or trellises, playgrounds, art or sculpture and other hard features built as part of the landscape or grounds on the Property.
- Buildings and road infrastructure anywhere on the site.
- The irrigation system and water supply from water taps on buildings that are used by the Contractor.
- Any other feature, fixture or part of the Property that may be negatively impacted or damaged by the Contractor's operations.
- If the Contractor, the Contractor's employees, the Contractor's sub-trades or the Contractor's suppliers damages any of the aforementioned features on the Property, or any other part of the Property during the course of their work operations, the Contractor will be financially responsible for the repair of any such damage to return the damaged item to a state of repair that is equal to or better than existed before the damage occurred.

4 SECTION 4 PROPOSAL REQUIREMENTS

4.1 Overview of Section 4

Proposal responses are to be organized and submitted in accordance with the instructions in this Section. Responses should be organized into the following Response Item Sections.

Response Item

#	Item
4.3	Covering Letter
4.4	Proponent's Qualifications
4.5	Response to Statement of Work
4.6	Project Management Plan
4.7	Financial Information
4.8	Other Information
4.9	Pricing Proposal

Elaborate or unnecessarily voluminous proposals are not desired. Proponents are encouraged to take care in completely answering questions and proposal requirements and to avoid submitting extraneous materials that do not show how the Proponent intends to meet requirements.

Requirements for each Response Item are detailed below.

4.2 Mandatory Proposal Requirements

Certain requirements in Section 4 are identified as mandatory. See Section 1.7 for a description of mandatory requirements.

4.3 Covering Letter

A covering letter on the Proponent's letterhead should be submitted and include the following:

- (a) A description of the company or joint venture/consortium.
- (b) The names of the individuals who are the principals of the Proponent.
- (c) Contact information for the primary contact person with respect to this RFP including the individual's name, address, contact numbers by phone and fax, and contact e-mail address
- (d) The locations of primary and all other offices that would be servicing the Agreement.

4.4 Proponent's Qualifications

The Proponent's proposal must include information about the Proponent's qualifications as follows:

- (a) A description of the firm, its organization, number of full-time employees and service specializations/trades provided by staff. Include a description of any primary recurring sub-contractor(s) and which portions of the project they will be responsible for.
- (b) Proof of a minimum of seven (7) years of experience performing Tree Maintenance Services in a commercial or public sector setting.
- (c) Résumés for supervisory personnel who would be assigned to the project, including subcontractors, if any.
- (d) References: A minimum of three contracts of a similar size and scope which the Proponent currently holds or has held over the past five (5) years. For each contract, the following information must be provided: company name and address; contact person name, email, and phone number and a brief description of the services provided (including location of site and pictures of areas maintained by the Proponent). CMHC may approach any such contact person for information relating to the quality of work provided by the Proponent. Should CMHC determine, at its sole discretion, any information in the provided references to be false or inaccurate, or if the contact provided in the reference provides negative feedback regarding the Proponent and its conduct on projects, the Proponent may be disqualified from the evaluation process. Contracts named in References must be relevant to the Statement of Work. Proponents should not include CMHC Granville Island as a reference if applicable.

4.5 Response to Statement of Work

In this Section, the Proponent must provide detailed information relative to the specifications listed in Section 3, The Statement of Work. Inclusive of the following:

- Provide a detailed description of general services provided as per the Statement of Work. Should additional value-added services be offered, these may be included as a separate Section.
- Provide an example tree inventory format; include any examples images from an online inventory management service if available
- Provide examples of the Tree Management Program in the format it will be provided to CMHC, how changes will be tracked, and how CMHC will be updated

4.6 Project Management Plan

The Proponent shall describe its management plan in regards to managing Service Levels, Staffing Levels, and Response Times to Granville Island including:

- (a) Project Management Approach. The Proponent shall describe its management approach and the organizational structure, including how the Proponent will organize staff and sub-contractors.
- (b) Quality Control. The Proponent shall describe its approach to quality control including:

- Response mechanisms in the case of errors, omissions, deficiencies, delays, etc.
 - An annual schedule for regular items under a proposed Tree Management Program including, but not limited to, phased approach to any annual pruning or maintenance work, regular inventory updates, regular inspections, etc.
- (c) Reporting to CMHC. The Proponent shall describe how it will manage and report issues, complaints, and solutions; include details of written, oral, and electronic reporting methods.
- (d) Office Locations and Interface with CMHC: describe where project personnel are based and how they would be able to respond in a timely manner to deficiencies and safety issues.
- Include interface mechanisms with CMHC (how would CMHC staff reach the Proponent in an emergency)
 - Include amount of time required for personnel to reach Granville Island after a call from CMHC regarding deficiencies in the work.

4.7 Financial Information

Proponents are not expected to submit confidential financial information with their proposal, however CMHC reserves the right to conduct an assessment of the Lead Proponent(s) financial capacity. Once a lead Proponent is selected following the RFP evaluation process, CMHC may request the financial information necessary to confirm the financial capacity of the Proponent. This Section details the review that may be conducted and the documents that are required of the lead Proponent.

Failure to comply with the financial information submission requirements set out in this Section, will result in disqualification of the lead Proponent(s) at which time no further consideration will be provided to the respective submission(s).

4.8 Other Information

The Proponent may provide other relevant financial information, but is not obligated to do so.

4.9 Pricing Proposal

The Proponent must provide a response outlining the pricing of its proposed solution in a detailed manner.

All prices and amounts of money in the proposal are to be quoted in Canadian dollars and be exclusive of the Goods and Services Tax (GST), Harmonized Sales Tax (HST), and Provincial Sales Tax (PST), as applicable, unless otherwise indicated. The GST, HST or PST, whichever is applicable, shall be extra to the price quoted and will be paid by CMHC.

The Proponent must outline pricing in the table below:

Good/Service	Cost (Year 1)	Cost (Year 2)	Cost (Year 3)
Call-out/ Service Call/ Truck Charge	\$	\$	\$
Equipment	Cost + %	Cost + %	Cost + %
Materials	Cost + %	Cost + %	Cost + %
Tree Inventory and Management Program (includes regular updates within 14 days of work)	\$	\$	\$
Cost per tree for destructive testing and non-destructive testing when required	\$	\$	\$
Regular (Mon-Fri – 8 am – 5 pm)			
Supervisor Labour Rate	\$	\$	\$
Journeyman Labour Rate	\$	\$	\$
Skilled Employee Labour Rate	\$	\$	\$
Overtime (Mon-Fri – after 5 pm, Sat-Sun, Stat)			
Supervisor Labour Rate	\$	\$	\$
Journeyman Labour Rate	\$	\$	\$
Skilled Employee Labour Rate	\$	\$	\$

Should the Proponent have any rates or titles or services not listed above, and which they intend to charge out for preventative maintenance or repair and replacement services, these must be included in the submission. ALL rates must be included, CMHC will not pay for any goods/services excluded or omitted from the pricing tables.

5 SECTION 5 EVALUATION AND SELECTION

5.1 Overview of Section 5

Section 5 describes the process CMHC will use to evaluate proposals, select a lead Proponent and finalize and sign an agreement.

CMHC commits to conducting the evaluation process in a fair and objective manner and treating all Proponents equitably. To this end, it has set out detailed terms and conditions and evaluation criteria which will be applied uniformly to all Proponents.

As per Section 2.11, by submitting a proposal, Proponents agree to relinquish all causes of action, claims, complaints or demands that they may have against CMHC arising out of its evaluation of proposals, the alteration of any terms and conditions, the failure to evaluate any proposal, the failure to sign an agreement with a Proponent, or the termination of this RFP process.

CMHC intends to conduct the RFP process such that the proposal that represents the best value to CMHC, based on its operational requirements, is selected. The lowest cost proposal will not necessarily be selected. CMHC reserves the right to reject any or all proposals in whole or in part on the basis of this principle.

5.2 Limitation of Damages

The Proponent, by submitting a proposal and subject to Section 2.11, agrees that under no circumstances will it claim damages in excess of the reasonable costs incurred by the Proponent in preparing its proposal. The Proponent waives any claim for loss of profits or other indirect or special damages.

5.3 Evaluation Table

The Evaluation Table as provided in Appendix "B" lists the criteria upon which each proposal will be evaluated. The criteria are based on the requirements as provided in this RFP.

5.4 Evaluation Methodology

Each proposal will be examined to determine compliance with each mandatory requirement identified in this RFP. A proposal must comply with all of the mandatory requirements in order to proceed in the evaluation process. A proposal which is deemed by CMHC to be non-compliant in one or more mandatory requirements will be eliminated from further consideration. A proposal which meets all the mandatory requirements will be deemed compliant and will proceed in the evaluation process.

Each compliant proposal will first be individually evaluated by each member of the Evaluation Committee that is formed by CMHC for this purpose. Evaluators will evaluate each proposal in accordance with the evaluation criteria as shown in the Evaluation Table, Appendix "B".

Once individual evaluations are complete, the Evaluation Committee members will discuss their scores and agree upon a final score for each proposal.

A proposal must meet the minimum upset score in each category (as shown on the Evaluation Table) to remain in the evaluation process.

Each compliant proposal that meets the minimum upset scores in each category shall then be evaluated using the “weighted” evaluation process. Technical criteria and pricing are weighted (out of a total 100) as shown in the Evaluation Table, Appendix "B". Pricing is scored based on a formula where the lowest price obtains the highest score (5 out of 5) and all prices are then pro-rated. All criterion scores are added and the proposal with the highest overall score is deemed to be the Lead Proponent.

5.5 Financial Evaluation

Once a lead Proponent is identified, CMHC may carry out a credit check and/or a financial capacity on the lead Proponent. The financial evaluation will be based on the information that is requested as per Section 4.8 of this RFP.

The financial evaluation is a pass/fail evaluation to determine whether the lead Proponent has the financial capacity required to provide CMHC with reasonable assurance that it will be able to meet its obligations if it enters into an agreement with CMHC. If the lead Proponent passes the financial evaluation, CMHC is then in a position to begin contract negotiations. If the lead Proponent fails the evaluation, it is disqualified from further consideration.

5.6 Proponent Selection

Once a lead Proponent has passed the financial evaluation, CMHC has the option of entering into negotiations with that Proponent to incorporate some or all of its proposal into an agreement. If at any time CMHC decides that the lead Proponent cannot satisfy CMHC’s requirements, CMHC may terminate negotiations. If at this time CMHC feels that the secondary Proponent may meet the requirements, CMHC will continue the process with the secondary Proponent and so on.

By submitting a proposal, Proponents agree that if they are selected as lead Proponent, they will enter into contract negotiations in a timely manner and in good faith, and within the framework of the RFP and the Proponent’s response to the RFP.

Announcement of the successful Proponent will be made to all Proponents following the signing of an agreement.

6 SECTION 6 DRAFT AGREEMENT

6.1 Overview of Section 6

Attached in Section 6.2 is a draft agreement containing terms and conditions that will form the basis of the agreement resulting from this RFP. CMHC reserves the right to add, delete or revise terms and conditions during negotiations.

Terms and conditions identified as “Mandatory” in the RFP or draft Agreement must be included in the agreement. The Proponent’s proposal and all associated correspondence from the Proponent, where relevant, shall to the extent desired by CMHC, also form part of the resulting contract.

Submission of a proposal constitutes acknowledgement that the Proponent has read and, unless otherwise stated in the Proponent’s proposal, agrees to be bound by the terms and conditions in the draft agreement in the event that the Proponent is selected by CMHC to enter into a contract.

For the purposes of this Section the term “Contractor” refers to the successful Proponent with whom CMHC enters into an agreement.

6.2 Draft Agreement

DRAFT AGREEMENT

CMHC FILE No.

THIS AGREEMENT (the “Agreement”)

BETWEEN

CANADA MORTGAGE AND HOUSING CORPORATION

National Office
700 Montreal Road
Ottawa, Ontario, Canada
K1A 0P7
(hereinafter referred to as "CMHC")

AND

THE CONTRACTOR

(hereinafter referred to as "the Contractor")

(individually a “Party”, collectively the “Parties”)

WITNESSES THAT in consideration of the respective covenants and agreements of the parties, CMHC and the Contractor mutually covenant and agree as follows:

Article 1.0 - The Services

- 1.1** The Contractor covenants and agrees to provide Tree Maintenance Services for Granville Island in accordance with the Statement of Work attached as Appendix “A” (the “Services”).
- 1.2** The Contractor represents that it possesses the requisite skills and experience to perform the Services in accordance with the terms and conditions of the Agreement. The Contractor warrants that the Services will be performed in a professional manner and in accordance with accepted industry standards. The Contractor shall give all notices and obtain all licenses, permits, and authorizations to perform the services.

Article 2.0 - Term of the Agreement

- 2.1** The term of the Agreement shall be for a period of three (3) years commencing on June 1, 2019 and terminating on May 31, 2022 (the “Initial Term”).

- 2.2** **Renewal**

The Agreement may be renewed at CMHC’s sole discretion for one (1) additional, two (2) year term, not to exceed a cumulative total of five (5) years (the “Renewal Term”).

Collectively the Initial Term and the Renewal Term are the “Term”.

- 2.3** **Termination**

No fault termination

Notwithstanding Articles 2.1 and 2.2 above, CMHC may terminate the Agreement for any reason with no penalty or charge by giving thirty (30) calendar days written notice at any time during the Term.

Termination for Default of Contractor

CMHC may, by giving ten (10) calendar days prior written notice to the Contractor, terminate this Agreement without penalty or charge for any of the following reasons:

1. The Contractor commits a material breach of its duties under this Agreement, unless the Contractor cures such breach and indemnifies CMHC for any resulting damage or loss, both in a manner satisfactory to CMHC in its sole, absolute and non-reviewable discretion, within twenty (20) calendar days of receipt of written notice of breach from CMHC;
2. The Contractor commits numerous breaches of its duties under this Agreement that collectively constitute a material breach;

3. There is a change in control of the Contractor where such control is acquired, directly or indirectly, in a single transaction or series of related transactions, or all or substantially all of the assets of the Contractor are acquired by any entity, or the Contractor is merged with or into another entity to form a new entity, unless the Contractor demonstrates to the satisfaction of CMHC that such event will not adversely affect its ability to perform the services under this Agreement; or
4. The Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or any assignment is made for the benefit of the creditors, or if an order is made or a resolution passed for the winding up of the Contractor.

CMHC may terminate this Agreement without notice if the Contractor commits gross misconduct, fraud or other unlawful acts.

CMHC's Obligations upon Termination

In the event that a notice of termination is given, and subject to the deduction of any claim which CMHC may have against the Contractor arising out of the Agreement or its termination, CMHC will be obliged to make payment for the value of all Services performed to the date of the notice, such value to be determined in accordance with the rate(s) specified in the Agreement. CMHC will make payment within thirty (30) days of the date of the notice or receipt of an invoice submitted by the Contractor, whichever is later. Upon such payment, it shall have no further obligation or liability of any kind to the Contractor.

Contractor's Obligations upon Termination

Upon termination of this Agreement or upon delivery of notice of intent to terminate this Agreement, the Contractor shall promptly review all work in progress and forward it to CMHC. The Contractor shall provide CMHC with reasonable transitional assistance at the rates specified in the Agreement, or if no rates are specified at the contractor's standard rates.

2.4 Termination Assistance

Commencing six (6) months prior to expiration of the Term or on such earlier date as CMHC may request, or commencing upon any notice of termination or non-renewal of this Agreement, the Contractor shall provide CMHC with reasonable termination assistance as requested by CMHC to allow the services to continue without interruption or adverse effect and to facilitate the orderly transfer of the services to CMHC or its designee.

Article 3.0 – Financial

- 3.1** In consideration of the performance of the services, as described in Article 1.0, CMHC agrees to pay the Contractor an amount based on the Contractor's rates attached as Schedule B. Notwithstanding the foregoing, under no circumstances shall CMHC's total financial liability under the Agreement exceed _____ for Services provided during the initial term of the Agreement. Pricing increases may be negotiated for the Renewal Term where applicable.
- 3.2** The amount payable to the Contractor by CMHC pursuant to Article 3.1 is inclusive of all taxes, assessments, duties or other levies that may be payable, including any goods and services tax (GST) or provincial sales tax (PST). No other taxes, assessments, duties or other levies shall be payable to the Contractor unless specifically agreed in writing by the Contractor and CMHC.
- 3.3** Notwithstanding Article 3.2 above, GST or PST, to the extent applicable and required to be collected, shall be collected by the Contractor and shown as a separate item on each invoice. Where the Contractor is required to collect the GST, the invoice issued by the Contractor shall show the Contractor's GST number.

3.4 Invoicing

The Contractor shall submit detailed invoices to CMHC at regular intervals during the Term, and at least on a quarterly basis, describing the Services provided during the period covered by the invoice. The Contractor must allow 30 days from delivery of invoice for payment without interest charges. The Contractor cannot invoice prior to performance of the Service.

All invoices must make reference to this Agreement by quoting CMHC file number RFP #000082

Before advancing any amount to the Contractor, CMHC reserves the right to determine, in its sole and absolute discretion, whether the services were performed in accordance with the terms and conditions of the Agreement. In the event that the services do not meet the standards set out in the Agreement, CMHC may take such action as reasonably necessary to correct the Contractor's default, including, without limitation, the following:

- a) directing the Contractor to redo the work that was not completed in accordance with the Agreement;
- b) withholding payment;
- c) setting off any expenses incurred by CMHC in remedying the default of Contractor against payment for payment due to the Contractor;
- d) terminating the Agreement for default.

3.5.1 Method of Payment

All payments due under the Agreement will be made by means of Electronic Funds Transfer (“EFT”). The Contractor is responsible for providing CMHC with all the information set out in Article 3.5.2 to allow EFT to be effected and for keeping the information up to date. In the event that CMHC is unable to make payment by EFT, the Contractor agrees to accept payment by cheque or another mutually agreeable method of payment.

3.5.2 Direct Deposit and Income Tax Reporting Requirement

As a federal Crown Corporation, CMHC is obliged under the Income Tax Act and Regulations to report payments to suppliers of goods and/or services by using a T1204 supplementary slip. CMHC must therefore obtain the necessary information from suppliers, including the Contractor’s social insurance number and/or corporate identification number, in order to allow CMHC to make payment by EFT and to complete the T1204 supplementary slip. The Contractor is required to complete and sign a Supplier - Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to commencement of the Term. Throughout the Term, the Contractor is required to ensure that the information provided remains accurate and up to date. The Contractor assumes full responsibility for any errors in payments or tax reporting that arise because the information supplied is inaccurate or out of date.

3.6 Audit

The Contractor shall maintain proper and standard records and accounts during the Term and for a period of three (3) years following the end of the Term. The Contractor agrees to allow CMHC’s internal and external auditors the right to examine, at any reasonable time, any and all records relating to the services identified herein.

The Contractor agrees to provide the CMHC’s internal or external auditors with sufficient original documents in order to conduct any audit procedures. Any audit may be conducted without prior notice; however the CMHC agrees to cooperate with the Contractor in the course of conducting any audit in order to avoid disruption in day-to-day operations and to preserve confidentiality of any proprietary information that is disclosed.

Article 4.0 - General Terms and Conditions

4.1 Intellectual Property Rights

All material, reports and other work product produced under the Agreement will become the sole property of CMHC upon coming into existence and CMHC will hold all intellectual property rights therein. The Contractor warrants that it has sufficient rights to satisfy this term, and that any necessary waivers of moral rights have been obtained, as provided for in the law of copyright.

Upon the material coming into existence, the Contractor hereby assigns all rights in the material to CMHC and agrees to execute any document requested by CMHC acknowledging CMHC's ownership of the material and work product and the waiver of moral rights therein.

Nothing in this Agreement is intended to affect the pre-existing Intellectual Property Rights of the Parties, and all personal information, whether or not it is marked as confidential.

4.2. Confidentiality and Non-Disclosure of CMHC Information

In this Section, "CMHC Information" refers to any and all information of a confidential nature, including all personal information, that is in the care or control of CMHC, and is managed, accessed, collected, used, disclosed, retained, received, created or disposed of in relation to the provision of the Services, however the information is obtained. Without limiting the generality of the foregoing, CMHC Information includes data in any format and information obtained directly or indirectly by the Contractor.

The Contractor understands the sensitive nature of the CMHC Information and agrees to treat all CMHC Information as proprietary, confidential and sensitive during the Term and following termination of the Agreement, unless otherwise specifically agreed to in writing by CMHC. The Contractor further agrees to restrict access to CMHC Information to those persons who have a need to know this information in order to perform the Services and who are bound by an obligation of confidentiality that is as strict as that contained in this Agreement.

In the event that a breach of confidentiality occurs, the Contractor will immediately notify CMHC and co-operate with CMHC to the extent required to remedy the breach.

Where the Services are sensitive in nature, CMHC may require that the Contractor provide an Oath of Secrecy for each of its employees or persons engaged in performing the Services.

The Contractor further acknowledges and understands that CMHC considers all CMHC information to be under its custody and control at all times, and that all information in the care and control of CMHC is subject to federal laws on privacy and access to information.

Any documents provided to the Contractor in the performance of the Services shall be returned, uncopied to CMHC or destroyed by the Contractor immediately following the termination of this Agreement. For documents not returned to CMHC, the Contractor shall provide specific proof under oath of their destruction.

The Contractor shall ensure that CMHC Information shall remain in Canada and expressly agrees to segregate CMHC Information, whether in electronic format or in hard copy, from other information by physical or electronic means.

Without limiting the generality of the foregoing, the Contractor shall not and shall ensure that any subcontractor, reseller, agent or any other entity engaged to perform any portion of the Services does not release, share or otherwise divulge CMHC Information to any other entity including subsidiaries, branch offices, partners of the Contractor or subcontractors without the prior written consent of CMHC.

4.3. Contractor's Indemnification

The Contractor agrees to indemnify, defend and hold harmless CMHC, its officers, employees and agents, for all loss, damages, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind, including legal fees, arising from or in consequence of an act or omission of the Contractor related to the performance of the Services. To the extent that CMHC's actions contribute to the loss or damages, CMHC shall be responsible for its proportionate share of the liability. The indemnification applies whether the actions, suits or proceedings are brought in the name of CMHC or in the name of the Contractor. The Contractor shall be fully responsible to CMHC for the acts and omissions (including negligence) of its subcontractors and of persons directly or indirectly engaged by such subcontractors as if such acts and omissions were those of the Contractor.

CMHC shall have the right to assume control of its own defence at any time, provided that it assumes the costs of its defence.

4.4. Independent Contractor

It is understood by the Parties that the Contractor shall act as an independent contractor for the purposes of the Agreement. It and its employees, officers, agents and contractors are not engaged as employees of CMHC. The Contractor agrees to so advise its employees, officers, agents and contractors.

Without limiting the generality of the foregoing, the Contractor shall retain complete control of and accountability for its employees, agents and contractors. The Contractor shall prepare and process the payroll for its employees directly, and shall withhold and/or pay all applicable employment taxes and statutory payroll deductions required in respect of its employees. All personnel employed by the Contractor at the beginning of the Term shall, at all times, and for all purposes, remain solely in the employment of the Contractor.

4.5. Contractor's Authority

The Contractor agrees that it has no authority to give any guarantee or warranty whatsoever expressed or implied on behalf of CMHC and that it is in no way the legal representative or agent of CMHC and that it has no right or authority to create any obligation on behalf of CMHC or to bind CMHC in any way.

4.6. Corporation Identification

It is agreed that the Contractor will make no use whatsoever of CMHC's name, logo or other official marks without the express written consent of CMHC.

4.7. Conflict of Interest

The Contractor and its principals, employees, agents and subcontractors shall avoid any real, potential or apparent conflict of interest during the Term and shall declare any real, potential or apparent conflict of interest to CMHC immediately upon becoming aware of the conflict. The Contractor shall, upon direction of CMHC, take steps to eliminate any conflict, potential conflict or perception that a conflict of interest exists.

The Contractor must not provide any services to any third party in circumstances that might reasonably give rise to a conflict of interest between the Contractor's duties to that third party and the Contractor's duties to CMHC.

In the event that a conflict of interest, real, potential or perceived, cannot be resolved to the satisfaction of CMHC, CMHC shall have the right to immediately terminate the Agreement. All work product that has been completed at the date of termination shall be forwarded to CMHC and CMHC shall be liable for payment to the Contractor of an amount which, in the sole opinion of CMHC, constitutes reasonable payment for the partial performance of the Contractor's obligations under the Agreement. Upon such payment, CMHC shall have no further obligation of any nature or kind to the Contractor.

Any public office holder or former public office holder must be in compliance with the provisions of the *Conflict of Interest Act* in order to derive a direct benefit from any Agreement which may arise from this request for proposal.

4.8. Insurance

a) Commercial General Liability Insurance

The Contractor will provide and maintain Commercial General Liability insurance with an insurer licensed to do business in Canada with a limit of not less than \$5,000,000 per occurrence for bodily injury or damage to property including loss of use of such property. This policy shall include the following extensions:

- cross liability including severability of interest
- personal injury
- broad form property damage including completed operations
- blanket contractual liability
- employers liability (or confirmation that all employees including sub-contractors and independent contractors are covered by Workers Compensation)
- non owned automobile liability
- Canada Mortgage and Housing Corporation to be added as additional insured.
- 30 days prior written notice of cancellation to CMHC's Specialist, Corporate Insurance, 700 Montréal Road, Ottawa, Ontario K1A 0P7

- contractors liability to include operations of independent contractors (if not provided then each subcontractor must provide a certificate of insurance confirming that they have liability insurance as detailed in the RFP).
- **including attached equipment** (if applicable, to cover the operation of a boom/crane/bucket, while vehicle is not moving).
- **mobile /special equipment** (if applicable, to cover vehicles designed to be used principally off public roads – includes lifts, scissors lifts..ect)

b) **Workers Compensation**

The Contractor shall abide by the rules and regulations pursuant to the workmen's compensation laws of the province where the work is performed and shall ensure permitted subcontractors abide by same.

c) **Broad Form Contractor's Equipment Insurance**

The Contractor will provide and maintain Contractor's Equipment Insurance with an insurer licensed to do business in Canada covering all equipment owned or rented by the Contractor and its servants, agents or employees used for the performance of the work against all risks of loss or damage in an amount not less than the value of the equipment.

d) **Commercial Automobile Insurance**

The Contractor will provide and maintain Commercial Automobile Insurance with an insurer licensed to do business in Canada with limits of not less than \$5,000,000 Third Party Liability for all motor vehicles used by the Contractor in the performance of this Contract.

e) **Other conditions**

If there are material changes in the scope of Services provided under this Agreement, CMHC may, request changes to the minimum insurance coverages set out above.

All insurance policies required to be maintained by Contractor pursuant to this Article shall be primary with respect to this Agreement and any valid and collectible insurance of CMHC shall be excess of Contractor's insurance and shall not contribute to it.

All Certificates of Insurance shall mention that insurers will provide CMHC with at least thirty (30) calendar days' written notice prior to cancellation of any insurance referred to under this Article. In addition Contractor shall provide written notice to CMHC forthwith upon learning that an insurer described in this Article intends to cancel, or intends to make or has made a material change to, any insurance referred to in this Article.

A Certificate of Insurance meeting the above requirements shall be delivered to CMHC upon execution of this Agreement and for each renewal thereafter.

Without in any way restricting CMHC's direction to grant or withhold its consent to a request to subcontract pursuant to this Agreement, the Contractor agrees that it shall contractually obligate any subcontractor or independent contractor retained in connection with this Agreement to maintain insurance against such risks and in such amounts that having regard to such subcontractor's or independent contractor's involvement in the provision of the Services could reasonably be expected to be carried by Persons acting prudently and in a similar business to that of such subcontractor or independent contractor.

It shall be the sole responsibility of the Contractor to decide whether or not any other insurance coverage, in addition to the insurance requirements stipulated herein, is necessary for its own protection or to fulfill its obligation under this Agreement. All insurance policies shall be provided and maintained by the Contractor at its own expense.

4.9. No Limitation

No specific remedy expressed in the Agreement is to be interpreted as limiting the rights and remedies which CMHC may be entitled to under any Agreement or otherwise in law.

4.10. Non-Compliance

If the Contractor fails to comply with a direction or decision of CMHC properly given under the terms of the Agreement, CMHC may take such actions and incur such costs that are reasonably required to implement its direction including, without limitation, the engagement of another contractor and withholding of payment due to the Contractor for Services rendered, which moneys may be set off by CMHC against any expenses that it may incur in remedying a default or failures as described above.

4.11. Force Majeure

In the event that a Party is prevented from fulfilling its obligations under the terms of the Agreement by a force majeure or act of God (an event or effect that cannot be reasonably anticipated or controlled), the impacted Party shall notify the other Party in writing as soon as reasonably possible. The written notice shall be sent by registered mail and shall outline the circumstances that constitute a force majeure or an act of God, which may include, but are not limited to, war, serious public disturbances, impediments arising from orders or prohibitions of public authority, actions of public enemies, strikes, lockouts and other labour disputes, riots, flooding, hurricane, fire, explosion or any other natural disasters over which the Party has no reasonable control.

Where CMHC concludes, in its sole discretion, that the Contractor will not be able to fulfill its obligations under the Agreement, CMHC may secure the services of other qualified Contractors to perform the Services without further compensation or obligation to the Contractor.

4.12. Non-Waiver

Failure by either party to assert any of its rights under the Agreement shall not be construed as a waiver thereof.

4.13. Laws Governing Agreement

This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada as applicable. The parties attorn to the jurisdiction of the Federal Court or the courts of the Province of British Columbia as appropriate in the circumstances.

The Contractor shall give all notices and obtain all licenses, permits and authorizations required to perform the Services. The Contractor shall comply with all the laws applicable to the services or the performance of the Agreement.

4.14. Official Languages

The Contractor acknowledges and understands that CMHC is governed by the *Official Languages Act* and follows related Treasury Board policies. The Contractor agrees to cooperate with CMHC to take any measures necessary to ensure compliance with the *Act*. The Contractor further understands and agrees to ensure that services provided to and communications with CMHC employees are available in the official language that predominates in the office in which they work.

4.15. Access to CMHC Property

The Agreement does not provide automatic access to CMHC premises. Where specified in the Agreement CMHC agrees to permit access by the Contractor's employees onto CMHC premises for the purpose of fulfilling its obligations as per the terms of this Agreement. However, CMHC reserves the right to refuse entry of Contractor's personnel for operational reasons. CMHC also will have the right at any time to remove from and/or refuse entry to its premises any incompetent or intemperate employee, or any employee who violates CMHC Safety and/or Security regulations or interferes with CMHC operations at the site.

4.16. Suspension of Services and Changes in Specifications

CMHC may, at any time and from time to time, order a suspension of the Services in whole or in part, and make modifications of, changes in or additions to the specifications of the type of Services offered and methods of delivery. All directions given by CMHC in writing with respect to the foregoing shall be complied with by the Contractor. If any such suspension, modification, change or addition results in an increase or decrease in the cost of the Services, the amount in Article 3.1 shall be adjusted accordingly, provided that the Contractor shall in no event be entitled to compensation for any loss of anticipated profits and provided further that minor increases or decreases in cost shall be disregarded.

4.17. Extras

Except as otherwise provided in the Agreement, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by CMHC.

4.18. Assignment of the Agreement

The Agreement shall not be assigned in whole or in part by the Contractor without the prior written consent of CMHC, which may be withheld for any reason.

It is understood and agreed that the Contractor may engage other entities to assist with the Contractor in providing of the Services, provided that the Contractor shall at all times retain full responsibility for the provision and quality of the Services and acts in a manner which fully recognizes and respects the confidential nature of the Services. No purported assignment of the Agreement shall relieve the Contractor from any obligation under the Agreement or impose any liability upon CMHC.

4.19. Closure of CMHC Offices or Suspension of Operations

Where CMHC premises become inaccessible due to evacuation or closure because of events or circumstances beyond the control of CMHC, where the health or safety of persons on the premises may be reasonably determined by CMHC, in its sole judgment, to be at risk, or where CMHC operations are suspended, payment to the Contractor may be suspended or modified. Where the Contractor provides satisfactory evidence to CMHC that the Contractor will continue to incur monetary obligations to others directly as a result of its undertakings under this Agreement and is unable to mitigate its losses due to such obligations, CMHC may continue payment in full, or at a reduced amount, or suspend payment completely.

4.20. Severability

If any part of the Agreement is determined to be unenforceable by a competent authority, it may be severed from the Agreement so as to preserve the intentions of the Parties to the extent possible.

4.21. Scope of Agreement

This Agreement contains all of the agreements of the Parties and no other representations or warranties, verbal or otherwise, exist between the Parties except those set out herein or attached as Specifications, Conditions and Addendum and signed by both Parties. In case of conflicts between the Contractor's documents and CMHC's documents, the latter shall govern.

4.22. Binding

This Agreement shall be binding upon the Parties, their heirs, executors, administrators, successors and assigns.

Article 5.0 - Agreement Administration

5.1 Contract Administrator

Each Party shall assign a contract administrator that will be responsible for overseeing the Agreement. The individuals named in Article 5.2 are the initial agreement administrators.

The Parties shall notify the other in writing in the event that the contract administrator is changed. CMHC will notify the Contractor in writing of the names of any CMHC representatives who are authorized to assign jobs and approve payments with respect to the work carried out under this Agreement.

5.2 Notices

All invoices and notices issued under the Agreement shall be in writing and shall be emailed to:

To CMHC:

To be completed and agreed upon with successful Proponent.

To the Contractor

To be completed and agreed upon with successful Proponent.

Article 6.0 - Documents comprising the Agreement

6.1 The documents which comprise the entire agreement between the Parties with respect to this matter consist of the following:

- (a) This form of Agreement as executed _____;
- (b) CMHC's Request for Proposal dated _____;
- (c) The Contractor's submitted Proposal dated _____; and

together with all written change notices issued by CMHC hereunder and such further specifications and documents as the parties may agree in writing.

6.2 The documents comprising the Agreement are complementary and what is called for in any one shall be binding as if called for by all. The Agreement documents shall be interpreted as a whole and the intent of the whole shall govern. In the event of a conflict between them, the Agreement documents shall have precedence among themselves in the order as listed above.

IN WITNESS WHEREOF this Agreement has been executed by duly authorized officers of the Parties as follows:

THE CONTRACTOR

**CANADA MORTGAGE AND
HOUSING CORPORATION**

(Signature)

(Signature)

(Print Name)

(Print Name)

(Date)

(Date)

SCHEDULE "A"

TERMS OF REFERENCE AND SCOPE OF SERVICES

To be completed with the successful Proponent.

SCHEDULE "B"

MANNER OF PAYMENT

To be completed with the successful Proponent.

APPENDIX A
7.1 Certificate of Submission

Company Name

Procurement Business Number (PBN)

Hereby:

- I. agrees and understands that submission of a proposal constitutes acknowledgement that the Proponent has read and, unless otherwise stated in the Proponent's proposal, agrees to be bound by the terms and conditions in the draft Agreement in the event that the Proponent is selected by CMHC to enter into a contract;
- II. agrees to comply with all of the draft Agreement MANDATORY clauses in an unaltered form as stated;
- III. offers to provide services and/or products to CMHC, as described in this proposal, on and if, as and when required basis, all in accordance with the Request for Proposal;
- IV. offers the terms as set out in this proposal, including any pricing proposal for a period of time as specified in Section 2 of the RFP;
- V. certifies that, at the time of submitting this bid, is in full compliance with all tax statutes administered by all provincial, territorial and federal Ministries of Finance and that, in particular, all returns required to be filed under all provincial and federal tax statutes have been filed, and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained;
- VI. represents and warrants that in submitting the proposal or performing the Agreement, there is no actual or perceived conflict of interest;
- VII. represents and warrants that in preparing the proposal, there was no actual or perceived unfair advantage due to the receipt of information regarding the RFP that was not made available to other Proponents;
- VIII. certifies that this proposal was independently arrived at, without collusion;
- IX. certifies that no gratuities or gifts in kind were offered to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain a Agreement or favourable treatment under an Agreement;
- X. authorizes CMHC to conduct such investigation as it deems appropriate to verify the contents of the proposal;
- XI. certifies, unless explicitly outlined in the proposal, that all pricing information is based on service provision which, at a minimum, fully meets all of the existing service standards as outlined in the Statement of Work;
- XII. (for sole proprietorships and partnerships) provide permission herewith to CMHC to undertake credit checks on the individuals listed below (names, signatures and home addresses of each must be provided).
- XIII. agrees that, in the event of acceptance of this proposal, it will enter Agreement negotiations in accordance with the RFP, and upon entry into an Agreement with CMHC, it will commit to providing the full scope of services identified in the Agreement.
- XIV. agrees that all responses and related materials become the property of CMHC, will not be returned and CMHC will not reimburse the Proponent for any work related to, travel or materials supplied in the preparation of the RFP response.
- XV. agrees that it and any other persons for which it is responsible, who are to perform the work as stated in this RFP, at the request of CMHC will comply with security screening as deemed appropriate;

Signed this _____ day of _____, 20__ at _____, Canada.

Corporations are not required to provide a corporate seal. The signature of one witness is required for the signature of each Owner/Signing Authority.

Corporation/Individual:

Signature of Signing Authority

Name and Title of Signing Authority

Declaration: I have the authority to bind the company.

APPENDIX B
7.1 Evaluation Table

EVALUATION CRITERIA	A	B	C	D
	WEIGHT	POINTS	UPSET	SCORE
	100 Total	1 to 5	SCORE	AxB
1. Proponent’s Qualifications (Section 4.4) The proponent’s proposal shall include information about the Proponent’s qualifications as follows:	35		105	
(a) A description of the firm, its organization, number of full-time employees and service specializations/trades provided by staff. Include a description of any primary recurring sub-contractor(s) and which portions of the project they will be responsible for. (b) Proof of a minimum of seven (7) years of experience performing Tree Maintenance Services in a commercial or public sector setting. (c) Résumés for supervisory personnel who would be assigned to the project, including subcontractors, if any. (d) References: A minimum of three contracts of a similar size and scope which the Proponent currently holds or has held over the past five (5) years. For each contract, the following information must be provided: company name and address; contact person name, email, and phone number and a brief description of the services provided (including location of site and pictures of areas maintained by the Proponent).				

EVALUATION CRITERIA	A	B	C	D
	WEIGHT 100 Total	POINTS 1 to 5	UPSET SCORE	SCORE AxB
<p>2. Response to Statement of Work (Section 4.5) In this Section, the Proponent must provide detailed information relative to the specifications listed in Section 3, The Statement of Work.</p>	30		90	
<ul style="list-style-type: none"> • Provide a detailed description of general services provided as per the Statement of Work. Should additional value-added services be offered, these may be included as a separate Section. • Provide an example tree inventory format; include any examples images from an online inventory management service if available • Provide examples of the Tree Management Program in the format it will be provided to CMHC, how changes will be tracked, and how CMHC will be updated 				

<p>3. Project Management Plan (Section 4.6) The Proponent shall describe its management plan in regards to managing Service Levels, Staffing Levels, and Response Times to Granville Island including:</p>	20		60	
<p>(a) Project Management Approach. The Proponent shall describe its management approach and the organizational structure, including how the Proponent will organize staff and sub-contractors.</p> <p>(b) Quality Control. The Proponent shall describe its approach to quality control including:</p> <ul style="list-style-type: none"> • Response mechanisms in the case of errors, omissions, deficiencies, delays, etc. • An annual schedule for regular items under a proposed Tree Management Program including, but not limited to, phased approach to any annual pruning or maintenance work, regular inventory updates, regular inspections, etc. <p>(c) Reporting to CMHC. The Proponent shall describe how it will manage and report issues, complaints, and solutions; include details of written, oral, and electronic reporting methods.</p> <p>(d) Office Locations and Interface with CMHC: describe where project personnel are based and how they would be able to respond in a timely manner to deficiencies and safety issues.</p> <ul style="list-style-type: none"> • Include interface mechanisms with CMHC (how would CMHC staff reach the Proponent in an emergency) • Include amount of time required for personnel to reach Granville Island after a call from CMHC regarding deficiencies in the work. 				
<p>Total Technical Score (Criteria #1, #2, and #3)</p>			255	
<p>Meets Upset Score of 255</p>	Yes / No			
<p>Pricing Proposal (Section 4.9) Pricing is scored based on a formula where the lowest price obtains the highest score (5 out of 5) and all prices are then pro-rated.</p>	15		N/A	

<p>3. Project Management Plan (Section 4.6) The Proponent shall describe its management plan in regards to managing Service Levels, Staffing Levels, and Response Times to Granville Island including:</p>	20		60	
<p>(a) Project Management Approach. The Proponent shall describe its management approach and the organizational structure, including how the Proponent will organize staff and sub-contractors.</p> <p>(b) Quality Control. The Proponent shall describe its approach to quality control including:</p> <ul style="list-style-type: none"> • Response mechanisms in the case of errors, omissions, deficiencies, delays, etc. • An annual schedule for regular items under a proposed Tree Management Program including, but not limited to, phased approach to any annual pruning or maintenance work, regular inventory updates, regular inspections, etc. <p>(c) Reporting to CMHC. The Proponent shall describe how it will manage and report issues, complaints, and solutions; include details of written, oral, and electronic reporting methods.</p> <p>(d) Office Locations and Interface with CMHC: describe where project personnel are based and how they would be able to respond in a timely manner to deficiencies and safety issues.</p> <ul style="list-style-type: none"> • Include interface mechanisms with CMHC (how would CMHC staff reach the Proponent in an emergency) • Include amount of time required for personnel to reach Granville Island after a call from CMHC regarding deficiencies in the work. 				
<p>TOTAL SCORE (Technical Score + Pricing Score)</p>	100			

APPENDIX C

7.3 Mandatory Compliance Checklist

Submission Deadline

Section 2.3.1

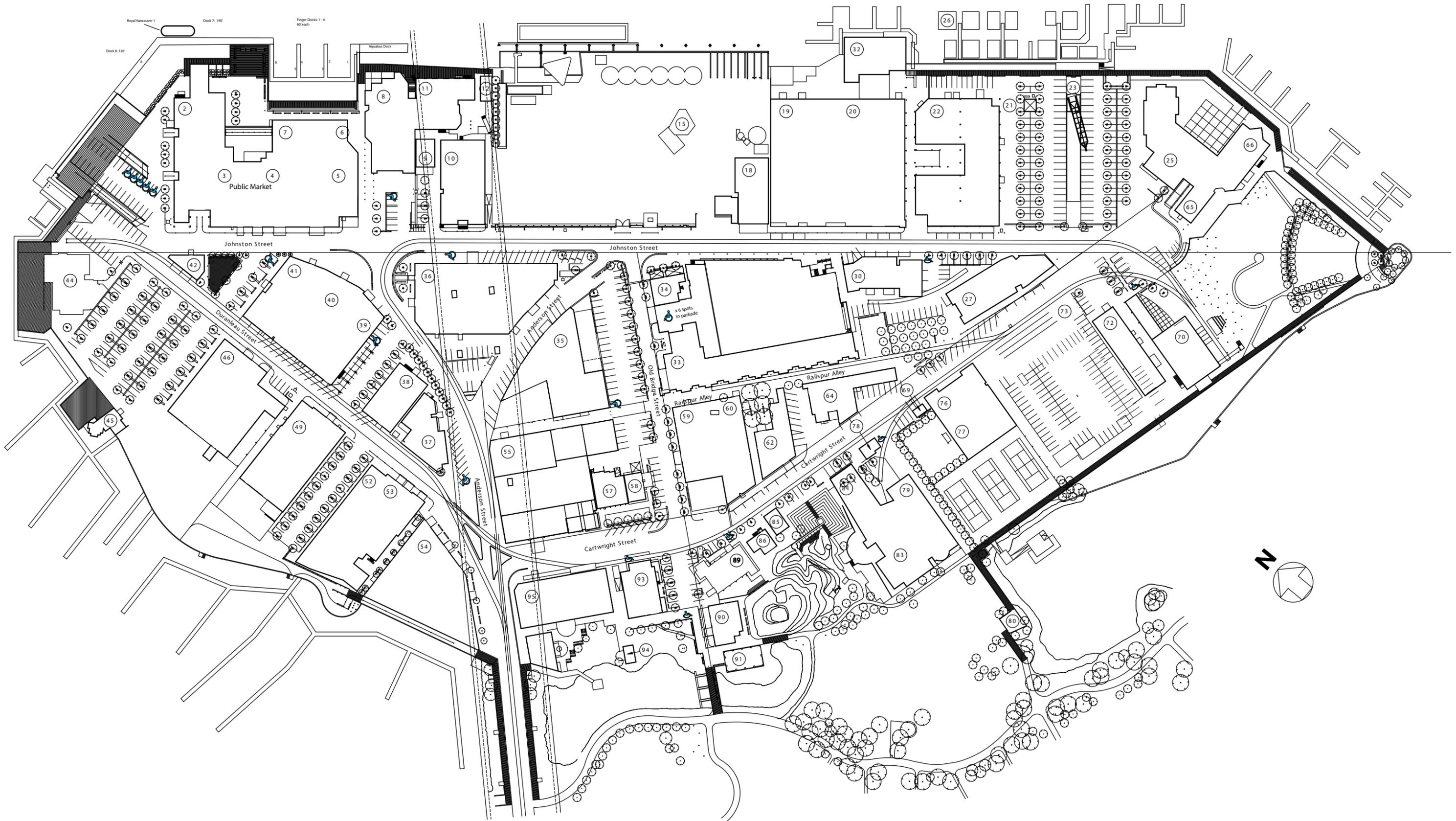
<input type="checkbox"/>	Offering Period	Section 2.7
<input type="checkbox"/>	Proponent's Qualifications	Section 4.4
<input type="checkbox"/>	Response to Statement of Work	Section 4.5
<input type="checkbox"/>	Project Management Plan	Section 4.6
<input type="checkbox"/>	Financial Information	Section 4.7
<input type="checkbox"/>	Pricing Proposal	Section 4.9
<input type="checkbox"/>	Proposed Contract	Section 6
<input type="checkbox"/>	Certificate of Submission	Appendix A

APPENDIX D

7.4 Granville Island Map

See attached maps of Granville Island for information purposes only.

APPENDIX D: GRANVILLE ISLAND MAP



APPENDIX E
7.5 Granville Island Tree Inventory

See attached Granville Island Tree Inventory for information purposes only.

The work noted in the inventory columns is largely complete; CMHC makes no guarantee to the accuracy of the attached inventory lists. The Lead Proponent will verify and produce an accurate tree inventory upon award of an Agreement.

INVENTORY

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
1	Red Maple	24cm					
2	Red Maple	24cm					
3	Red Maple	24cm					
4	Red Maple	25cm					
5	Red Maple	27cm		Clearance pruning			
6	Red Maple	24cm			Clearance pruning		
7	Red Maple	38cm			Clearance pruning		
8	Red Maple	26cm		Clearance pruning			
9	Red Maple	23cm					
10	Red Maple	25cm		Clearance pruning			
11	Red Maple	14cm		Remove and replace			
12	Armstrong Maple	32cm	Remove cage				
13	Norway Maple	39cm			Clearance/Corrective Pruning		
14	Norway Maple	41cm			Remove and replace		
15	Norway Maple	32cm		Crown cleaning			Remove and replace
16	Norway Maple	35cm	Remove light	Crown cleaning and clearance			
17	Norway Maple	37cm					
18	Norway Maple	25cm	Remove light				Remove and replace
19	Norway Maple	26cm		Clearance pruning			Remove and replace
20	Norway Maple	28cm		Structural pruning			Remove and replace
21	Norway Maple	29cm		Clearance pruning	Structural pruning		
22	Norway Maple	35cm					
23	Norway Maple	34cm			Structural pruning		Remove and replace
24	Norway Maple	26cm					
25	Norway Maple	27cm			Remove and replace		
26	Norway Maple	13cm	Corrective pruning				
27	Norway Maple	31cm		Remove and replace			
28	Norway Maple	30cm			Remove and replace		
29	Norway Maple	35cm	Remove light	Remove and replace			
30	Norway Maple	12cm					
31	Norway Maple	28cm					Remove and replace
32	Norway Maple	29cm					Remove and replace
33	Norway Maple	32cm					
34	Norway Maple	20cm					
35	Norway Maple	11cm					
36	Norway Maple	32cm					
37	Norway Maple	21cm	Remove and replace				
38	Norway Maple	25cm			Structural pruning		Remove and replace
39	Norway Maple	25cm					
40	Norway Maple	30cm	Remove post light				
41	Norway Maple	28cm		Remove and replace			
42	Norway Maple	24cm					
43	Norway Maple	27cm		Crown cleaning			Remove and replace
44	Norway Maple	29cm					Remove and replace
45	Norway Maple	31cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
46	Norway Maple	11cm					
47	Norway Maple	28cm					
48	Norway Maple	28cm			Structural pruning		
49	Norway Maple	34cm					Remove and replace
50	Norway Maple	39cm	Remove post/light				
51	Norway Maple	22cm					
52	Norway Maple	25cm				Remove and replace	
53	Norway Maple	29cm					
54	Norway Maple	34cm		Clearance pruning			
55	Norway Maple	32cm		Crown cleaning			
56	Norway Maple	26cm					
57	Norway Maple	26cm		Crown cleaning			
58	European Hornbeam	25/25cm		Crown cleaning			
59	European Hornbeam	28cm		Crown cleaning			
60	European Hornbeam	26cm		Crown cleaning			
61	European Hornbeam	30cm					
62	European Hornbeam	36cm					
63	European Hornbeam	27cm		Crown cleaning			
64	European Hornbeam	32cm		Clearance pruning			
65	Norway Maple	23cm					
66	Norway Maple	25cm					
67	Norway Maple	27cm					
68	Norway Maple	37cm					
69	Red Maple sp	38cm			Form and structure		
70	Red Maple sp	34cm			Clearance		
71	Red Maple sp	33cm			Clearance		
72	Red Maple sp	36cm	Remove and replace				
73	Red Maple sp	35cm			Form and structure		
74	Red Maple sp	36cm					
75	Red Maple sp	37cm					
76	Red Maple sp	47cm		Clearance			
77	Red Maple sp	26cm		Clearance			
78	Red Maple sp	23cm		Clearance			
79	Red Maple sp	23cm		Clearance			
80	Red Maple sp	17cm		Remove and replace			
81	Red Maple sp	27cm		Clearance			
82	Red Maple sp	20cm			Remove and replace		
83	Red Maple sp	28cm		Clearance			
84	Red Maple sp	23cm		Clearance			
85	Red Maple sp	24cm		Remove and replace			
86	Red Maple sp	27cm		Clearance			
87	Red Maple sp	22cm					
88	Red Maple sp	29cm			Clearance		Remove and replace
89	Armstrong Maple	39cm					
90	Red Maple sp	20cm		Remove and replace			
91	Red Maple sp	24cm				Remove and replace	
92	Red Maple sp	21cm			Clearance		Remove and replace
93	Red Maple sp	15cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
94	Red Maple sp	23cm					
95	Red Maple sp	34cm			Clearance	Remove and replace	
96	Magnolia	4/4cm		Remove and replace			
97	Poplar sp	34cm			Crown cleaning		
98	Poplar sp	30cm		Crown cleaning/clearance			
99	Paper Birch	28/19cm		Clearance			Remove
100	Paper Birch	18/13cm		Clearance			
101	Paper Birch	22/18cm		Clearance			
102	Paper Birch	20/5cm		Clearance/deadwood			
103	Paper Birch	28/8/13		Clearance/structure			
104	Paper Birch	17/22/21		Crown cleaning			
105	Paper Birch	21/20cm		Clearance/structure			
106	Silver Birch	39cm	Clearance/structure				
107	London Plane	26cm		Clearance pruning			
108	London Plane	19cm		Clearance pruning			
109	London Plane	19cm		Clearance pruning			
110	London Plane	20cm		Clearance pruning			
111	London Plane	16cm			Clearance pruning		
112	Japanese Maple	3,3,3cm					
113	Japanese Maple	3,3,4cm					
114	Japanese Maple	6cm			Walkway clearance		
115	Pin Oak	39cm					
116	Japanese Maple	15cm		Clearance			
117	Japanese Maple	12/12/11.		Clearance			
118	Red Maple sp	32cm					
119	Red Maple sp	24cm					
120	Red Maple sp	28cm			Clearance		
121	Red Maple sp	23cm					
122	Red Maple sp	17cm					
123	Red Maple sp	25cm					
124	Red Maple sp	26cm					
125	Hornbeam	28cm					
126	Hornbeam	29cm					
127	Hornbeam	24cm					
128	Hornbeam	25cm					
129	Hornbeam	26cm					
130	Hornbeam	30cm			Clearance		
131	Hornbeam	43cm		Clearance road			
132	Hornbeam	37cm		Clearance road			
133	Hornbeam	27cm			Clearance		
134	Hornbeam	19/22		Clearance road			
135	Hornbeam	24cm					
136	Hornbeam	15/22			Clearance		
137	Red Maple sp	21cm			Clearance	Remove	
138	Armstrong Maple	17cm		Clearance parking lot			Remove and replace
139	Armstrong Maple	19cm					
140	Red Maple sp	18cm					
141	Red Maple sp	18cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
142	Armstrong Maple	18cm			Clearance		
143	Armstrong Maple	17cm					
144	Red Maple sp	24cm			Clearance		
145	Red Maple sp	24cm					
146	Red Maple sp	24cm	Clearance sign				
147	Red Maple sp	27cm			Clearance		
148	Red Maple sp	22cm			Clearance		
149	Red Maple sp	14cm					
150	Red Maple sp	30cm				Remove and replace	
151	Red Maple sp	19cm					
152	London Plane	48cm		Clearance			
153	Red Maple sp	29cm					
154	Red Maple sp	31cm		Clearance Road			
155	Tulip Tree	9cm					
156	Tulip Tree	9cm					
157	Tulip Tree	9cm					
158	Tulip Tree	8cm	Structural				
159	Tulip Tree	8cm					
160	Silver Maple	56cm		Crown cleaning			
161	Willow	10cm					
162	Sumac	3x10cm					
163	Japanese Maple	9/9/8cm		Clearance			Remove
164	Japanese Maple	8.11					
165	Japanese Maple	12/11/8cm		Crown cleaning			
166	Japanese Maple	8.12					
167	Japanese Black Pine	5cm					
168	Japanese Maple	11cm		Remove and replace			
169	Japanese Black Pine	5cm					
170	Red Oak	30cm			Clearance pruning		
171	Red Oak	25cm					
172	Red Oak	29cm			Clearance pruning		
173	Pin Oak	32cm			Clearance pruning		
174	Pin Oak	32cm					
175	Pin Oak	25cm					
176	Pin Oak	33cm					
177	English Oak	24cm			Clearance pruning		Remove and replace
178	English Oak	25cm			Clearance pruning		
179	English Oak	31cm			Clearance pruning		
180	English Oak	23cm			Clearance pruning		
181	English Oak	30cm			Clearance pruning		
182	English Oak	24cm			Clearance pruning		
183	English Oak	21cm					Remove and replace
184	English Oak	26cm			Clearance pruning		
185	English Oak	31cm			Clearance pruning		
186	English Oak	28cm			Clearance pruning		
187	English Oak	25cm			Clearance pruning		
188	English Oak	42cm		Crown cleaning/clearance			Remove and replace
189	English Oak	39cm		Crown cleaning/clearance			

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
190	Pin Oak	38cm		Crown cleaning			
191	Pin Oak	43cm		Crown cleaning/clearance			
192	Pin Oak	39cm		Crown cleaning/clearance			
193	Pin Oak	37cm		Crown cleaning/clearance			
194	Pin Oak	37cm		Crown cleaning/clearance	Crown cleaning/clearance		
195	English Oak	31cm					
196	English Oak	23cm					
197	English Oak	23cm					
198	English Oak	29cm		Crown cleaning/clearance			
199	English Oak	23cm					
200	English Oak	34cm		Clearance pruning			
201	Red Oak	26cm					
202	English Oak	27cm					
203	English Oak	28cm					
204	English Oak	29cm					
205	English Oak	22cm					
206	Red Oak	27cm					
207	Red Oak	29cm					
208	Red Oak	37cm					
209	Chinese Dogwood	6.5.6cm		Clearance pruning			
210	English Oak	25cm					
211	English Oak	30cm					
212	English Oak	37cm					
213	English Oak	26cm					
214	English Oak	30cm					
215	English Oak	31cm					
216	Red Oak	66cm	Remove post asap				
217	Red Oak	35cm		Remove post light			
218	Red Oak	42cm					
219	Red Oak	39cm					
220	Red Oak	46cm					
221	Red Oak	45cm					
222	Red Oak	41cm					
223	Willow	5.4.4cm					
224	Norway Maple	46cm		Clearance pruning			
225	Norway Maple	31cm					
226	Norway Maple	33cm					
227	Poplar sp	37cm		Deadwood			
228	Poplar sp	21cm		Form and structure			
229	Dogwood	3x6cm					
230	Weeping Willow	66cm		Deadwood			Remove
231	Weeping Willow	66cm		Deadwood			Remove
232	Austrian Pine	34cm		Clearance pruning			
233	Austrian Pine	41cm		Clearance/structural pruning			
234	Poplar sp	24cm			Clearance pruning		
235	Poplar sp	24cm					
236	Poplar sp	25cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
237	Austrian Pine	46cm		Clearance/structural pruning			
238	Austrian Pine	57cm			Clearance/structural pruning		
239	Silver Birch	32cm			Clearance walkway		
240	Silver Birch	34cm		Clearance/crown cleaning			
241	Austrian Pine	45cm			Structural		
242	Shore Pine	28cm					
243	Austrian Pine	40cm					
244	Austrian Pine	45cm					
245	Austrian Pine	43cm					
246	Redcedar	52cm					
247	Armstrong Maple	32cm					
248	Armstrong Maple	34cm					
249	Armstrong Maple	35cm					
250	Armstrong Maple	32cm					
251	Armstrong Maple	29cm					
252	Austrian Pine	49cm					
253	Austrian Pine	56cm					
254	Silver Birch	31cm		Remove and replace			
255	Silver Birch	24cm		Remove and replace			
256	Silver Birch	23cm		Remove and replace			
257	Silver Birch	27cm		Clearance pruning			Remove and replace
258	Austrian Pine	53cm			Crown cleaning		
259	Shore Pine	42cm			Crown cleaning		
260	Paper Birch	27cm		Crown cleaning			
261	Red Oak	39cm					
262	Red Oak	35cm			Clearance		
263	3 Japanese Maples	8/5/5cm			Walkway clearance		
264	London Plane	48cm		Repair pavers			
265	Cherry	7cm		Remove stakes			
266	Cherry	6cm		Remove stakes			
267	Cottonwood	74cm		Crown cleaning			
268	Douglas Fir	15cm					
269	Eastern White Pine	2cm		Relocate			
270	Cottonwood	40/31cm					
271	Cottonwood	37cm			Crown cleaning		
272	Cottonwood	40cm			Crown cleaning		
273	Cottonwood	29cm			Crown cleaning		
274	Cottonwood	44cm			Crown cleaning		
275	Poplar sp	16cm		Remove			
276	Red Alder	86cm			Crown cleaning		
277	Poplar sp	17cm		Remove			
278	Redcedar	59cm					
279	Silver Birch	22cm					
280	Scot Pine	18cm		Remove			
281	Red Alder	57cm					
282	Poplar sp	21cm			Crown cleaning		Remove
283	Poplar sp	19cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
284	Poplar sp	23cm					
285	Poplar sp	26cm					
286	Poplar sp	17cm					
287	Cottonwood	44cm			Crown Cleaning		
288	Cottonwood	53cm			Crown Cleaning		
289	Shore Pine	19cm					
290	Laburnum	22/21/18			Walkway clearance		
291	Paper Birch	16cm			Remove		
292	Eastern White Pine	70cm			Walkway clearance		
293	Poplar sp	24cm					
294	Poplar sp	24cm					
295	Poplar sp	21cm					
296	Scot Pine	38cm					
297	Scot Pine	27cm					
298	Poplar sp	34cm					
299	Poplar sp	25cm					
300	Poplar sp	28cm					
301	Poplar sp	24cm					
302	Poplar sp	25cm					
303	Poplar sp	25cm					
304	Poplar sp	25cm	Remove tree or prop up				
305	Poplar sp	29cm					
306	Poplar sp	24cm					
307	Poplar sp	27cm					
308	Norway Maple	28cm					
309	Norway Maple	34cm			Structural		
310	Poplar sp	25cm					
311	Scot Pine	43cm					
312	Poplar sp	23cm					
313	Poplar sp	23cm					
314	Poplar sp	26cm					
315	Scot Pine	50cm					
316	Scot Pine	42cm					
317	Scot Pine	47cm					
318	Poplar sp	24cm					
319	Poplar sp	25cm					
320	Poplar sp	35cm			Clearance pruning		
321	Honeylocust	22cm			Walkway clearance		
322	Honeylocust	24cm					
323	Honeylocust	21cm					
324	Honeylocust	20cm					
325	Honeylocust	28cm					
326	Honeylocust	21cm			Walkway clearance		
327	Honeylocust	17cm					
328	Honeylocust	18cm					
329	Honeylocust	18cm					
330	Cherry	45cm			Walkway clearance		
331	Cherry	35cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
332	Cherry	32cm					
333	Cherry	32cm			Walkway clearance		
334	Cherry	14cm					
335	Cherry	13cm					
336	Cherry	23cm					
337	Cherry	21cm					
338	Cherry	23cm					
339	Cherry	19cm					
340	Cherry	23cm					
341	Cherry	21cm					
342	Cherry	21cm					
343	Cherry	21cm					
344	Cherry	14cm			Walkway clearance		
345	Cherry	23cm			Walkway clearance		
346	Cherry	14cm					
347	Cherry	11cm					
348	Honeylocust	22cm					
349	Honeylocust	21cm					
350	Honeylocust	21cm					
351	Honeylocust	19cm					
352	Honeylocust	23cm					
353	Honeylocust	25cm			Walkway clearance		
354	Honeylocust	22cm					
355	Honeylocust	23cm					
356	Honeylocust	21cm					
357	Honeylocust	20cm					
358	Honeylocust	19cm					
359	Honeylocust	20cm					
360	Honeylocust	22cm					
361	Honeylocust	20cm					
362	Honeylocust	24cm					
363	Honeylocust	22cm					
364	Honeylocust	22cm					
365	Honeylocust	20cm					
366	Honeylocust	18cm					
367	Honeylocust	23cm					
368	Honeylocust	28cm					
369	Honeylocust	19cm					
370	Honeylocust	20cm					
371	Honeylocust	19cm					
372	Honeylocust	24cm					
373	Honeylocust	23cm					
374	Honeylocust	21cm					
375	Honeylocust	15cm					
376	Honeylocust	18cm					
377	Honeylocust	40cm					
378	Honeylocust	22cm			Clearance pruning		
379	Honeylocust	21cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
380	Honeylocust	17cm					
381	Honeylocust	19cm					
382	Honeylocust	20cm					
383	Honeylocust	22cm					
384	Honeylocust	21cm					
385	Honeylocust	19cm					
386	Honeylocust	24cm					
387	Honeylocust	18cm					
388	Honeylocust	14cm					
389	Honeylocust	22cm			Walkway clearance		
390	Honeylocust	21cm					
391	Honeylocust	21cm					
392	Honeylocust	23cm					
393	Honeylocust	24cm					
394	Honeylocust	24cm			Walkway clearance		
395	Honeylocust	22cm			Walkway clearance		
396	Honeylocust	15cm			Walkway clearance		
397	Honeylocust	18cm					
398	Honeylocust	22cm					
399	Honeylocust	17cm					
400	Honeylocust	18cm					
401	Honeylocust	18cm					
402	Honeylocust	18cm					
403	Honeylocust	26cm					
404	Honeylocust	20cm					
405	Honeylocust	10cm					
406	Honeylocust	19cm					Remove
407	Honeylocust	16cm					
408	Honeylocust	15cm					
409	Honeylocust	24cm					
410	Honeylocust	20cm					
411	Honeylocust	28cm					
412	Honeylocust	19cm			Clearance pruning		
413	Honeylocust	18cm			Clearance pruning		
414	Honeylocust	20cm					
415	Honeylocust	20cm					
416	Honeylocust	18cm			Clearance pruning		
417	Honeylocust	17cm					
418	Honeylocust	23cm		Clearance pruning			
419	Honeylocust	21cm					
420	Honeylocust	21cm					
421	Honeylocust	19cm					
422	Honeylocust	19cm					
423	Honeylocust	14cm					
424	Honeylocust	18cm					
425	Honeylocust	25cm					
426	Honeylocust	15cm					
427	Honeylocust	12cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
428	Honeylocust	16cm					
429	Pin Oak	51cm				Clearance pruning	
430	Pin Oak	57cm					
431	Pin Oak	46cm				Structural pruning	
432	Pin Oak	57cm					
433	Pin Oak	47cm					
434	Pin Oak	46cm					
435	Pin Oak	41cm				Structural pruning	
436	Honeylocust	9cm		Remove			
437	Honeylocust	16cm					
438	Honeylocust	22cm					
439	Honeylocust	14cm		Remove			
440	Honeylocust	27cm					
441	Honeylocust	20cm					
442	Honeylocust	21cm					
443	Honeylocust	23cm					
444	Honeylocust	21cm					
445	Honeylocust	23cm					
446	Honeylocust	22cm					
447	Hazelnut- contorted	3x10cm		Clearance pruning			
448	Japanese maple	11/12cm					
449	European Hornbeam	53cm			Clearance pruning		
450	European Hornbeam	77cm			Clearance pruning		
451	Poplar sp	27cm					
452	Eastern White Pine	50cm			Clearance pruning		
453	Poplar sp	36cm			Crown cleaning		
454	Ammand Pine	28cm			Crown cleaning		
455	Poplar sp	23cm			Structural pruning		
456	Poplar sp	34cm					
457	Poplar sp	27cm			Clearance pruning		
458	Poplar sp	25cm			Crown cleaning		
459	Eastern White Pine	55cm	Remove organic waste from trunk				
460	Poplar sp	27cm			Crown cleaning		
461	Eastern White Pine	57cm			Crown cleaning		
462	Poplar sp	24cm		Crown cleaning			
463	Eastern White Pine	63cm			Walkway clearance		
464	Eastern White Pine	47cm					
465	Eastern White Pine	66cm					
466	Eastern White Pine	68cm					
467	Red Maple sp	30cm		Cut girdling root			
468	Red Maple sp	34cm					
469	Red Maple sp	42cm					
470	Red Maple	31cm	Remove xmas lights	Clearance and structural			
471	Japanese Maple	14/13cm	Remove xmas lights	Clearance pruning			
472	Red Maple	27cm		Structural pruning			
473	Red Maple	28cm		Remove wires			
474	Japanese Maple	15, 19, 10			Clearance pruning		

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
475	Tulip Tree	11cm					
476	Tulip Tree	11cm					
477	Tulip Tree	15cm			Clearance pruning		
478	Tulip Tree	9cm			Clearance pruning		
479	Japanese maple	10cm			Clearance pruning		
480	Japanese maple	11cm			Clearance pruning		
481	Japanese maple	14cm			Clearance pruning		
482	Japanese maple	7cm			Clearance pruning		
483	Japanese maple	3cm			Clearance pruning		
484	Japanese maple	7cm			Clearance pruning		
485	Tulip Tree Upright	18cm			Clearance pruning		
486	Tulip Tree Upright	18cm			Clearance pruning		
487	Tulip Tree Upright	16cm			Clearance pruning	Clearance pruning	
488	Katsura	26/26/25cm			Clearance pruning	Clearance pruning	
489	Windmill Palm	10 foot					
490	Southern Magnolia	15cm					
491	Southern Magnolia	15cm					
492	Southern Magnolia	16cm					
493	Windmill Palm	8 foot		Clearance pruning			
494	Cherry	16cm		Move electric plug			Remove and replace
495	Cherry	21cm		Move electric plug	Clearance pruning		
496	Cherry	24cm		Move electric plug	Clearance pruning		
497	Cherry	42cm		Move electric plug	Clearance pruning		
498	Katsura	19,21,22					
499	Red Maple	39cm					
500	Red Maple	24cm	Remove post light				
501	Red Maple	28cm	Remove post light				
502	Red Maple	25cm		Remove post light	Clearance pruning		
503	Red Maple	19cm			Clearance pruning		
504	Red Maple	(29)19			Clearance pruning		
505	Red Maple	26cm					
506	Red Maple	24cm					
507	Red Maple	25cm	Remove post light		Clearance pruning		
508	Red Maple	19cm					
509	Red Maple	23cm					Remove and replace
510	Red Maple	19cm					
511	Red Maple	22cm					
512	Red Maple	23cm	Remove cage				
513	Red Maple	22cm					
514	Red Maple	26cm					
515	Red Maple	22cm		Remove and replace			
516	Red Maple	17cm					Remove and replace
517	Red Maple	24cm	Remove cage		Clearance pruning		
518	Red Maple	26cm					
519	Red Maple	26cm					
520	Red Maple	47cm			Clearance pruning		
521	Red Maple	29cm					
522	Red Maple	22cm					

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
523	Red Maple	26cm					
524	Red Maple	25cm				Remove	
525	Red Maple	23cm				Remove	
526	Red Maple	24cm					
527	Red Maple	22cm					Remove and replace
528	Red Maple	20cm		Remove and replace			
529	Red Maple	22cm					
530	Red Maple	26cm					
531	Red Maple	25cm		Crown cleaning			
532	Red Maple	24cm	Remove cage		Clearance pruning		
533	Red Maple	36cm	Cut away a bit of the roof				
534	Red Maple	35cm	Remove cage		Clearance pruning		
535	Red Maple	30cm	Remove cage				
536	Red Maple	19cm		Crown cleaning			
537	Red Maple	14cm			Remove and replace		
538	Red Maple	17cm					
539	Red Maple	19cm	Remove cage				
540	Red Maple	17cm					
541	Red Maple	15cm					Remove and replace
542	Red Maple	18cm					
543	Red Maple	13cm					
544	Red Maple	27cm			Clearance pruning		
545	Red Maple	23cm					
546	Japanese Maple	35cm			Clearance pruning		Monitor for structural damage to building
547	Red Maple	11cm					
548	Red Maple	10cm					
549	Red Maple	10cm					
550	Red Maple	10cm					
551	Red Maple	20cm		Clearance pruning			
552	Red Maple	21cm				Remove and replace	
553	Red Maple	28cm			Clearance pruning		
554	Norway Maple	32cm			Clearance pruning		
555	Beech fastigiata	10cm	Relocate tree				
556	Beech fastigiata	16cm	Relocate tree		Structural pruning		
557	Red Maple	23cm	Remove cage		Clearance pruning		
558	Red Maple	28cm	Remove cage		Clearance pruning		
559	Red Maple	22cm			Clearance pruning		
560	Red Maple	30cm					
561	Red Maple	22cm					
562	Red Maple	27cm			Clearance pruning		
563	Red Maple	39cm					
564	Red Maple	27cm			Walkway clearance		
565	Red Maple	33cm					
566	Red Maple	38cm					
567	Red Maple	31cm					
568	Red Maple	44cm			Clearance pruning		
569	Red Maple	35cm	Repair girdled root	Clearance pruning			

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
570	Red Maple	51cm		Clearance pruning			
571	Red Maple	30cm					
572	Red Maple	27cm					
573	Red Maple	36cm					
574	Red Maple	39cm		Remove post light	Clearance pruning		
575	Red Maple	37cm	Remove post light		Clearance pruning		
576	Red Maple	40cm	Remove post light	Remove post light			
577	Red Maple	358cm		Remove post light	Clearance pruning		
578	Photinia	41/4/4cm		Clearance pruning			
579	Photinia	8/7/5cm		Clearance pruning			
580	Photinia	9/7cm		Clearance pruning			
581	Magnolia	15cm		Clearance pruning		Remove	
582	Hawthorne	23cm		Clearance pruning		Remove	
583	Red Maple	31cm		Clearance pruning	Clearance pruning		
584	Red Maple	21cm	Remove post light		Clearance pruning		Monitor, may need to be removed
585	Red Maple	27cm					
586	Red Maple	34cm		Crown cleaning			
587	Red Maple	37cm	Remove post light				Monitor, may need to be removed
588	Red Maple	28cm	Remove post light		Clearance pruning		
589	Red Maple	33cm	Crown cleaning		Clearance pruning		
590	Red Maple	36cm			Clearance pruning		
591	Norway Maple	42cm			Clearance pruning		
592	Norway Maple	35cm			Clearance pruning		
593	Norway Maple	36cm			Clearance pruning		
594	Norway Maple	44cm	Remove post light	Clearance pruning			
595	Norway Maple	35cm			Clearance pruning		
596	Norway Maple	35cm			Clearance pruning		
597	English Oak	46cm			Clearance pruning		
598	Red Maple	27cm		Clearance pruning			
599	Red Maple	20cm		Clearance pruning			
600	Red Maple	16cm					
601	Red Maple	27cm					
602	Red Maple	22cm			Clearance pruning		
603	Big leaf Maple	42/38/37	Remove	Clearance pruning			
604	Big leaf Maple	17/11cm	Remove	Clearance pruning			
605	Katsura	30cm		Clearance pruning			
606	Mountain Ash	13cm					
607	Mountain Ash	3cm		Structural pruning and training		Structural pruning and training	
608	Red Maple	22cm		Clearance pruning			
609	Red Maple	28cm				Clearance pruning	
610	Red Maple	29cm				Clearance pruning	
611	Mountain Ash	10/5/7cm		Remove			
612	London Plane	34cm	Remove metal well or tree		Clearance pruning		
613	London Plane	30cm	Remove metal well or tree		Clearance pruning		
614	Japanese Maple	3x7cm			Remove		

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
615	Honeylocust	21cm		Clearance pruning			
616	Red Maple	22cm			Clearance pruning		
617	Norway Maple	48cm		Crown cleaning			
618	Cherry	40cm	Remove				
619	Cherry	43cm	Remove				
620	Photinia	8/6/6cm			Clearance pruning		
621	Photinia	8/6/6cm			Clearance pruning		
622	Mountain Ash	29cm					
623	Mountain Ash	24cm					
624	Mountain Ash	30cm					
625	Mountain Ash	24cm		Remove			
626	Mountain Ash	37cm					
627	Strawberry Iree	15/15/15					
628	Tulip Tree Upright	20cm			Clearance pruning		
629	Pin Oak	24cm		Form and structure			
630	Sumac	10/10/10cm					
631	Several Cedars	15cm					
632	Cottonwood	55/40cm		Clearance pruning			
633	Norway Maple	15cm					
634	Cottonwood	15cm					
635	Cottonwood	30/35cm					Remove
636	Cottonwood	30cm					
637	Elderberry	3x10cm					
638	English Oak	27cm			Clearance pruning		
1001	Lombardy Poplar	51cm	None required	Cut girdling root	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1002	Lombardy Poplar	45cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1003	Lombardy Poplar	39cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1004	Lombardy Poplar	33cm	None required	Remove	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1005	Lombardy Poplar	35cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1006	Lombardy Poplar	39cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1007	Lombardy Poplar	38cm	Remove	Remove	Crown cleaning, balance crown	Re-assess tree	Remove
1008	Lombardy Poplar	40cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1009	Lombardy Poplar	49cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1010	Lombardy Poplar	34cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1011	Lombardy Poplar	36cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1012	Weeping Willow	34cm	None required	Reduction pruning, crown cleaning, balance crown	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1013	Lombardy Poplar	43cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
1016	Lombardy Poplar	37cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove eventually
1017	Lombardy Poplar	41cm	None required	Crown cleaning, balance crown	Re-assess tree	Remove	Remove
1018	Lombardy Poplar	36cm	None required	None required	Crown cleaning, balance crown	Re-assess tree	Remove
1019	Lombardy Poplar	41cm		Reduction pruning by at least 30%, crown cleaning, balance crown	Re-assess tree	Remove	
1021	Lombardy Poplar	52cm		Reduction pruning, crown cleaning, balance crown	Crown Cleaning	Re-assess tree	Remove
1022	Lombardy Poplar	35cm	None required	Reduce height by 10-20%, crown cleaning, balance crown	Crown Cleaning	Re-assess tree	Remove
1023	Lombardy Poplar	50cm	None required	Reduction pruning by at least 30%, crown cleaning, balance crown	Crown Cleaning	Re-assess tree	Remove
1024	Lombardy Poplar	36cm	None required	Reduction pruning, crown cleaning, balance crown	Crown Cleaning	Re-assess tree	Remove
1025	Lombardy Poplar	52cm	None required	Reduction pruning, crown cleaning, balance crown	Crown Cleaning	Re-assess tree	Remove
1026	Lombardy Poplar	40cm	None required	Reduce height by 10-20%, crown cleaning, balance crown	Crown Cleaning	Re-assess tree	Remove
1027	Lombardy Poplar	42cm	None required	Reduce height by 10-20%, crown cleaning	Crown Cleaning	Re-assess tree	Remove
1028	Lombardy Poplar	77cm	None required	Reduce height by 10-20%, crown cleaning	Crown Cleaning	Re-assess tree	Remove
1029	Lombardy Poplar	37cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove
1030	Lombardy Poplar	52cm	None required	Aerial inspection height reduction, cut girdling root	Crown Cleaning	Re-assess tree	Remove
1031	Lombardy Poplar	41cm	None required	Balance crown, break concrete at base to relieve pressure, crown cleaning	Crown Cleaning	Re-assess tree	Remove
1032	Lombardy Poplar	40cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove
1033	Lombardy Poplar	50cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove
1034	Lombardy Poplar	47cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove
1035	Norway Maple	36cm	None required	None required	Clearance Pruning	None required	None required
1036	Lombardy Poplar	33cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1037	Lombardy Poplar	60cm	None required	Crown cleaning/Clearance Pruning	Crown Cleaning	Re-assess tree	Remove eventually
1038	Laburnum	40cm	None required	Pruning	Clearance Pruning	Re-assess tree	Remove
1039	Lombardy Poplar	65cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1040	Lombardy Poplar	39cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1041	Lombardy Poplar	44cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1042	Norway Maple	32cm	None required	None required	Clearance Pruning	None required	None required
1043	Lombardy Poplar	32cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1044	Lombardy Poplar	61cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually

#	Common Name	DBH	Class 1 Recommendations	Class 2 Recommendations	Class 3 Recommendations	Class 4 Recommendations	Class 5 Recommendations
1045	Lombardy Poplar	55cm	None required	Remove ivy, crown cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1046	Lombardy Poplar	55cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1047	Lombardy Poplar	47cm	None required	Remove ivy, crown cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1048	Lombardy Poplar	49cm	None required	Remove ivy, crown cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1049	Lombardy Poplar	45cm	None required	Crown Cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1050	Lombardy Poplar	68cm	None required	Remove ivy, crown cleaning	Crown Cleaning	Re-assess tree	Remove eventually
1051	Lombardy Poplar	60cm	Remove dead top, crown cleaning		Crown Cleaning, re-assess tree	Remove	