



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

By mail only

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

Att: Céline Morin  
5P300-19-0228-A

**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 therefor.

**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).

**Issuing Office - Bureau de distribution :**

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

<b>Title - Sujet :</b> Lawn and landscaping maintenance at the Lévis Forts National Historic Site	
<b>Solicitation No. - N° de l'invitation :</b> 5P300-19-0228-A	<b>Date :</b> October 18, 2019
<b>Client Reference No. - N° de référence du client :</b> 10190822	
<b>GETS Reference No.   N° de référence du SEAG :</b> To be confirmed	

<b>Solicitation Closes - L'invitation prend fin :</b> At - à: 2:00 p.m. On - le : November 28, 2019	<b>Time Zone - Fuseau horaire</b> EST
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<b>F.O.B. - F.A.B. :</b> Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
<b>Address Enquiries to - Adresser toutes demande de renseignements à :</b> Céline Morin		
<b>Telephone No. - N° de téléphone :</b> 613-938-5940	<b>Fax No. -N° de télécopieur :</b> N/A	<b>Email Address – Courriel :</b> <a href="mailto:celine.morin@canada.ca">celine.morin@canada.ca</a>
<b>Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :</b> Parks Canada Lévis Forts National Historic Site 41, chemin du Gouvernement Lévis QC G6V 7B1		

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

<b>Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :</b>	
<b>Address - Adresse :</b>	
<b>Courriel – Email :</b>	
<b>Telephone No. - N° de téléphone :</b>	<b>Fax No. - N° de télécopieur :</b>
<b>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) :</b>	
<b>Signature :</b>	<b>Date :</b>



Parks  
Canada

Parcs  
Canada



## **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 under this contract includes lawn maintenance at Lévis Forts National Historic Site.

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 entrance to the Fort on the chemin du Gouvernement on October 29, 2019. The site visit will begin at 10:30 a.m. EST.

Bidders are requested to communicate with the Contracting Authority no later than October 28, 2019 at 2:00 p.m. 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).

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## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Due to the nature of the bid solicitation, bids transmitted by facsimile or by email will not be accepted.

### **2.3 Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

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## **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 (1 hard copy and one soft copy on USB Key)

Section II: Financial Bid (1 hard copy and one soft copy on USB Key)

Section III: Certifications (1 hard copy and one soft copy on USB Key)

Bidders may provide Sections I, II and III on same USB key.

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

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:

- (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.

#### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) 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.

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technique Criteria**

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.



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

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the 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.

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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](#) 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.

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## **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 work under this contract includes lawn maintenance at Lévis Forts National Historic Site.

The work to be performed is detailed under Annex A – Statement of Work.

#### **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 two (2) 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 \$5,000.00. Applicable Taxes included, inclusive of any revisions.

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

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### **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 period of the Contract is from April 1, 2020 to November 30, 2022 inclusive.

#### **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 two (2) additional one (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 thirty (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:

Céline Morin  
Advisor, Contracting and Procurement  
National Contracting Services  
111 Water Street East  
Cornwall ON K6H 6S2

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Telephone: 613-938-5940

Email: [celine.morin@canada.ca](mailto:celine.morin@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:

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

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## 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 – Firm Prices

For the Basic Work described in the statement of work in Annex A, in consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm prices for a cost of \$\_\_\_\_\_ (*will be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

#### 6.7.1.1 Basis of Payment: Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.3 Method of Payment – Monthly Payments

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.

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## 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:

The original and one (1) copy must be forwarded to address 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 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations

## 6.13 Insurance Requirements – 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.

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## **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.



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**ANNEX A**

**STATEMENT OF WORK**

**LAWN AND LANDSCAPING  
MAINTENANCE  
AT THE LÉVIS FORTS NATIONAL HISTORIC SITE**

**Parks Canada Agency**

**Quebec Field Unit**

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## **GENERAL**

### **1.0 Terms Used**

- .1 In this Statement of Work, "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.
- .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:

Landscaping maintenance at the Lévis Forts National Historic Site, with a surface area of approximately 44,600 square metres, including all sodded and fallow areas, covered areas (roads, parking lots, sidewalks and trails, etc.), flower beds and related work located inside the areas, as shown on the plans.

- .2 Specifically, the work includes:
  - a) Spring clean-up
  - b) Grass cutting and trimming
  - c) Maintenance of trails and paved areas
  - d) Edging of lawns
  - e) Aeration of lawns
  - f) Dead leaf collection
  - g) Fallow land mowing
- .3 In general, the contract covers all work described in this statement of work along with all work that is necessary to fully complete the work, even if it is not specifically mentioned.

### **1.2 Plans**

- .1 The attached plans "Lévis Forts NHSC" and this statement of work are complementary.
- .2 The areas of lawns and landscaped sites that are identified and located on the plans are considered approximate. The onus is on the Contractor to check all the relevant information on site in order to take it into account when performing the work.
- .3 The areas covered by the contract are represented by the zones identified in the legend on the map.

### **1.3 Examination of Sites**

- .1 The Contractor must be very familiar with the sites, vegetation and facilities, and will be responsible for obtaining all the information needed for the assessment and performance of the contract prior to commencing the work.

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- .2 The Contractor must make his own assessment of the difficulties to be anticipated in the execution of the work. They must visit the site and inquire about the conditions of the site as it is found. The Contractor will 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 covered by the contract in accordance with the 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.
- .3 The Contractor shall obey the site speed limit of maximum **20 km/h** to avoid any accident involving park users or employees who have access to the site.
- .4 The Contractor shall not drive on the roads, fenced grounds and structures any loaded vehicle, machinery or equipment that exceeds in weight or size the specified legal limit, without written permission and instructions from the Project Authority. Moreover, no truck loaded above the legal limits may travel on the roads or structures.
- .5 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, grounds or structures due to unfavourable existing conditions.

#### **1.5 Equipment**

The equipment required to do the landscaping work, or the approved equivalents, are:

- a) **Three (3) rotary push mowers** with a deflector of at least fifty (50) centimetres wide.
- b) **Two (2) tractors equipped with rotary mower** with a deflector of at least one hundred twenty (120) centimetres or more, mounted in front of the tractors.
- c) **Two (2) gasoline-powered edge trimmers** (grass trimmer with nylon cord only).
- d) **Aerator at least two (2) metres wide mounted on a tractor**, 3 points, open spoon tines type.
- e) **Portable aerator** at least seventy-five (75) centimetres wide.

#### **NOTES:**

1. *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 Technical Officer.*
2. *If any equipment is different from the list above but is equivalent to the required equipment, Parks Canada personnel may still consider that this equipment is acceptable. The equipment must be in good working order and may be inspected by Parks Canada personnel before use.*

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## **1.6 Specialized Supervision and Manpower**

- .1 The supervisor chosen by the Contractor must be present at the site during the work. This supervisor shall be equipped with a communications system enabling the Parks Canada Project Authority to contact the supervisor at all times during work hours. 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 advise Parks Canada immediately of any accident or incident that has caused damage to 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 Parks Canada Project Authority, the Contractor will remove any supervisor who, in the opinion of the Project Authority, is incompetent or has behaved in an inappropriate manner. He will promptly replace the removed supervisor with another supervisor who is deemed acceptable by the Project Authority.

## **1.7 Personnel Work Attire**

- .1 All employees of the Contractor must wear a shirt and pants outfit and personal protective equipment required for the work to be performed such as safety boots and safety glasses.
- .2 All employees of the Contractor who work regularly with site visitors must dress properly and display an irreproachable attitude toward the public. They must be able to address visitors in the language of their choice.

## **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 The Contractor must at no time contravene federal, provincial or municipal laws and regulations, or those of any other recognized organizations dedicated to the protection of the environment.

## **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. Parks Canada 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 leave entrances and accesses to maintained areas free at all times so as not to impede movement toward the building.
- .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.

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### **1.10 Safety Measures**

.1 All the safety measures for the protection of personnel and equipment and for fire prevention, recommended by national and provincial codes or prescribed by competent authorities, will be continuously observed.

.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 personnel, the public and facilities, and ensure that they are observed at all times.

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## WORK DESCRIPTION

### 2.0 General

.1 This section specifies the requirements for lawn maintenance at the Lévis Forts National Historic Site.

.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 performed carefully to keep the landscaped areas 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 Do the spring clean-up as soon as weather and site conditions permit and complete it at the latest by May 15 each year.

.2 Spring clean-up includes:

- a) The removal of all debris and litter from all areas covered by the contract.
- b) The raking, mechanical sweeping and removal of sand, stones, paper, refuse, tree branches and leaves and any other garbage on the roads, parking areas, sidewalks, trails, rip rap, paved areas, lawns, fallow land, flower beds and footbridges.
- c) Remove weeds from all fallow land and cultivated areas at the site's entrances.

.3 All the debris, waste and other material collected must be disposed of off-site. It must not remain on the site at any time.

### 2.2 Mowing and trimming of lawns (34,000 square metres)

.1 Do the work at the frequency set out in the work performance schedule. All the work must be performed without interruption, from **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**

***Note:** Based on the opinion of Parks Canada, this schedule may be modified, without affecting the fixed price.*

.4 Clean all lawns before each mowing; remove all waste and litter such as rocks, paper, bottles, tree branches, etc.

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- .5 No visible windrow must spoil the lawn surfaces.
- .6 Immediately sweep and remove any accumulation of grass cuttings that mars the appearance of asphalt or concrete areas, surfaces paved 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, mower blades shall be adjusted and sharpened to ensure a clean cut at all times and to the recommended height. They must be checked regularly.
- .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, picnic tables, garbage cans, rip rap, bike stands, phone poles, lamp posts and any other obstacle on the sites as well as on slopes not accessible by the lawn mower.  
  
*Note: This work will be done using a gasoline-powered edge trimmer.  
(grass trimmer with nylon wire only).*
- .10 If grass cutting interferes with visitor traffic or causes obstructions of any kind, the Contractor shall suspend operations or continue work in a different area.
- .11 When mowing lawns, the Contractor shall always take into account the number of visitors on the sites. No additional claim shall be made 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 the visitors.

### **2.3 Maintenance of Trails and Paved Areas**

- .1 Cut and remove all grass growing on trails and areas paved with rock dust, asphalt, concrete, paving stones and other (excluding the parade ground and the parking area located in the northern section of the site). Keep them clean and free of vegetation at all times. No chemical product may be used. Removal must be performed manually. Pay special attention to the pedestrian corridor located in the north western section of the site (linking the parking area located in the northern section).
- .2 On an optional basis and at the request of Parks Canada (via a task authorization), weed the parade ground for a surface area of 5,000 square metres;
- .3 On an optional basis and at the request of Parks Canada (via a task authorization), weed the parking area located in the northern section of the site.

### **2.4 Trimming of lawn borders (810 linear metres)**

- .1 The lawn edging must be vertical and perfectly straight or evenly curved, according to what is appropriate. Lawn borders must be edged one (1) centimetre from the pavement when the grass is next to a surface paved with gravel, concrete, asphalt, etc.

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.2 Lawn borders shall be edged once (1) a year: end of June.

## **2.5 Aeration of lawns (34,000 square metres)**

.1 Aeration is required only on mown surfaces.

.2 The Contractor must obtain approval from the Parks Canada representative before aerating the lawns.

.3 The lawns shall be aerated at the end of September/beginning of October using the mechanized equipment below:

- a) Aerator at least two (2) metres wide mounted on a tractor, 3 points, open spoon tines type.
- b) Portable aerator at least seventy-five (75) centimetres wide.

.4 The aeration will be done every fifteen (15) centimetres in both directions to a depth of eight (8) to thirteen (13) centimetres.

## **2.6 Collection of dead leaves (autumn)**

.1 Collect and remove dead leaves from trees and shrubs on all landscaped grounds and paved surfaces. Leave the dead leaves in the wooded area as they are.

.2 The collection must be done progressively as the leaves fall and will be removed from the sites by the Contractor.

**Note:** *Dead leaves on landscaped grounds and paved surfaces should not be discarded into the wooded area.*

## **2.7 Mowing of overgrown lands (9,500 square metres)**

.1 Fallow land is identified and shown on the plans. This includes areas enclosed with chain-link fences. Cut grass to heights of nine (9) to ten (10) centimetres.

.2 Mow twice (2) a year on overgrown land. It must be completed by:

- the last week of JUNE of each year
- the first week of AUGUST of each year

.3 The equipment that can be used is:

Motorized grass trimmer with nylon wire for slopes and a rotary push mower for flat grounds that are fenced in or other suitable equipment approved by the Technical Officer.

3. *The equipment must be in good working order and may be inspected by Parks Canada personnel. If any equipment is different from the list above but is equivalent to the required equipment, Parks Canada personnel may still consider that this requirement was met.*



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### **3.0 Additional Work – Task Authorizations**

The Contractor may be asked to do the following work via a Task Authorization:

- **Weed the parade ground**
- **Weed the parking area located in the northern section of the site**
- **Other related work on an hourly basis**

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## ANNEX B

### BASIS OF PAYMENT

## LAWN AND LANDSCAPING MAINTENANCE AT THE LÉVIS FORTS NATIONAL HISTORIC SITE

1. Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. **Failure to provide prices in the format specified will render the quotation non-responsive.**
2. Bidders must provide pricing for services described in Annex A Statement of Work. They must provide all-inclusive unit and lump sum prices. Applicable taxes are extra.
3. The prices must include specialized labour, equipment, material, permits, transportation costs and all other general expenses including administration costs, insurance and other incidentals.
4. \*The inclusion of estimated data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

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**Base de paiement (suite)**

Year 2020 (from April 1, 2020 to November 30, 2020)				
<u>PART A – Basic work</u>				
Section	Description	Price (All inclusive)		
2.1	Spring clean-up	\$ _____		
2.2	Mowing and trimming of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.5	Aeration of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.6	Collection of dead leaves	\$ _____		
2.5	Mowing of overgrown lands (± 9500m <sup>2</sup> )	\$ _____		
Subtotal 1 Year 2020 (Basic work)				\$ _____
<u>PART B - Task authorization (additional works)</u>				
Section	Description	Rate (a)	Estimated quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	\$ _____ /h	80 hours	\$ _____
2.6.3	Markup on current price for materials (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
2.6.4	Markup on current price for subcontracting (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
Subtotal 2 Year 2020 (Tasks authorization) Unit prices 2.6.2 + 2.6.3 + 2.6.4				\$ _____
2.6.5	Weed the parade ground – Price all inclusive	\$ _____		
2.6.6	Weed the parking area located in the northern section of the site – Price all inclusive	\$ _____		
Subtotal 3 Year 2020 – (Task authorizations) All-inclusive prices – 2.6.5 + 2.6.6				\$ _____
Total Year 2020 Subtotals 1, 2 et 3 (before applicable taxes)				\$ _____

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**Basis of Payment (continued)**

Year 2021 (from April 1, 2021 to November 30, 2021)				
<u>PART A – Basic work</u>				
Section	Description	Price (All inclusive)		
2.1	Spring clean-up	\$ _____		
2.2	Mowing and trimming of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.5	Aeration of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.6	Collection of dead leaves	\$ _____		
2.5	Mowing of overgrown lands (± 9500m <sup>2</sup> )	\$ _____		
Subtotal 1 Year 2021 (Basic work)				\$ _____
<u>PART B - Task authorization (additional works)</u>				
Section	Description	Rate (a)	Estimated quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	\$ _____ /h	80 hours	\$ _____
2.6.3	Markup on current price for materials (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
2.6.4	Markup on current price for subcontracting (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
Subtotal 2 Year 2021 (Task authorizations) Unit prices 2.6.2 + 2.6.3 + 2.6.4				\$ _____
2.6.5	Weed the parade ground – Price all inclusive	\$ _____		
2.6.6	Weed the parking area located in the northern section of the site – Price all inclusive	\$ _____		
Subtotal 3 Year 2021 – (Tasks authorization) All-inclusive prices – 2.6.5 + 2.6.6				\$ _____
Total Year 2021 Subtotals 1, 2 et 3 (before applicable taxes)				\$ _____

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**Basis of Payment (continued)**

Year 2022 (from April 1, 2022 to November 30, 2022)				
<u>PART A – Basic work</u>				
Section	Description	Price (All inclusive)		
2.1	Spring clean-up	\$ _____		
2.2	Mowing and trimming of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.5	Aeration of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.6	Collection of dead leaves	\$ _____		
2.5	Mowing of overgrown lands (± 9500m <sup>2</sup> )	\$ _____		
Subtotal 1 Year 2021 (Basic work)				\$ _____
<u>PART B - Task authorization (additional works)</u>				
Section	Description	Rate (a)	Estimated quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	\$ _____ /h	80 hours	\$ _____
2.6.3	Markup on current price for materials (percentage)	_____ %	\$2,000	(a x b) + \$2000 \$ _____
2.6.4	Markup on current price for subcontracting (percentage)	_____ %	\$2,000	(a x b) + \$2000 \$ _____
Subtotal 2 Year 2022 (Tasks authorization) Unit prices 2.6.2 + 2.6.3 + 2.6.4				\$ _____
2.6.5	Weed the parade ground – Price all inclusive	\$ _____		
2.6.6	Weed the parking area located in the northern section of the site – Price all inclusive	\$ _____		
Subtotal 3 Year 2022 – (Tasks authorization) Price all inclusive – 2.6.5 + 2.6.6				\$ _____
Total Year 2022 Subtotals 1, 2 et 3 (before applicable taxes)				\$ _____

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Year 2023 (from April 1, 2023 to November 30, 2023)				
<u>PART A – Basic work</u>				
Section	Description	Price (All inclusive)		
2.1	Spring clean-up	\$ _____		
2.2	Mowing and trimming of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.5	Aeration of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.6	Collection of dead leaves	\$ _____		
2.5	Mowing of overgrown lands (± 9500m <sup>2</sup> )	\$ _____		
Subtotal 1 Year 2021 (Basic work)				\$ _____
<u>PART B - Task authorization (additional works)</u>				
Section	Description	Rate (a)	Estimated quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	\$ _____ /h	80 hours	\$ _____
2.6.3	Markup on current price for materials (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
2.6.4	Markup on current price for subcontracting (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
Subtotal 2 Year 2023 (Tasks authorization) Unit prices 2.6.2 + 2.6.3 + 2.6.4				\$ _____
2.6.5	Weed the parade ground – Price all inclusive	\$ _____		
2.6.6	Weed the parking area located in the northern section of the site – Price all inclusive	\$ _____		
Subtotal 3 Year 2023 – (Tasks authorization) Price all inclusive – 2.6.5 + 2.6.6				\$ _____
Total Year 2023 Subtotals 1, 2 et 3 (before applicable taxes)				\$ _____

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10190822

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Lawn and landscaping maintenance at the Lévis Forts National Historic Site

Year 2024 (from April 1, 2024 to November 30, 2024)				
<i>PART A – Basic work</i>				
Section	Description	Price (All inclusive)		
2.1	Spring clean-up	\$ _____		
2.2	Mowing and trimming of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.5	Aeration of lawns (± 34 000m <sup>2</sup> )	\$ _____		
2.6	Collection of dead leaves	\$ _____		
2.5	Mowing of overgrown lands (± 9500m <sup>2</sup> )	\$ _____		
Subtotal 1 Year 2021 (Basic work)				\$ _____
<i>PART B - Task authorization (additional works)</i>				
Section	Description	Rate (a)	Estimated quantity* (b)	Total (\$) (a x b)
2.6.2	Labour (hourly rate)	\$ _____ /h	80 hours	\$ _____
2.6.3	Markup on current price for materials (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
2.6.4	Markup on current price for subcontracting (percentage)	_____ %	\$2,000	(a x b) + \$2,000 \$ _____
Subtotal 2 Year 2024 (Tasks authorization) Unit prices 2.6.2 + 2.6.3 + 2.6.4				\$ _____
2.6.5	Weed the parade ground – Price all inclusive	\$ _____		
2.6.6	Weed the parking area located in the northern section of the site – Price all inclusive	\$ _____		
Subtotal 3 Year 2024 – (Tasks authorization) Price all inclusive – 2.6.5 + 2.6.6				\$ _____
<b>Total Year 2024 Subtotals 1, 2 et 3 (before applicable taxes)</b>				\$ _____

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## Basis of Payment (continued)

### ***SUMMARY (prices from the tables above)***

Total Year 2020	\$ _____
Total Year 2021	\$ _____
Total Year 2022	\$ _____
Total Year 2023 (Option Year 1)	\$ _____
Total Year 2024 (Option Year 2)	\$ _____
<b>Grand Total of Bid for evaluation purposes Years 2020 to 2024 (before applicable taxes)</b>	<b>\$ _____</b>

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

\_\_\_\_\_  
Date



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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.

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

<b>Location of Work</b>
-------------------------

<b>General Description of Work to be Completed</b>
--

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### Annex C (continued)

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
------	-----------	------

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## ANNEX D

### 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 ( )
--	----------------

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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?
---

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Date

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## 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

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

#### List of Names

Name	Title



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## ANNEX F

### TECHNICAL EVALUATION

#### Mandatory Technical Criteria

The bids must meet all the mandatory technical criteria indicated below. The bidder must provide the necessary documents to show compliance with this requirement.

The bids that do not meet all of the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be treated separately.

	Mandatory Technical Criteria
<b>O1</b>	<p><b>EQUIPMENT</b></p> <p>The bidder <b>must</b> provide a list of the equipment he will have to do the work.</p> <p>The bidder must include the <b>description</b> of the equipment, the <b>accessories</b> and the <b>year</b> of manufacture.</p> <p>The bidder must at least have:</p> <ul style="list-style-type: none"><li>a) <b>Three (3) rotary push mowers</b> with a deflector of at least fifty (50) centimetres wide.</li><li>b) <b>Two (2) tractors equipped with rotary mower</b> with a deflector of at least one hundred twenty (120) centimetres or more, mounted in front of the tractors.</li><li>c) <b>Two (2) gasoline-powered edge trimmers</b> (grass trimmer with nylon cord only).</li><li>d) <b>Aerator at least two (2) metres wide mounted on a tractor</b>, 3 points, open spoon tines type.</li><li>e) <b>Portable aerator</b> at least seventy-five (75) centimetres wide.</li></ul> <p><b>NOTES:</b></p> <ol style="list-style-type: none"><li>1. <i>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 Technical Officer.</i></li><li>2. <i>The equipment must be in good working order and may be inspected by Parks Canada personnel. <b>If any proposed equipment is different from the list above but is equivalent to the required equipment, Parks Canada personnel may consider that this requirement was met.</b></i></li></ol>

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**O2 THE COMPANY'S EXPERIENCE**

The company must have performed work of similar scope (at least 20,000 m<sup>2</sup>) for at least **THREE** (3) complete seasons (e.g.: April-October) during the past five (5) years.

To show this, **the Contractor must provide the following information with the bid:**

1. The names and contact information of organizations, companies and clients
2. The name, title, phone number and email address of the client's person of reference.
3. The location of the project or contract
4. A detailed description of the project and contract
5. The approximate number of square metres covered by the contract
6. The dollar value of the project or contract
7. The duration of the project or contract as well as the period of its performance

Note: The references provided by the Contractor may be contacted to confirm the information provided.



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## **ANNEX "G"**

### **Task Authorization**

# Task Authorization Autorisation de tâche

## Instruction for completing the form PC - T5 - Task Authorization

## Instruction pour compléter le formulaire PC - T5 - Autorisation de tâche

### Contract Number

Enter the PC contract number.

### Numéro du contrat

Inscrire le numéro du contrat de PC.

### Contractor's Name and Address

Enter the applicable information

### Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

### Security Requirements

Enter the applicable requirements

### Exigences relatives à la sécurité

Inscrire les exigences pertinentes

### Total estimated cost of Task (GST/HST extra)

Enter the amount

### Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

## For revision only

## Aux fins de révision seulement

### TA Revision Number

Enter the revision number to the task, if applicable.

### Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

### Total Estimated Cost of Task (GST/HST Extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

### Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

### Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

### Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

## 1. Required Work: Complete sections A, B, C, and D, as required.

## 1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

### A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

### A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**(b) Insert GST/HST as a separate item under the Basis of Payment****D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement****D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) PC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à PC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) PC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract

Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de PC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de PC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PC Contracting Authority - Autorité contractante de PC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date