



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

Parks Canada Agency Bid Receiving Unit
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Bid Fax: (877) 558-2349

REQUEST FOR PROPOSAL

**DEMANDE DE
PROPOSITION**

Proposal to: Parks Canada Agency

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

Proposition à : l'Agence Parcs Canada

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

Comments - Commentaires :

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Title - Sujet : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site	
Solicitation No. - N° de l'invitation : 5P300-19-0272\A	Date : October 4, 2019
Client Reference No. - N° de référence du client : n/a	
GETS Reference No. N° de référence du SEAG : PW-19-00891843	

Solicitation Closes - L'invitation prend fin : At - à : 2 :00 pm On - le : Nov 19, 2019	Time Zone - Fuseau horaire EST - HNE
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F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes demande de renseignements à : Michel Marleau		
Telephone No. - N° de téléphone : (613) 938-5822	Fax No. -N° de télécopieur : ____-____-____	Email Address – Courriel : michel.marleau@canada.ca
Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : See Herein – Voir aux présentes		

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :	
Address - Adresse :	
Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Signature :	Date :

Solicitation No. - N° de l'invitation :
5P300-19-0272\A

Amd. No. - N° de la modif. :
000

Contracting Authority - Autorité contractante :
Michel Marleau

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

The work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Fonderie de l' Arsenal (Artillerie) at 2 rue d'Auteuil, G1R 5C2 on **23 October 2019**. The site visit will begin at **9:00 a.m.**, and the tour of the various venues will be carried out at that time.

Bidders are requested to communicate with the Contracting Authority no later than **October 21, 2019, at 2 pm** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Debriefings

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

1.5 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2019-03-04), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **ten (10)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at Annex F.

4.1.2 Financial Evaluation

SACC *Manual* clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to

FPSs, bidders must provide the information required at Annex D to Part 5 of the Bid Solicitation before contract award.

5.2.2 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.2.1 Task Authorization Process (B9054C)

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex G.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2 Task Authorization Limit (C9011C)

The Project Authority may authorize individual task authorizations up to a limit of \$5,000. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.2.3 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of April 1, 2020, to November 30, 2021

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Michel Marleau
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East
Cornwall ON K6H 6S2

Telephone: (613) 938-5822
E-mail address: Michel.Marleau@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not

perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

*** to be provided at contract award ***

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B for a cost of \$ _____. *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

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

6.7.1.2 Basis of Pay - Firm Unit Prices - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(to be inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment – H1008C

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

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

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated _____ ***** to be inserted at contract award *****.

6.12 Government Site Regulations

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

6.13 Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

**PARKS CANADA AGENCY
QUÉBEC FIELD UNIT**

**Maintenance of lawns and landscaped grounds at
the Fortifications of Québec National Historic Site**

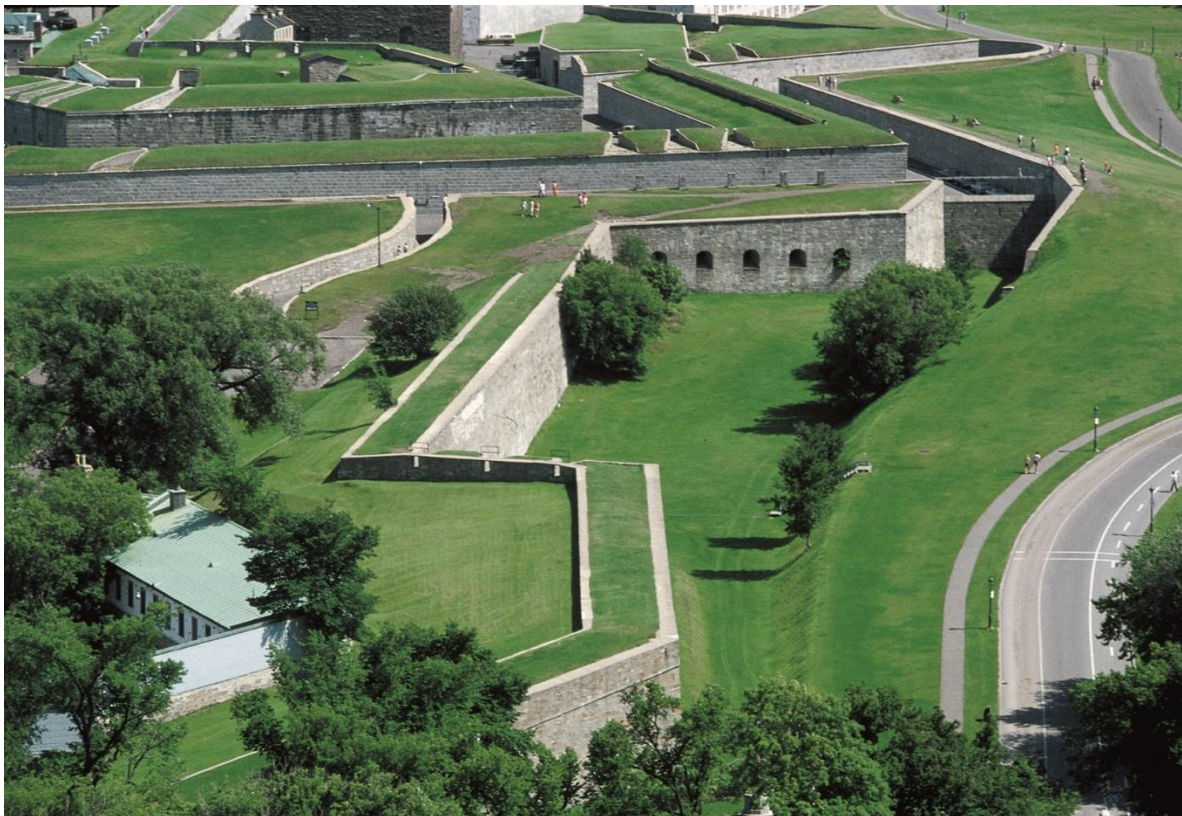


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- 2.6 Task Authorization (Additional Work)

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GENERAL INSTRUCTIONS

1.0 Use of Terms

- .1 In this specification, "**Parks Canada**" refers to the PARKS CANADA AGENCY (Québec Field Unit).
- .2 "**Project Authority**" refers to the Parks Canada Technical Services Representative or his or her authorized representative(s).
- .3 "**Contractor**" refers to the company selected to perform all the work described herein in accordance with the work instructions provided for this purpose.

1.1 General Description of Work

- .1 The work covered by this contract primarily includes, but is not limited to:

Maintenance of lawns at the **Fortifications of Québec** National Historic Site of Canada, having an area of approximately 30,000 square metres including all lawn areas as shown in the maps presented in Appendix I

- .2 Specifically, the work includes:
 - a) Spring clean-up
 - b) Grass cutting and trimming
 - c) Aeration of lawns
 - d) Collection of dead leaves
 - e) Mowing of overgrown lands (±2,000 square metres).
- .3 As a whole, the contract covers all work described in the work instructions and plans as well as those necessary to fully complete the work, even if it is not specifically mentioned.

1.2 Maps

- .1 Maps in Appendix I:
 - 0 Overall map
 - 1 Parc de l'Artillerie (Redoute Dauphine)
 - 2 Parc de l'Artillerie (Fonderie de L'Arsenal)
 - 3 Fortifications-de-Québec (Courtine d'Youville)
 - 4 Fortifications-de-Québec (Parc de l'Esplanade)
 - 5 Fortification de Québec (Bastion St-Louis)
 - 6 Jardin des Gouverneurs & Terrasse Dufferin
 - 7 Parc Montmorency
 - 8 Fortification de Québec (Batterie du Clergé)

GENERAL INSTRUCTIONS

1.3 Examination of Sites

- .2 The surface areas of lawns and landscaped grounds that are identified and located on the maps and in the work instructions are considered approximate. The Contractor is responsible for on-site verification of all relevant information in order to take it into account.
- .3 The areas covered by the contract are represented by the shaded zones on the maps in Appendix I.
- .1 The Contractor must be thoroughly familiar with the sites, vegetation and facilities. The Contractor is responsible for obtaining all the information necessary to execute the contract. He must ask for explanations where needed.
- .2 The Contractor must make his own assessment of the difficulties to be anticipated in the execution of the work. The Contractor may have no recourse against Parks Canada or its representative if the information he obtains proves insufficient or incomplete, or if he wrongly interprets it.

1.4 Use of Sites

- .1 The Contractor must perform all the work referred to in the contract in accordance with provisions of the National Parks Act.
- 2 The Contractor shall comply with all applicable Parks Canada regulations including, but not limited to, regulations concerning safety, environmental protection, parking and traffic control.
- .3 The Contractor shall obey the site speed limit of **20 km/h maximum**, to avoid any accident involving users or employees of the site who have access to it.
- .4 The Contractor's vehicles must be equipped with an active rotating warning light at all times when on Parks Canada grounds. In addition, all the Contractor's vehicles must be identified with the Contractor name.
- .5 The Contractor shall not drive any loaded vehicle, machinery or equipment that exceeds the specified legal weight or size limits on the roads or structures

GENERAL INSTRUCTIONS

without written permission and instructions from the project authority. Moreover, no truck loaded-above the legal limits may travel on the roads or structures.

- .6 The project authority may require a load reduction or even the temporary complete suspension of hauling on roads or structures if he considers that such hauling could damage any part of the roads or structures due to unfavourable existing conditions.

1.5 Supervision and Skilled Labour

- .1 The work supervisor must be equipped with a communications system enabling the Project Authority to reach him at any time during work hours (cell phone). The supervisor will be authorized to receive, on behalf of the Contractor, any orders, instructions or other communications that may be given under this contract.
- .2 The work supervisor must notify Parks Canada of any accident or incident that damaged the property of Parks Canada or a third party. He must also immediately report any injury caused to site users.
- .3 At the request of the project authority, the Contractor will remove any supervisor who, in the opinion of the project authority, is incompetent or has behaved in an unseemly manner. He will promptly replace the removed supervisor with another supervisor who is deemed acceptable by the project authority.

1.6 Employee Work Clothing

- .1 All employees of the Contractor must wear personal protective equipment required for the work to be performed such as safety boots, safety glasses, etc.
- .2 All employees of the Contractor who work regularly with site visitors must dress properly and display an irreproachable attitude toward the public. Working shirtless is not authorized. All employees must be identified as affiliated with the Company (sweater or vest with the company logo or name).

GENERAL INSTRUCTIONS

1.7 Equipment and Materials

- .1 All the materials and equipment used by the Contractor must be of a type approved by the project authority.
- .2 The minimum equipment required to maintain grounds or approved equivalent is:
 - a) **Three (3) manual rotary mowers** with a deflector.
 - b) **One (1) tractor equipped with rotary mower** with a deflector.
 - c) **Two (2) gas-powered-edge trimmers** (*grass trimmer with nylon cord only*).
 - d) **Aerator mounted on a tractor, OPEN SPOON TINES.**
 - e) **Portable aerator OPEN SPOON TINES.**
- .3 The tractor-mower must be equipped with "flotation type" low-pressure tires specially designed for use on lawn areas and must not weigh more than nine hundred (900) kilograms, unless approved by the project authority.

1.8 Environmental Protection

- .1 It is prohibited to dispose of waste (e.g. grass cuttings, garbage, etc.) or volatile materials such as petroleum products (e.g. oil, gasoline, or other harmful materials) by discharging it into watercourses, storm sewers, sanitary sewers, or any other location that can harm the environment.
- .2 Waste matter must be disposed of outside Parks Canada property while complying with federal, provincial and municipal regulations. Waste matter also includes hazardous materials (liquids and solids) and water containing suspended matter.
- .3 The Contractor must not violate federal, provincial or municipal laws and regulations, or those of any other recognized organization dedicated to the protection of the environment.

GENERAL INSTRUCTIONS

1.9 Contractor Responsibilities

- .1 The Contractor must assume full responsibility for the distribution and coordination of tasks of his manpower and the equipment necessary for the smooth flow of work. The Agency cannot be held responsible for any damage caused to the Contractor's machinery or equipment or for any injury suffered by his personnel.
- .2 The Contractor must maintain entrances and access free at all times not to impede movement leading to the buildings.
- .3 The Contractor must not dispose of any debris or garbage in the surrounding nature. Debris or garbage produced by the Contractor must be disposed of by him off site.
- .4 The Contractor will be held responsible for any damage or breakage to Agency property resulting from his work, whether it is caused by his employees, equipment or otherwise, at the level of the building and grounds.

1.10 Work Performance Schedule

- .1 All contractor work must follow the schedule established in the certificate of completion of work presented in Appendix II or any other date mentioned in this specification.
- .2 **The Contractor must email the Parks Canada project authority the certificate of completion of work (Appendix II) completed after each job (cleaning, mowing, etc.) confirming the work completion date.**
- .3 In the case of a specific weather where the lawn is at risk of dryness, the contractor must contact the Parks Canada officer to warn him about the situation and give him his recommendations. After this notice, only the Parks Canada project authority can authorize the cancellation of a mowing.

GENERAL INSTRUCTIONS

1.11 Safety Measures

- .1 All safety measures for the protection of employees and equipment and for fire prevention, recommended by national and provincial codes or prescribed by competent authorities, will be observed at all times.
- .2 All work will be performed professionally and in accordance with the highest standards of the trade, especially with respect to best environmental and safety practices.
- .3 The Contractor will carefully study the risks inherent in different sites and will produce appropriate safety instructions and train his employees on them. The Contractor will be responsible for taking all safety measures based on the highest occupational health and safety standards prescribed by competent authorities to ensure the protection of his employees, the public and the facilities, and ensure that they are observed at all times.

WORK PERFORMANCE INSTRUCTIONS

2.0 General

- .1 This section specifies the requirements for the maintenance of lawns at the Fortifications of Québec.
- .2 The Contractor must expect to give particular cleaning attention to areas where activities are held regularly. This work will be performed at no extra charge.
- 3 The work must be done with care in order to keep the landscaped grounds very clean. **It is understood that grounds cleaning and lawn mowing must also be done in hard-to-reach locations.**

2.1 Spring Clean-up

- .1 The spring clean-up must be done as soon as weather and site conditions permit it and must be complete no later than **May 15** of each year in the current contract.
- .2 The spring clean-up includes removal of sand, stones, paper, rubbish, tree branches, leaves and other waste on the lawns and all surfaces covered by the contract (shaded areas on the identification maps).
- .3 All the debris, waste and other materials collected must be disposed of off-site. It must not remain on the site at any time. Debris that harbours a disease or insects harmful to trees must be managed in accordance with measures recommended by government control agencies for these diseases or insects (e.g. anthracnose and twig blight).

2.2 Grass Cutting and Trimming

(±30 000 square metres)

- .1 Perform the work at the frequency established in the schedule for the remainder of the growing season. The work must be performed on an uninterrupted basis and be completed within five (5) business days (i.e. **Monday to Friday**).
- .2 Unless otherwise specified, the grass must be mowed to a height of between six (6) and seven (7) centimetres.
- .3 Eighteen (18) lawn cuts are planned, distributed as follows:
 - **3 cuts in MAY**
 - **4 cuts in JUNE**
 - **3 cuts in JULY**
 - **3 cuts in AUGUST**
 - **3 cuts in SEPTEMBER**
 - **2 cuts in OCTOBER**

WORK PERFORMANCE INSTRUCTIONS

Note: *This schedule may be changed depending on weather conditions or operational needs.*

- .4 **Clean all lawns before each mowing;** remove all waste and litter such as rocks, paper, bottles, tree branches, etc.
- .5 No visible swaths must be left on the lawn surfaces.
- .6 Immediately sweep and remove any accumulation of grass cuttings that mars the appearance of asphalt or concrete areas, surfaces covered with rock dust, flower beds, overgrown land, rip rap and other. The mown grass must not be projected against walls, structures, urban furniture or other.
- .7 Each time grass is cut, or as required, all the mower blades must be adjusted and sharpened to ensure a clean cut at all times and at the recommended height.
- .8 Lawns shall not be cut on rainy days and/or when the ground is waterlogged.
- .9 Each time the lawn is cut, the grass must also be trimmed to the indicated height at fences, trees, shrubs, structures, buildings, benches, pic-nic tables, garbage cans, bike stands, phone poles, lamp posts and any other obstacle on the sites as well as slopes not accessible by the lawn mower.

Note: *This work will be done using a gasoline-powered edge-trimmer (trimmer-with nylon cord only).*

- .10 If the mowing of lawns impede the movement of visitors or cause obstructions of any kind, the Contractor must suspend his operations or move them to another area.
- .11 When mowing lawns, the Contractor shall always consider the number of visitors with access to the sites and shall send no additional claim to Parks Canada based on visitor attendance.
- .12 When mowing lawns, the Contractor must always consider the safety of the public by reducing his speed and directing the mower discharge in a way that is safe for users.

WORK PERFORMANCE INSTRUCTIONS

2.3 Aeration of Lawns

(±30 000 square metres)

- .1 Aeration is required only on grounds surfaces that are mown.
- .2 The Contractor must obtain approval from the Parks Canada project authority before aerating the lawns.
- .3 The lawns shall be aerated at the end of September/beginning of October using the mechanized equipment below or an approved equivalent:
 - a) **Aerator mounted on a tractor**, open spoon tines type.
 - b) **Portable aerator** open spoon tines type.
- .4 The aeration will be done every fifteen (15) centimetres in both directions to a depth of eight (8) to thirteen (13) centimetres.

2.4 Collection of Dead Leaves **(autumn)**

- .1 Collect and remove dead leaves from trees, shrubs and bushes up to the park boundaries, including areas without lawn. (Shady areas on the identification maps)
- .2 The collection must be done progressively as the leaves fall and will be removed from the sites by the Contractor.
- .3 Debris that harbours a disease or insects harmful to trees must be managed in accordance with measures recommended by government control agencies for these diseases or insects (e.g. anthracnose and twig blight).

2.5 All Overgrown Land

(±2 000 square metres)

- .1 Cut grass to a height of nine (9) to ten (10) centimetres.
- .2 Mow twice a year on overgrown land. It must be completed by:
 - **Last week of JUNE**
 - **Last week of AUGUST**
- .3 The equipment that can be used are:

WORK PERFORMANCE INSTRUCTIONS

- a) Motorized grass trimmer with nylon cord or other appropriate equipment approved by the project authority.



2.6 Authorization for Tasks **(Additional Work)**

- .1 Task authorizations are for additional work associated with the maintenance of lawns and landscaped grounds that may be given to the Contractor throughout the contract. The performance of additional work must be authorized in writing by the project authority. No minimum quantity is guaranteed. Supporting evidence may be requested.
- .2 Labour for the additional work will be paid on an hourly basis.
- .3 Materials will be paid at cost price plus a percentage markup for profit and administration.
- .4 Sub-contracted maintenance of lawns and landscaped grounds will be paid at cost price plus a percentage markup for profit and administration.



MAPS LIST

- 1 - PARC DE L'ARTILLERIE (REDOUTE DAUPHINE)
- 2 - PARC DE L'ARTILLERIE (FONDERIE DE L'ARSENAL)
- 3 - FORTIFICATIONS DE QUÉBEC (COURTINE D'YOUVILLE)
- 4 - FORTIFICATIONS DE QUÉBEC (PARC DE L'ESPLANADE)
- 5 - FORTIFICATIONS DE QUÉBEC (BASTION ST-LOUIS)
- 6 - JARDIN DES GOUVERNEURS & TERRASSE DUFFERIN
- 7 - PARC MONTMORENCY
- 8 - FORTIFICATION DE QUÉBEC (BATTERIE DU CLERGÉ)

-  Area covered by the contract
-  Area of overgrown land

0	ORIGINAL	M.D.	2018-06
Rév.	Description	Par/By	Date

Toute modification doit être rapportée à /
All modification must be reported to:

TECHNICAL SERVICES
QUÉBEC FIELD UNIT
PARCS CANADA

Dossier / File:

MAINTENANCE OF LAWNS AND LANDSCAPED
GROUNDS AT THE FORTIFICATIONS OF QUÉBEC
APPENDICE I (PLANS DE LOCALISATION)

Dessin / Drawing:

FORTIFICATIONS OF QUÉBEC
GENERAL DRAWING

Conçu par / Designed by:

TECHNICAL SERVICES

Date

Dessiné par / Drawn by:

TECHNICAL SERVICES

Date

Vérifié par / Verified by:

TECHNICAL SERVICES

Date

Approuvé par / Approved by:

TECHNICAL SERVICES

Date

No. dossier / File no.:

N/A

Echelle / Scale:

NONE

No. dessin / Drawing no.:



N/A

Feuille / Sheet:

0 of 8



UNITÉ DE GESTION DE QUÉBEC
QUÉBEC FIELD UNIT
2, RUE D'AUTEUIL,
QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

0	ORIGINAL	M.D.	2018-06
Rév.	Description	Par/By	Date

Toute modification doit être rapportée à /
All modification must be reported to:

TECHNICAL SERVICES
QUÉBEC FIELD UNIT
PARCS CANADA

Dossier / File:
MAINTENANCE OF LAWNS AND LANDSCAPED
GROUNDS AT THE FORTIFICATIONS OF QUEBEC
APPENDICE I (PLANS DE LOCALISATION)

Dessin / Drawing:
PARC DE L'ARTILLERIE
(REDOUTE DAUPHINE)

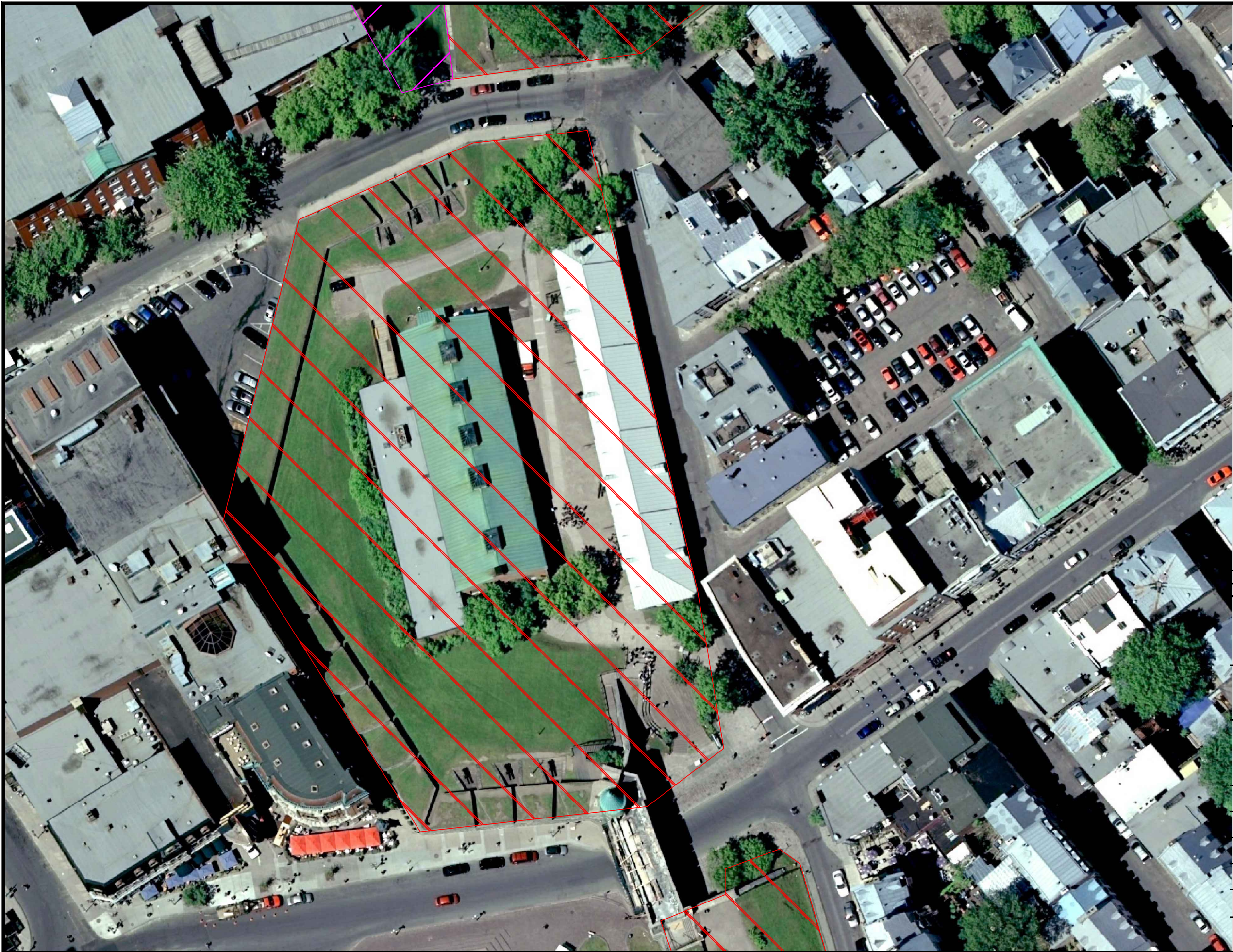
Conçu par / Designed by: TECHNICAL SERVICES Date

Dessiné par / Drawn by: TECHNICAL SERVICES Date



Vérifié par / Verified by: TECHNICAL SERVICES Date

Approuvé par / Approved by: TECHNICAL SERVICES Date

No. dossier / File no.:	N/A	Échelle / Scale:	NONE
No. dessin / Drawing no.:	N/A	Feuille / Sheet:	1 of 8



UNITÉ DE GESTION DE QUÉBEC
 QUÉBEC FIELD UNIT
 2, RUE D'AUTEUIL,
 QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

Rév.	Description	Par/By	Date
0	ORIGINAL	M.D.	2018-06

Toute modification doit être rapportée à /
 All modification must be reported to:
 TECHNICAL SERVICES
 QUEBEC FIELD UNIT
 PARCS CANADA

Dossier / File:
 MAINTENANCE OF LAWNS AND LANDSCAPED
 GROUNDS AT THE FORTIFICATIONS OF QUEBEC
 APPENDICE I (PLANS DE LOCALISATION)

Dessin / Drawing:
 PARC DE L'ARTILLERIE
 (FONDERIE DE L'ARSENAL)

Conçu par / Designed by: _____ Date _____
 TECHNICAL SERVICES

Dessiné par / Drawn by: _____ Date _____
 TECHNICAL SERVICES

Vérifié par / Verified by: _____ Date _____
 TECHNICAL SERVICES



Approuvé par / Approved by: _____ Date _____
 TECHNICAL SERVICES

No. dossier / File no.: N/A Echelle / Scale: NONE

No. dessin / Drawing no.: N/A Feuille / Sheet: 2 of 8



UNITÉ DE GESTION DE QUÉBEC
 QUÉBEC FIELD UNIT
 2, RUE D'AUTEUIL,
 QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

Rév.	Description	Par/By	Date
0	ORIGINAL	M.D.	2018-06

Toute modification doit être rapportée à /
 All modification must be reported to:
 TECHNICAL SERVICES
 QUÉBEC FIELD UNIT
 PARCS CANADA

Dossier / File:
 MAINTENANCE OF LAWNS AND LANDSCAPED
 GROUNDS AT THE FORTIFICATIONS OF QUÉBEC
 APPENDICE I (PLANS DE LOCALISATION)

Dessin / Drawing:
 FORTIFICATIONS DE QUÉBEC
 (COURTINE D'YOUVILLE)

Conçu par / Designed by: TECHNICAL SERVICES Date

Dessiné par / Drawn by: TECHNICAL SERVICES Date

Vérifié par / Verified by: TECHNICAL SERVICES Date



Approuvé par / Approved by: TECHNICAL SERVICES Date

No. dossier / File no.: N/A Echelle / Scale: NONE

No. dessin / Drawing no.: N/A Feuille / Sheet: 3 of 8



UNITÉ DE GESTION DE QUÉBEC
QUÉBEC FIELD UNIT
2, RUE D'AUTEUIL,
QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

Rév.	Description	Par/By	M.D.	Date
0	ORIGINAL			2018-06

Toute modification doit être rapportée à /
All modification must be reported to:
**TECHNICAL SERVICES
QUÉBEC FIELD UNIT
PARCS CANADA**

Dossier / File:
**MAINTENANCE OF LAWNS AND LANDSCAPED
GROUNDS AT THE FORTIFICATIONS OF QUÉBEC
APPENDICE I (PLANS DE LOCALISATION)**

Dessin / Drawing:
**FORTIFICATIONS DE QUÉBEC
(PARC DE L'ESPLANADE)**

Conçu par / Designed by: TECHNICAL SERVICES Date

Dessiné par / Drawn by: TECHNICAL SERVICES Date

Vérifié par / Verified by: TECHNICAL SERVICES Date



Approuvé par / Approved by: TECHNICAL SERVICES Date

No. dossier / File no.: N/A Echelle / Scale: NONE

No. dessin / Drawing no.: N/A Feuille / Sheet: 4 of 8



UNITÉ DE GESTION DE QUÉBEC
QUÉBEC FIELD UNIT
2, RUE D'AUTEUIL,
QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

Rév.	Description	Par/By	Date
0	ORIGINAL	M.D.	2018-06

Toute modification doit être rapportée à /
All modification must be reported to:
**TECHNICAL SERVICES
QUÉBEC FIELD UNIT
PARCS CANADA**

Dossier / File:
**MAINTENANCE OF LAWNS AND LANDSCAPED
GROUNDS AT THE FORTIFICATIONS OF QUÉBEC
APPENDICE I (PLANS DE LOCALISATION)**

Dessin / Drawing:
**FORTIFICATIONS DE QUÉBEC
(BASTION ST-LOUIS)**

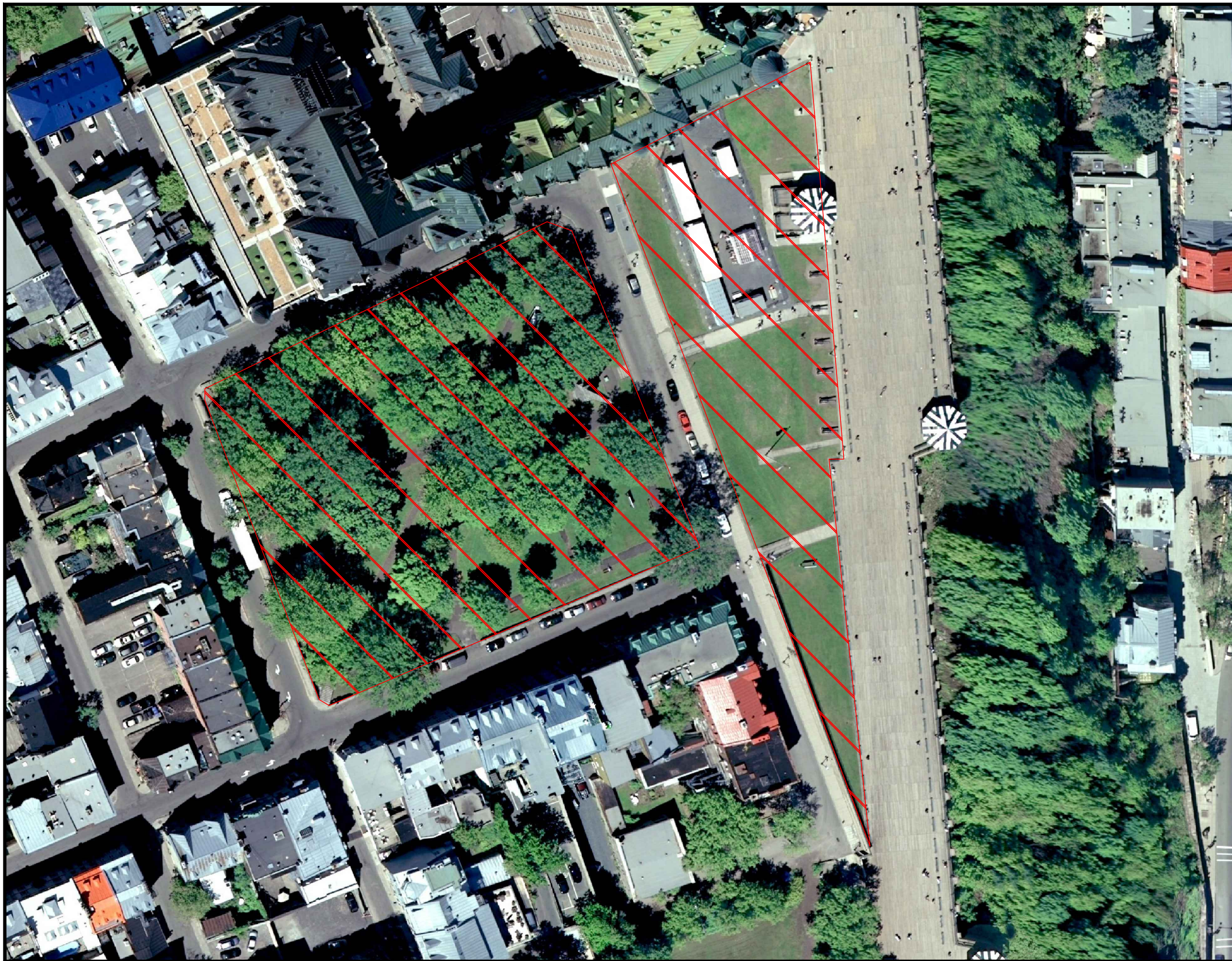
Conçu par / Designed by: _____ Date _____
TECHNICAL SERVICES

Dessiné par / Drawn by: _____ Date _____
TECHNICAL SERVICES



Vérifié par / Verified by: _____ Date _____
TECHNICAL SERVICES

Approuvé par / Approved by: _____ Date _____
TECHNICAL SERVICES

No. dossier / File no.:	Echelle / Scale:
N/A	NONE
No. dessin / Drawing no.:	Feuille / Sheet:
N/A	5 of 8



UNITÉ DE GESTION DE QUÉBEC
QUÉBEC FIELD UNIT
2, RUE D'AUTEUIL,
QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

0	ORIGINAL	M.D.	2018-06
Rév.	Description	Par/By	Date

Toute modification doit être rapportée à /
All modification must be reported to:

TECHNICAL SERVICES
QUÉBEC FIELD UNIT
PARCS CANADA

Dossier / File:

MAINTENANCE OF LAWNS AND LANDSCAPED
GROUNDS AT THE FORTIFICATIONS OF QUEBEC
APPENDICE I (PLANS DE LOCALISATION)

Dessin / Drawing:

JARDIN DES GOUVERNEURS &
TERRASSE DUFFERIN

Conçu par / Designed by: _____ Date

TECHNICAL SERVICES

Dessiné par / Drawn by: _____ Date

TECHNICAL SERVICES

Vérifié par / Verified by: _____ Date

TECHNICAL SERVICES

Approuvé par / Approved by: _____ Date

TECHNICAL SERVICES

No. dossier / File no.: _____ Echelle / Scale:



N/A NONE

No. dessin / Drawing no.: _____ Feuille / Sheet:

N/A 6 of 8



UNITÉ DE GESTION DE QUÉBEC
QUÉBEC FIELD UNIT
2, RUE D'AUTEUIL,
QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

Rév.	Description	Par/By	Date
0	ORIGINAL	M.D.	2018-06

Toute modification doit être rapportée à /
All modification must be reported to:
**TECHNICAL SERVICES
QUÉBEC FIELD UNIT
PARCS CANADA**

Dossier / File:
**MAINTENANCE OF LAWNS AND LANDSCAPED
GROUNDS AT THE FORTIFICATIONS OF QUÉBEC
APPENDICE I (PLANS DE LOCALISATION)**

Dessin / Drawing:
PARC MONTMORENCY

Conçu par / Designed by: **TECHNICAL SERVICES** Date

Dessiné par / Drawn by: **TECHNICAL SERVICES** Date

Vérifié par / Verified by: **TECHNICAL SERVICES** Date



Approuvé par / Approved by: **TECHNICAL SERVICES** Date

No. dossier / File no.: **N/A** Echelle / Scale: **NONE**

No. dessin / Drawing no.: **N/A** Feuille / Sheet: **7 of 8**



UNITÉ DE GESTION DE QUÉBEC
 QUÉBEC FIELD UNIT
 2, RUE D'AUTEUIL,
 QUÉBEC, QC G1R 5C2

-  Area covered by the contract
-  Area of overgrown land

Rév.	Description	M.D.	Date
0	ORIGINAL		2018-06

Toute modification doit être rapportée à /
 All modification must be reported to:
 TECHNICAL SERVICES
 QUÉBEC FIELD UNIT
 PARCS CANADA

Dossier / File:
 MAINTENANCE OF LAWNS AND LANDSCAPED
 GROUNDS AT THE FORTIFICATIONS OF QUÉBEC
 APPENDICE I (PLANS DE LOCALISATION)

Dessin / Drawing:
 FORTIFICATIONS DE QUÉBEC
 (BATTERIE DU CLERGÉ)

Conçu par / Designed by: TECHNICAL SERVICES Date

Dessiné par / Drawn by: TECHNICAL SERVICES Date

Vérifié par / Verified by: TECHNICAL SERVICES Date

Approuvé par / Approved by: TECHNICAL SERVICES Date

No. dossier / File no.: N/A Echelle / Scale: NONE

No. dessin / Drawing no.: N/A Feuille / Sheet: 8 of 8

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

**APPENDIX II
CERTIFICATION OF WORK**

Maintenance of lawns and landscaped grounds from April 1st to November 30
Fortifications of Québec National Historic Site

Article	Item	CONTRACTOR			Parcs Canada
		Done	Date	Signature	Signature
2.1	Spring Clean-up (before may 15th)	<input type="checkbox"/>			
2.2	Grass cutting and trimming	<input type="checkbox"/>			
	3 cuts in MAY	<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
	4 cuts in JUNE	<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
	3 cuts in JULY	<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
	3 cuts in AUGUST	<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
	3 cuts in SEPTEMBER	<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
	2 cuts in OCTOBER	<input type="checkbox"/>			
		<input type="checkbox"/>			
2.3	Aeration of lawns (end of September/ beginning of October)	<input type="checkbox"/>			
2.4	Collection of dead leaves (fall)	<input type="checkbox"/>			
2.5	Mowing of Overgrown Lands				
	1 cut in JUNE	<input type="checkbox"/>			
	1 cut in AUGUST	<input type="checkbox"/>			

ANNEX B

BASIS OF PAYMENT

Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

Bidders must submit their prices based on the requirements in Annex A – Statement of Work.

All of the amounts provided in the basis of payment must be exclusive of taxes. The amounts bid are all-inclusive and must include, but not be limited to, the specialized labour, equipment, permits, transportation costs and time, administration fees, the cost of liability insurance and any other expenses relating to the execution of this contract.

Company's name

Address

Phone

Date

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

YEAR 2020 (April 1, 2020, to November 30, 2020)				
<u>PART A – Basic work</u>				
Art.	Description	Estimated Quantity (a)	Price per Unit (b)	Total (\$) (a x b)
2.1	Spring Clean-up	1	\$	\$
2.2	Grass Cutting and Trimming (± 30 000m ²)	18	\$	\$
2.3	Aeration of Lawns (± 30 000m ²)	1	\$	\$
2.4	Collection of Dead Leaves (as you go)	1 (lump sum)	\$	\$
2.5	Mowing of Overgrown Lands	2	\$	\$
Sub-total Year 2020 (Basic Work):				\$
<u>PART B – Authorization of Tasks (Additional Work)</u>				
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	_____ \$/h	80 Hours	\$
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b + b)
2.6.3	Markup on current price for materials (percentage)	___%	2000\$	\$
2.6.4	Markup on current price for subcontracting (percentage)	___%	2000\$	\$
Sub-total Year 2020 (Authorization of tasks):				\$
Total Year 2020 PART A + B (before applicable taxes)				\$

**Indicated Quantities in this grid are for estimation purposes only*

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

YEAR 2021 (April 1, 2021, to November 30, 2021)				
<u>PART A – Basic work</u>				
Art.	Description	Estimated Quantity (a)	Price per Unit (b)	Total (\$) (a x b)
2.1	Spring Clean-up	1	\$	\$
2.2	Grass Cutting and Trimming (± 30 000m ²)	18	\$	\$
2.3	Aeration of Lawns (± 30 000m ²)	1	\$	\$
2.4	Collection of Dead Leaves (as you go)	1 (lump sum)	\$	\$
2.5	Mowing of Overgrown Lands	2	\$	\$
Sub-total Year 2021 (Basic Work):				\$
<u>PART B – Authorization of Tasks (Additional Work)</u>				
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	_____ \$/h	80 Hours	\$
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b + b)
2.6.3	Markup on current price for materials (percentage)	___%	2000\$	\$
2.6.4	Markup on current price for subcontracting (percentage)	___%	2000\$	\$
Sub-total Year 2021 (Authorization of tasks):				\$
Total Year 2021 PART A + B (before applicable taxes)				\$

*Indicated Quantities in this grid are for estimation purposes only

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

YEAR 2022 OPTION #1(April 1, 2022, to November 30, 2022)				
<u>PART A – Basic work</u>				
Art.	Description	Estimated Quantity (a)	Price per Unit (b)	Total (\$) (a x b)
2.1	Spring Clean-up	1	\$	\$
2.2	Grass Cutting and Trimming (± 30 000m ²)	18	\$	\$
2.3	Aeration of Lawns (± 30 000m ²)	1	\$	\$
2.4	Collection of Dead Leaves (as you go)	1 (lump sum)	\$	\$
2.5	Mowing of Overgrown Lands	2	\$	\$
Sub-total Year 2022 (Basic Work):				\$
<u>PART B – Authorization of Tasks (Additional Work)</u>				
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	_____ \$/h	80 Hours	\$
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b + b)
2.6.3	Markup on current price for materials (percentage)	___%	2000\$	\$
2.6.4	Markup on current price for subcontracting (percentage)	___%	2000\$	\$
Sub-total Year 2022 (Authorization of tasks):				\$
Total Year 2022 PART A + B (before applicable taxes)				\$

*Indicated Quantities in this grid are for estimation purposes only

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

YEAR 2023 OPTION #2 (April 1, 2023, to November 30, 2023)				
<u>PART A – Basic work</u>				
Art.	Description	Estimated Quantity (a)	Price per Unit (b)	Total (\$) (a x b)
2.1	Spring Clean-up	1	\$	\$
2.2	Grass Cutting and Trimming (± 30 000m ²)	18	\$	\$
2.3	Aeration of Lawns (± 30 000m ²)	1	\$	\$
2.4	Collection of Dead Leaves (as you go)	1 (lump sum)	\$	\$
2.5	Mowing of Overgrown Lands	2	\$	\$
Sub-total Year 2023 (Basic Work):				\$
<u>PART B – Authorization of Tasks (Additional Work)</u>				
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	_____ \$/h	80 Hours	\$
Art.	Description	Taux (a)	Quantity* (b)	Total (\$) (a x b + b)
2.6.3	Markup on current price for materials (percentage)	___%	2000\$	\$
2.6.4	Markup on current price for subcontracting (percentage)	___%	2000\$	\$
Sub-total Year 2023 (Authorization of tasks):				\$
Total Year 2023 PART A + B (before applicable taxes)				_____ \$

*Indicated Quantities in this grid are for estimation purposes only

Grand Total - Years 2020 to 2023 (Total 2020 + 2021 + 2022 + 2023)	_____ \$
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ANNEX C

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
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Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

ANNEX D to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?	Yes () No ()
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If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes () No ()
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If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

ANNEX E to PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier’s Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier’s Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier’s Procurement Business Number (optional):		

List of Names

Name	Title

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

Declaration

I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

Please include with your bid or offer.

ANNEX F

TECHNICAL EVALUATION

MANDATORY TECHNICAL CRITERIA

Bids MUST meet the mandatory requirements specified below. To demonstrate the requirements of the technical specifications are respected bidders **MUST provide a list of all his equipment.**

The list should be submitted with the proposal but may be submitted afterwards. If the complete **list is** not submitted as requested, the Contracting Authority will so inform the bidder and provide the Bidder with a time frame within which to meet this requirement. Failure to comply with the request of the Contracting Authority and to meet the requirement within that time period will render the bid non-responsive.

Any proposal which fails to meet the mandatory requirements will be deemed non-responsive.

ATTENTION BIDDERS: WRITE BESIDE THE CRITERIA BELOW THE RELEVANT PAGE NUMBER(S) FROM YOUR PROPOSAL WHICH ADDRESSES THE ISSUE.

Mandatory Technical Criteria		Satisfied YES / NO	Reference Page Number
1	Three (3) manual rotary mowers with a deflector		
2	One (1) tractor equipped with rotary mower with a deflector.		
3	Two (2) gas-powered-edge trimmers (grass trimmer with nylon cord only).		
4	Aerator mounted on a tractor, OPEN SPOON TINES.		
5	Portable aerator, OPEN SPOON TINES.		
6	The tractor-mower must be equipped with "flotation type" low-pressure tires specially designed for use on lawn areas and must not weigh more than nine hundred (900) kilograms, unless approved by the project authority.		

7	<p>Bidders must prove that they have at least <u>three (3)</u> seasons of experience of doing similar work (at least 20 000 m²) acquired in the last five years.</p> <p>As a proof, the contractor must provide the information listed below with his bid:</p> <ul style="list-style-type: none">a) Name and contact information of organisation, company or clients.b) Name, title, phone number and email address of the customer's reference.c) Location of project or contract.d) Detailed description of project or contract.e) Approximate number of square meter covered by the contract.f) Monetary value of the project or contract.g) Duration of the project or contract and execution period. <p>NOTA: Customer's reference provided might be contacted to confirm information.</p>		
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Solicitation No. - N° de l'invitation :
5P300-19-0272\A

Amd. No. - N° de la modif. :
000

Contracting Authority - Autorité contractante :
Michel Marleau

Title – Titre : Maintenance of lawns and landscaped grounds at the Fortifications of Québec National Historic Site

ANNEX G

TASK AUTHORISATION FORM

The Task Authorization form (PWGSC-TPSGC 572) is attached as a separate PDF document.