



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1<sup>ère</sup> étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759**

**Revision to a Request for a Standing Offer**

**Révision à une demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

<b>Title - Sujet</b> RISO Landscaping-SABS	
<b>Solicitation No. - N° de l'invitation</b> EC645-192138/A	<b>Date</b> 2019-04-30
<b>Client Reference No. - N° de référence du client</b> EC645-192138	<b>Amendment No. - N° modif.</b> 006
<b>File No. - N° de dossier</b> MCT-8-41113 (018)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-018-5520	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2019-01-22	
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-05-03</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Martin (MCT), Lisa M.	<b>Buyer Id - Id de l'acheteur</b> mct018
<b>Telephone No. - N° de téléphone</b> (506) 962-5328 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b>	<b>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

### **Solicitation Amendment No. 006**

This solicitation is hereby amended to:

- (1) **Reference: Reference: Appendix A, Statement of Work, Appendix B, Job Slip, Appendix C, Basis of Payment and Appendix D, Picture of Site**

DELETE the requirement for Appendix A, Statement of Work, Appendix B, Job Slip, Appendix C, Basis of Payment and Appendix D, Picture of Site and;

INSERT the revised requirement for Appendix A, Statement of Work, Appendix B, Job Slip, Appendix C, Basis of Payment and Appendix D, Picture of Site (revised April 30, 2019)

And

This solicitation is hereby amended to provide the following questions and answers

- Q1. Planning beds-who supplies the plants?
- R1. When plants are needed, PSPC will purchase, or request contractor to purchase the plants on PSPC's behalf and charge a 10% markup when charging PSPC. Section 4.1.3.4 has been updated to reflect this.
- Q2. Weed control-what product is used for weed control?
- R2. Flower beds to be pulled by hand. No chemical weed control products are used on site.
- Q3. Cultivating and weeding planters and shrub beds-is all mulch to be removed with new and if so can it be topped with new on existing mulch?
- R3. You can top up existing mulch. We have updated Section 4.1.3.2 to reflect this.
- Q4. Allowance for materials with 10% mark-up applied-not sure what this means
- R4. When we have asked for a product ie: load of gravel, plants, trees, the price that would be charged would be 10% markup that the contractor paid for, original receipt will need to be presented with vendor invoice. See section 5.1.2.4.
- Q5. For washing driveways and parking lots-is entire sites hosed down and who supplies the water?
- R5. Driveways, parking areas, sidewalks and paved area should be swept or blown. We have updated section 4.1.4.1 to reflect this update
- Q6. Pruning-is there certain height that is pruned and certain height trees?
- R6. There are only a few trees near the main building. Presently they are 15' or less high.

If your bid has already been forwarded and you wish to revise same, this revision should be sent in a sealed envelope and mailed to the above address and reach the undersigned before the appropriate closing date. The solicitation number and the closing date are to be shown on the outside of the sealed envelope.

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

Amd. No. - N° de la modif.  
006  
File No. - N° du dossier  
MCT-8-41113

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

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All other terms and conditions of the solicitation document remain unchanged.

All enquiries concerning this amendment are to be forwarded to:

Name: Lisa Martin  
Telephone No.: (506) 962-5328  
Facsimile No: (506) 851-6759

**APPENDIX “A” – STATEMENT OF WORK**

**PUBLIC WORKS AND  
GOVERNMENT SERVICES CANADA**

**REAL PROPERTY SERVICES**

**ST. ANDREWS BIOLOGICAL STATION**

**LANDSCAPE MAINTENANCE**

**STANDING OFFER AGREEMENT**

**Revised 30 April 2019**

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

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

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- 1. Scope of Work** .1 Scope of work under this Standing Offer Agreement includes but shall not be limited to the provision of all Labour, materials, and equipment necessary to carry out spring cleaning of lawns and grounds, including snow plow gravel piles, vegetation removal, lawn trash pickup, road sweeping and removal, and summer maintenance which consists of mowing, weeding and cultivation of flower beds, mulch areas, planters and shrubs, pest and disease control, clean up of walkways and crusher dust.
  
- 2. Location** .1 Work site for this Standing Offer Agreement is the:  
  
St. Andrews Biological Station  
125 Marine Science Drive  
St. Andrews, New Brunswick  
E5B 0E5
  
- 3. Examination of Premises** .1 All parties tendering are recommended to visit the site to examine the proposed work prior to submitting their tender in order to become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute standing offer.
  
- 4. Contractor's Use of Site**

  - .1 Do not unreasonably encumber site with materials or equipment.
  - .2 Move stored products or equipment which interfere with operations of other Contractors.
  
- 5. Materials** .1 No pesticides or chemicals shall be used onsite
  
- 6. Emergency and Service Calls** .1 The Contractor shall maintain and provide PWGSC with current phone, fax and pager numbers to be able to provide response to requests for service from the local Departmental Representative on a twenty-four (24) hour, seven (7) day-per-week basis. The following work priorities and response times shall apply:

  - .1 Emergency**  
A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to the designated manager.  
**Standard response time - Onsite within 1 hour**
  - .2 Routine**

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

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

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

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

**1. Codes and Legislated Requirements**

.1

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

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

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

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

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

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

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

**7. Bidders/Tenderers Qualifications**

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

**8. Disciplinary Procedures:**

Disciplinary Procedures for Safety Violations are as follows:

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

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

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

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

1. **Annual Cleanup**
  - .1 Will be at the request of PWGSC Representative.
  - .2 **Lawns**
    - .1 Rake lawn areas and remove dead vegetation, leaves and debris. Do heavy raking with flexible grass rake on areas with "snow mould".
    - .2 Lightly roll areas where grass plants have lifted due to frost action.
  - .3 **Planting Beds**
    - .1 Clean flower beds, shrubs borders and planters of debris and dead plant material. Trim grass edges around planting beds neatly in lines as in original layout
    - .2 Clean shrubs, beds and planters of debris and dead plant material. **Cultivate and top up existing mulch**, loosen and cultivate soil lightly without disturbing roots below surface.
    - .3 Trim grass edges around planting beds neatly in lines as in original layout.
    - .4 When new plants are required in the plant beds PSPC will purchase, or request contractor to purchase the plants on PSPC's behalf and charge a 10% markup when charging PSPC.
    - .5 Supply and spread 3 cm of hardwood mulch as described in Section 3, Products over plan and scrub bed areas.
  - .4 **Paved Areas**
    - .1 **Clean by brushing driveways, parking areas, sidewalks and paved areas.** Remove sand, gravel and salt resulting from winter sanding operations. Do this work in early spring as soon as working conditions are favourable using a tractor mounted sweeper for the road and parking areas.
2. **Repair and Renovating**
  - .1 **Regrading**
    - .1 Remove sod and topsoil from areas requiring regrading. Regraded to new elevations with subgrade 0.15 m below final grade.

**.2 Resodding**

- .1 Remove existing and dead sod, weeds and debris from area to be resodded. Loosen top layer by roto-tilling. Prepare smooth, loose surface for laying sod.
- .2 Apply fertilizer at rate of 12kg/200m<sup>2</sup>. Rake into top layer of soil.
- .3 Use sod with grass mixture equivalent to one growing on-site. If correct mixture is not known, use only sod equal in appearance to existing lawn.
- .4 Lay sod with sections closely abutted creating a smooth and even seam with adjoining areas without gaps or overlapping. Roll lightly and tamp. Water to obtain moisture penetration of 100 mm. Continue watering at intervals to maintain sufficient growth. Keep grass cut at height of 40 mm.

**.3 Topdressing and Reseeding**

- .1 Mow areas to receive topdressing to height of 40 mm.
  - .2 Rake thoroughly, removing loose and dead grass, stones and debris.
  - .3 Use dry, friable and clean topsoil and spread to thickness of 6 to 12 mm filling in low areas and bare spots.
  - .4 Overseed area with seed mixture specified in Section 3 "Products" 1.7.6 at the rate of 2 kg/100 m<sup>2</sup>.
  - .5 Mix topsoil and seed by heavy raking. Water to ensure close contact between sod, seed and topdressing. Roll lightly after soil has dried sufficiently to avoid adherence to roller.
  - .6 Top-dress and reseed in summer.
- .4 Apply water to ensure drop penetration and at sufficient intervals to maintain vigorous growth. Keep grass cut at height of 40 mm.

**3 Weed, Pest and Disease Control**

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

**4. Cultivating Planters  
and Shrub Beds**

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

**5. Pruning**

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

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

**1. Payment**

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

**JOB SLIP**

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

**Tradesperson's Name:**

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

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

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

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

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

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

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

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

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

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

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

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

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

**BASIS OF PAYMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

