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

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services  
Division (FK)  
L'Esplanade Laurier,  
East Tower 4th Floor  
L'Esplanade Laurier,  
Tour est 4e étage  
140 O'Connor, Street  
Ottawa  
Ontario  
K1A 0R5

<b>Title - Sujet</b> Maintenance Services	
<b>Solicitation No. - N° de l'invitation</b> W3723-21SD05/A	<b>Date</b> 2020-01-27
<b>Client Reference No. - N° de référence du client</b> HAVSD05	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> fk304.W3723-21SD05	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-304-78255	
<b>Date of Original Request for Standing Offer</b> Date de la demande de l'offre à commandes originale 2019-12-19	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-03</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dallaire, Maxime	<b>Buyer Id - Id de l'acheteur</b> fk304
<b>Telephone No. - N° de téléphone</b> (613) 296-1437 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This amendment 002 is raised to:

1. Replace the Appendix 5 – SUR Code Deselection;
2. Answer questions from offerors for Suffield and attach the Power point presentation.

1- Appendix 5 – SUR Code Deselection

DELETE the Appendix 5 – SUR Code Deselection, and

REPLACE with the new attached Appendix 5 – SUR Code Deselection

2- QUESTIONS

**SOR Code VS CFHA Code**

**Please explain the correlation between the SOR Code and the CFHA Code between the two documents noted. It is difficult to get a proper gage on how one relates to the other.**

Assuming the questions pertains to 2 documents contained in the Attachments Folder Appendix 5. The “SUR Code Deselection-2020 Suffield PDF EN/FR F” shows the current list of codes that are applicable in Suffield for the current Standing Offer. The second document “SUR report HSC Suffield 3723.xlsx” shows the historical usage of codes. The codes are reviewed every 4-5 years, which results in codes being removed/deleted/updated.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE (page 12 of 51) – para 9.

***Offerors are to note that the offer is to be based on the single or combined trades that are identified in Annex A Statement of Work. The Schedules of Unit Rates (SUR) for each RFSO, are contained within Appendix 5 Schedule of Unit Rates. The work of trade(s) is contained in Annex A Statement of Work, Appendix 6 Schedule of Unit Rates Specification. Offerors are to further note that the title page of each trade specific Specification includes the trade title and the SUR code prefix in parenthesis below the trade title***

1. Please explain the “notes” required. The tables are specific to the trades involved in the offer already.

The word “note” was used in the sense “please pay attention to” and does not require a response.

**2. We are unclear what the following statement means? “Offerors are to further note that the title page of each trade specific Specification includes the trade title and the SUR code prefix.”**

**We believe it refers to Appendix 6.1 through 6.13 for Suffield but are unclear as to what we must do for the submittal.**

Yes, it applies to Appendix 6.1 through 6.13.

The statement is an explanation that the title of each Specification is comprised of the trade title as well as the SUR code prefix. For example Appendix 6.1 is for the trade “Asphalt (AS)”, and all the codes related to this trade will have a prefix of “AS”, for instance - AS1000EV.

SOR Code	SOR Description
AS1000EV	Inspect and report on work required.

**3. Please confirm that for the Section II - Financial Offer CFHA only wants to see Table A and B filled out. OR if any other documents are required please explain.**

Yes, Offerors shall complete the Table A and Table B of the ATTACHMENT 1 TO PART 3 PRICING SCHEDULE as a part of their Section II - Financial Offer

**Upon a comparison of the original Appendix 5 SUR Code Deselection to the amended Appendix 5 – SUR Code Deselection documents it appears the changes were strictly formatting changes with no changes to the base prices or any new lines added.**

**Can you please confirm this? If there were other undetected changes please advise where the changes can be found.**

Some of the wording was corrected, we recommend going over the documents as we needed to correct some minor changes on numbers as well.

CONFERENCE 1:

1. **We've been working on the CP portion in Dundurn. Who gets called out for emergencies, the general or the trade?**
  - The general contractor is responsible for the work. He will be the point of contact and will coordinate with the subcontractors.
2. **• Where would we find the schedule of rates?**
  - The Schedule of the Unit Rates is in the Appendix 5 to Annex A, Statement of Work. It is accessible at [buyandsell.gc.ca](http://buyandsell.gc.ca), at the bottom of the RFSO page, in the area called Attachments, there is a link that to Appendices 1-7.
3. **• How do we purchase the tender documents?**
  - Purchase is not required, the tender documents are available at no charge at [buyandsell.gc.ca](http://buyandsell.gc.ca) for an upload. Search the [buyandsell.gc.ca](http://buyandsell.gc.ca) by the solicitation number, it will take you to the Request for Standing Offer page. At the bottom of the page there are all the documents. They may be in excel, pdf or word. You can upload them by clicking on the links.
4. **Can the Crown confirm if the solicitation documents requires a percentage bid for all 16 trades?**
  - Yes, the offer must be for all the trades of the SO, all fields must all be filled out.
5. **Page 11 of CFHA references historical usage reports. Why was the Bagotville report attached to the Kingston and Trenton files?**
  - A few reports contained a typo in the Instructions/Description field A, however the report pertains to the correct Housing Service Centre as specified in the report title.
6. **PSPC presentation page 21. Emergency services for work on stat holidays is 1.5 times of the hourly rate or the stat holiday rate? Is there a difference in coming in on a Sunday or a stat holiday (which would normally be 2.5 times).**
  - It will be 1.5 times.
7. **16 trades question. CFHA slide 8.2.**
  - Each individual RFSO will indicate which trades are required for this specific SO.
8. **40 people on the call? Is this all for one location?**
  - People are from all locations. For all the RFSOs closing on Feb 3.
9. **Is CFHA open to an alternative model that might serve occupants better?**
  - This is the model that was chosen for this process. Will see how well it goes before considering anything else.
10. **When call ups are issued, will all trades be issued on one call up or will they be separated as now?**
  - Schedule of Unit Rates codes from different trades may be on one call up, will not be separated.

**11. If you have multiple trades under one call up, will the minimum call out of one trade be issued?**

As per RFSO clause 8.6.5.6, the minimum amount is applicable to each call up and not to an individual SUR or trade on such call up.

**12. Hazmat and pest control are excluded?**

• Hazmat Consultant and Pest Control Trades are excluded from the scope. Hazmat Abatement trade is included.

**13. Travel time for afterhours is being paid at straight time?**

• Correct.

**14. Can Crown confirm if subcontractor is required to be licensed at submission or award?**

As per Mandatory Technical Criterion 4, where compulsory by the provincial legislation, the bidder must provide proof of trade certification and/or licence; and/or registration certificates for each proposed resource.

As per RFSO clause 7.13.1.3 Where the Offeror makes application to subcontract part of the Works, and Provincial Legislation requires that a Person be licensed to carry out that part of the Work, the Offeror shall produce evidence that the proposed Subcontractor and/or his/her trades people to be assigned to that part of the Work are so registered or licensed.

Annex A Statement of Work Clause 5.1 where legislation of the Province in which the site of the Work is located requires that a contractor or their resources be registered or licensed to carry out any of the Work described in the RFSO documents, the Contractor shall, within 48 hours of their receipt of a notice in writing from the Technical authority, produce evidence that they and/or their resources are so registered or licensed.

**15. Is there a list of subcontractors available for each location?**

• No.

**16. Do we need to provide a list of subcontractors?**

Yes, if requested by CFHA.

As per RFSO clause 7.17.2 Notwithstanding any list of Subcontractors which the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a written request from CFHA, submit the names of Subcontractors and suppliers for the part or parts of the Work listed in the said request.

**17. • Is there historical data for unit prices provided before or posted on buyandsell.gc.ca?**

• The Historical SUR Usage report are posted on buyandsell in the appendix 5 folder. Please see Appendix 5, it's posted along with unit rates for each site under each standing offer. It may be separated by trade.

**18. After hours work done by hourly rate or unit rates?**

Afterhours work is paid by hourly rate. Please refer to RFSO clause 8.6.6 Payment for After Hours Work and Priority 1 Work.

**19. Are General Contractors allowed to give multiple contact numbers for the afterhours?**

• Yes, but the GC is still responsible if there is no answer.

**20. Mandatory technical criteria. How strictly is this enforced, for 2 maintenance support services contracts?**

- If the mandatory criteria are not answered or not properly, you will be judged nonresponsive. If the mandatory criteria is not filled out properly, PSPC will not go to the financial bid.

**21. If you have multiple contracts that would meet the requirement of the technical criteria? Is that good enough?**

- For MT1 and MT2 If you had multiple contracts of similar scope in place at the same time, and the aggregate of portfolio under such contracts meets the CFHA definition of a portfolio size and such contract involved coordination of 3 or more trades, we would consider it.

**22. Lowest bidding contractor would get 60%?**

- It depends on the structure of the RFSO. Some are 100%-0%, others are 60-40-0. Each RFSO specifies what the breakdown is. Please refer to RFSO clause 1.2.2.

**23. Is the RFSO just for general contractors or can subs submit their own? Are you looking for general contractors?**

- The bid has to be for all the trades listed in the requirement.

**24. Is there a separate SO for electrical?**

- Some RFSOs have more than one trade, others have separate trades.

**25. Where do you find the RFSO numbers?**

- Depends on the region. If you go on buyandsell for CFHA, page 9 and 10 shows the RFSO numbers and which trades apply.

**26. Is there a checklist of which documents need to be filled in and submitted?**

- No, there is no checklist, but it is summarized in the presentation.

**27. Where are the presentations?**

- The presentations will be posted on buyandsell.gc.ca along with any of the questions and answers.

**28. • Is there any security requirements for any sites?**

- No.

**29. • Where do I find the General Conditions?**

- Buyandsell.gc.ca, enter the number and you can read all the general conditions.

All clauses and conditions including the General Conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual> issued by Public Works and Government Services Canada.

**30. Epost connect or Canada post website, you have to send a link or a request in order for me to submit? Do we use the email address that is listed?**

- It is not on the Canada Post website. Look at RFSO clause 2.2 (also mentioned on slide 4 of the PSPC presentation), there is an email address of bid receiving unit. Send an email there and they will tell you how to open a conversation and additional information will be provided.

31. **Financial offer. If there are multiple trades, I put the percentage per trade and add them all up at the bottom?**
- Yes, it is the sum of all the percentage bids for all the trades listed in the table that will evaluate the bid.
32. **• For submitting prices there are multiple tables SURs and hourly rates. Page 12 and 13 and 14? Are those the pages we are using?**
- Yes, you need to fill pages 13 and 14 are the pages. Also Annex B Basis of Payment has the same tables as the RFSO.
33. **• What is the turnaround time for invoices? 15th or 30th of each month? What is the turnaround for payment?**
- Invoice submissions should be as soon as possible after the completion of the work. There is a RFSO clause requiring the contractor to submit invoices within 90 day period. Once CFHA received and invoice and confirms the work completion, we have 30 days to pay. Please refer to the General Conditions to details.
34. **Will there be holdbacks?**
- Invoice will only be paid when the work is completed and accepted by HSC staff and an invoice is received, whatever is later. There are no additional holdbacks.
35. **• One can submit an RFSO for one trade?**
- Must submit all trades listed for each RFSO.
36. **• Are you looking for a general contractor?**
- There are a small number of RFSOs with only one trade/contractor, but the majority are for a combination of trades. Look at the CFHA presentation or the RFSO.
37. **• Blank spaces in the bidding document?**
- Section 1, 2, 3, 4 must be submitted. Blank sections are filled out once the Standing Offer is awarded.
38. **Percentage splits for locations? Where are these percentages identified?**
- Para 1.2.2 of each individual RFSO specifies the split. It's also mentioned at several spots throughout the document.
39. **• As an electrician, I can't just submit one price?**
- All trades listed in the RFSO must be included.
40. **• Can a general contractor from Ottawa support Bagotville?**
- Yes, as long as you provide all the trades required and able to coordinate work and meet the requirements including the timelines.
41. **• Will the general contractor be made public?**
- The notice of award will be posted on [buyandsell.gc.ca](http://buyandsell.gc.ca)
42. **To place a bid, do I have to put our name on the List of Interested Suppliers?**

- No, you just need to submit the documents that are required as per RFSO, but we do not check the vendors name on the List of Interested Suppliers.

**43. Do you have a list of people that would be bidding in certain areas? Do you have a list of generals that will be bidding?**

- We don't receive anything from the bid receiving unit until the RFSO is closed. We are not aware of generals and subs until then.

**44. • Can you just bid for one service?**

- You need to bid on all the trades required for each specific RFSO.

**45. Financial evaluation: is the only item that is looked at the total evaluated price, which is the sum? Which is evaluated?**

- You need to fill out the percentage bid for all of the trades. We will evaluate that the sum of the percentage bids. Yes it is about the sum.

**46. • If you bid plus 400% one on trade but minus 50 on all the others, you could still be successful?**

- We evaluate the total evaluated price to determine the successful bidder, but when work is done you will be paid the percentage identified for each trade for this trade's SURs.

- Bear in mind that the winner will be the lowest price that meets the mandatory criteria.

**47. When evaluating the whole thing, what if they have the cheapest price but don't meet the tech criteria?**

- We evaluate the mandatory criteria first. If a bidder is not responsive on the four criteria, we do not evaluate the financial bid.

**48. Technical offer. There are some strict elements (equivalent experience for example). If there are four offers per location and none of them meet the requirement, will you close the deal or will you pick the best one?**

- You must meet the mandatory criteria. If none of the bidders are responsive, we will evaluate next steps after that.

**49. Four mandatory requirements? What are they?**

- Described in the presentation page 7 and RFSO page 22-23.

**50. If a bid is submitted ridiculously low, would it still be accepted?**

- RFSO has a clause that allows CFHA to verify and negotiate the hourly rates if the price is abnormal but not the percentage bid.

**51. PSPC slide 9 regarding certifications. List of names, owners?**

- Usually directors or board members of the company.

**52. What is standing offer certification?**

- If you are a Former Public Servant, for example, you need to certify. Just need to sign first page of the RFSO, states that you have all three of these certifications.

## CONFERENCE 2:

**53. Where can I find the schedule of rates?**

•The Schedule of the Unit Rates is in the Appendice 5 to Annex A, Statement of Work. it is accessible from [buyandsell.gc.ca](http://buyandsell.gc.ca), at the bottom of the RFSO page, in the area called Attachments, there is a link that to attachments 1-7.

**54. Looking at the SUR code books, the date is different than the front of the package, why?**

- Duration of the codes and specs does not coincide with the duration of the SO. This is an internal procedure to allow for an additional year to review the technical content. SO is for 2 +2 option years.

**55. Technical offer requirements. Do I have to send in the entire 55 pages?**

- No, you need to submit the bid in 4 sections. Section I: Technical Offer where you demonstrate how you meet the mandatory technical criteria; Section II: Financial Offer; Section III: Certifications and Additional Information.
- Also, include the first page of the RFSO and include the vendor information.

**56. Technical offer, page 10, 11. What format do you want the response? A letter?**

- Yes, in the Technical Offer you will need to address the four mandatory criteria and include the reference form.

**57. If you have a general contractor with subs and the general becomes insolvent, what process is followed?**

- It would fall within the performance management process. CFHA will engage with the contract to resolve directly, but if it is an ongoing or a severe issue, the SO can be terminated. Please refer to the general conditions of the SO for details on when termination may be invoked. Please see RFSO Part 9 Performance Evaluation: Contract on the evaluation process.

**58. It says the contract is worth up to \$14M for four years for Winnipeg. How was this determined? Can we assume that it will be this much?**

- Paragraph 1.2.2 gives a financial estimate of the future expenditure against the Standing Offer though there is no guarantee of expending this amount. The value was based on historical expenditures and projections.

**59. Is there a report of which trades were used how much and the value historically?**

- Attachments in the Appendix 5 folder include a historical breakdown. The report does not include the financials but will give the information as to the volume of work.

**60. For some contracts, SO is roughly \$9M. Is this for 2 or 4 years?**

- RFSO paragraph 1.2.2 gives a financial estimate for 4 years including the option years.

**61. Technical offer MT4 experience. Are we providing a list of personnel or including resumes for subtrades and employees?**

- Yes, you need to provide the list of names of individuals/firms as well as certifications as applicable.

62. **Minimum callouts. With multiple trades is it per trade or SUR?**

- Minimum call up amount of \$80 will apply once to a call up and is not per trade.

63. **SUR usage Cold Lake. Usage states it is for Bagotville not Cold Lake.**

- This is a typo, but the header shows the correct site.

64. **Slide 9 of CFHA presentation. Have any of these been awarded? Where can we see them?**

- None of the SOs have been awarded, but some closing this coming Friday. The remainder will close on February 3rd.

65. **Pest control not included in SO? Disregard?**

- Yes, Pest Control trade is not included.

66. **Table A provides list of contracts and percentage offers. If I want to bid on 3 only, do I send in 3 tables or accumulate percentages?**

- You cannot just submit 2 or 3. You will need to bid on all trades part of the RFSO and fill out the table once.

67. **Borden. PBN number. What is it and where do you get that?**

- Procurement Business Number. Can search for it on [buyandsell.gc.ca](http://buyandsell.gc.ca) that will tell you how to get one.  
Below is the link to register as a supplier to get a Procurement Business Number (PBN)  
<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier#600>

68. **Workforce and lowest bidder. If lowest bidder comes in 50% lower than historically, do you automatically award or do you investigate that they can pay proper wages? Are employees properly vetted and secured? Are they on work visas (could take away work from Canadians)?**

- Security verification of workers - all units are off site and will not have security requirements. Any exceptions where access to a base is required at a few sites will be managed on as and when required basis.
- The General contractor is responsible for subcontractors and making sure that they are compliant and that all the certificates are in place. Subs can be asked for papers on site.

69. **Can we have a workforce with visas?**

- Every worker including subcontractors must have all the documentation required by the general conditions. General contractor has the responsibility to verify if they are allowed to work.

70. **In the event of a low bid compared to historical, do you open an investigation? If someone submits a minus 50% bid, how will they keep up with the employee act and pay people? Who verifies that? Will it be investigated?**

- This is the responsibility of the bidder to submit a fair bid allowing for fair profit. If they underbid it is likely that they will be unable to fulfill their obligations under the SO, and we can terminate the Standing Offer.
- The selection is not based on lowest cost proposal. The bidder must meet mandatory technical criteria. One of these is a reference check.
- We will not negotiate on the percentage of line items but can negotiate the hourly rate before awarding.

71. **Are there protections that super low bidders get checked in on? How are they legitimately doing the work?**

- There are no provisions to deny a low bidder, but it is not in their best interest to underbid because they won't be able to do the work at a profit. The most common scenario is that the SO would be terminated for default because they cannot perform. Cannot do it upfront.

72. **Experience and qualifications of workforce. How do you prove they are qualified? Do you look at workforce of low bidders?**

- One of the mandatory criteria is the references. We also verify certifications if so required by the provincial legislation.

73. **So if all workforce is from Turkey or Iran, how do you know if they have the experience to snow clear if they don't even have experience with snow?**

- We do not verify every individual worker. The quality of the work is the responsibility of the general contractor, the SO holder. In the Mandatory criteria we seek experience and references on previous similar contracts to ensure a bidder is capable of providing quality work.

74. **Priority definitions. Can you please explain what they mean?**

Refer to SOW para 4.2

Each Call-up will indicate the completion time. The Contractor must be on site fully prepared to undertake the work and /or working within the priority response time allocated for each item of work specified in the Call-up unless otherwise agreed to in writing:

- .1 Priority 1 Respond within 1 hour
- .2 Priority 2 Respond within 24 consecutive hours
- .3 Priority 3 Respond within 7 calendar days
- .4 Priority 4 Respond within 14 calendar days
- .5 Priority 5 Respond within 28 calendar days
- .6 Priority 6 Respond as specified on the Call-up.

75. **If a work order for inspection is completed and work is identified, resulting in a version 2 of the work order, will version 1 and 2 cascade and grow and not eliminate the original inspect codes?**

- It should cascade. The initial SUR codes should not be eliminated.

**76. Government thinks it will be more efficient to have one responsible contractor. What concerns did you have when first contemplating a change in structure?**

- Currently we manage 230 standing offers which has many differences in quality and consistency with multiple vendors and trades. The new approach reduces to 40 standing offers. Slide 4 of CFHA presentation outlines the benefits that we've already seen in Petawawa and Gagetown and sites that used bundled approach. We've applied the lessons learned from these sites hoping to reduce administration, have one point of contact to expedite delivery and response times. The Biggest challenge has been consistency in the quality of service across all CFHA sites.

**77. If quality is the biggest challenge, what protection do you have against the low bidders? Is there a process for dealing with the general contractors and verifying prices?**

- We will have to accept prices. We have to rely on bidders (general contractors) to provide a sound bid that would allow for a fair profit. It's not in the bidders' best interest to underbid.

**78. What happens if the SO is terminated?**

- If SO is terminated, the company is in default they may not bid for next 2-3 years on other PSPC requirements.

**79. Percentage offer. Why? To gain advantage or cover cost of materials?**

- Have 3000 line items that describe the work. We could have gone with two approaches: providing a price per line item or a percentage bid. Percentage bid option was selected and has been successful to date. No change to approach to be made.

**80. Table A and B. What is the difference?**

- Table A: bidder will provide a +/- percentage bid for all the required trades to be applied to the SURs base prices listed in the Appendix 5. The majority of the work will be call up by using the SURs.
- Table B the bidder will include the journeyman hourly rates that would be used for emergency work outside of the normal business hours or when there is no SUR to describe the scope of the work required. In this case CFHA may issue a "time and material" call up.

**81. Table A is the percentage offer portion against list of trades and then the sum total. If I want to bid on 3 separate trades, would I have to put the total evaluated price?**

- Depends on RFSO. If there are 16 trades, you will need to submit a bid for all 16. You cannot submit for one or two trades.

**82. I only wanted painting portion last time. Why would I now have to bid on all of it?**

- Previously all standing offers were separate, now they are combined.

**83. Does your current system offer API to integrate into our system or is it paper based? Can the two softwares communicate?**

- Currently we do not have a system that can communicate with suppliers' system. Call ups are most often issued through email.

**84. Can API connectivity be explored?**

- We will explore, however it would be an overpromise to state anything can be put in place.

**85. Is there a list of current contractors doing work?**

- We do not provide lists of contractors currently engaged.

**86. Percentage offer on Annex B. There are 16 trades. You have to provide percentage for each trade and then a sum at the bottom. Who fills this section?**

- The bidder has to complete this section. You add all trade percentages to determine the total evaluated price. All percentages for all trades are added by the bidder.

**87. Contract experience. Will you accept past contracting SOA? For example SOA and contract work with CFHA.**

- Yes, we will use contracts but not SOAs. Must demonstrate actual work.

**88. Is there a limit to the number of subtrades that you can have?**

- No limit to the number of subcontractors that you can have to meet the requirement.

**89. Where do I get a copy of the presentations?**

- If you received the confirmation email, the presentations were attached. They will also be posted on buyandsell.gc.ca as an amendment.

**90. Is it possible to be awarded in multiple locations?**

- Yes, however you must have separate submissions for each individual SO at multiple locations.

**91. A company that was doing work for DCC that was forbidden from bidding on DCC projects, will you be checking for limitations like this before award?**

- PSPC and DCC have separate lists for vendors that have been suspended. PSPC will check our own lists. If we have problems or defaults they will be suspended. PSPC will not communicate with DCC.

**92. Are you now looking for one contractor for all trades?**

- The submission has to be for all trades, all fields need to be filled out - either by a general contractor or a group of subs getting together.
- All trades identified on RFSO must be included. One general in Edmonton.

**93. Is this conference call mandatory?**

- No.

**94. Some contracts in rural municipalities try to prevent general contractors. What penalties are there if a general contractor fails? Financial penalties?**

- This is a standing offer and not a contract. If the contractor is not able to fulfil the requirement of a call up they would be in default and the SO may be terminated. They will not be able to bid on the standing offer for a period of time.

- Once the contractor is in default they will be suspended from all PSPC procurements for a number of years.
- No financial penalty.

**95. I've had much success with projects but mandatory requirements include many criteria (total value, number of projects, number of units). It may be challenging to check all the boxes. How will the evaluation process vet experience?**

- Mandatory criteria is meant to verify that the contractor has some level of experience in the similar field to ensure a certain level of quality. In the mandatory criteria we are looking for the confirmation of experience managing a minimum of 2 contracts with the duration of at least 2 years carried out within the last 10 comparable in size and scope of our portfolio.
- It is important for us to confirm a company has experience with the similar work and portfolio to what we're dealing with.

**96. Multi-discipline and multi-year requirement. What if experience is multiyear but not multi discipline or not enough units? How would this be evaluated?**

- While some SOs are bundled for 16 trades, we are looking for experience coordinating at least three trades to confirm the ability to work with multiple crew at multiple work locations. The size of the portfolio is also very important. The bidder has to demonstrate experience of managing portfolio that is at least 75% of the numbers of units identified in the SOW.

**97. Traditionally the SOs were primarily linear in scope by disciplines. It will be difficult to demonstrate the multidiscipline requirement when this is not how they've been structured to date.**

No answer provided.

**98. Is there a tender form for submission of the offer or is it just the percent table?**

- Whatever is required in the RFSO, there are 4 sections to submit. There is no tender form.

**99. Page 8, former public servant... should this simply be answered in the negative in the submission?**

- Yes. If you respond "no" in the submission, nothing else is required. If "yes", then the questions following it must be answered.

**100. Page 30, para 7.4.1 What is the period for making callups?**

- The SO is for a period of 2 years with two additional optional one year periods. It is for an initial period of 2 years. PSPC will complete these fields upon SO award. Leave blank.

**101. Page 31 section 7.5.2 who is the project authority?**

- When SO is awarded, this will be determined. You do not need to fill out this information.

**102. Page 37, para 8.4.1 Period of the Contract is blank.**

- You do not need to fill out this field. The submission should only include the 4 sections as previously described.

**103. Who is the contracting authority for the government?**

- You are not required to fill this out.

**104. Annex A includes a period to 2025?**

- This is the duration of the validity of the content of the SOW, not the SO.

**105. Annex A page 6 and 7. What relevance do 7.1- 7.2 have? Inspection checklists.**

- The checklist become applicable after award when the work is called up. Their applicability will be indicated on the call up.

**106. Percentage bid. If doing landscaping with set rates and bidding a percentage bid what about the hourly rate?**

- Each trade has their own percentage rate and the hourly rates.
- Total evaluated price is the sum of all trade prices. This is what is evaluated.

**107. Table A and B. Hazardous materials abatement is included?**

- Hazmat consultant is excluded. HAZMAT Abatement is included.

**108. Is electronic transfer an option for payment?**

- Payments will be made by direct deposits.

**109. Can payments be issued per SUR or collaboratively?**

- The payment will be issued per invoice related to a call up (i.e. Work Order). Invoice will match the call up (work order).

**CONFERENCE 3**

**110. When you refer to the historical usage of the SUR, you gave a list of the work (SURs codes) performed in the past years. Does the last number at the end of a row mean the number of times a code was raised? I tried to figure it out. I know that I have done work. We already have a Standing Offer with the agency and I see that our work orders were not entered as it's marked as zero. Is it actual report or is it just an example?**

- The total in the last column is the total number a SUR was raised. Only the SUR used will appear on the report, as such there are no entries marked 0. We need to have more details to be able to respond.

**111. In the tender form, at Annex B, you have marked in some places the hourly rate... in the tender sheet, you have marked the hourly rate for the first year and the hourly rate for the second year in the two paragraphs that are there. Do you have to fill out both?**

- As per ATTACHMENT 1 TO PART 3 PRICING SCHEDULE Para 6. The Schedule of Unit Rates (SUR), hourly rate(s) and unit prices, as applicable, quoted on the pricing schedule shall remain firm for a period of two years after establishment of the SO.

You do not need to complete Annex Basis of payment, only Attachment 1 to Part 3 Pricing Schedule.

**112. If we want to submit bids directly in Gatineau, is that possible?**

- Not to me directly, but you may submit them in person at the address provided, at 11 Laurier St., Place du Portage, Phase III. You may submit them directly to Reception, a few days in advance if you wish.

**113. Are there a lot of people on the teleconference?**

- We don't know how many people are participating on the call.



# Request for Standing Offer for CFHA Responsive Maintenance

December 2019



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# Canadian Forces Housing Agency (CFHA) – MANDATE



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## CFHA delivers DND's Residential Housing Program

- Established as a Special Operating Agency (SOA) within DND in 1996
- Manages, operates and maintains the DND housing portfolio, which comprises 11,665 Crown-owned and leased Residential Housing Units (RHUs) at 27 locations across Canada
  - Housing portfolio totals 40% of DND buildings
  - Majority constructed in the 1950s/60s and are mostly single and semi-detached homes, with 3- and 4-bedrooms
- CFHA is responsible for allocations, rent setting and collections, occupant relations, and all real property functions for the DND housing portfolio
- CFHA's primary customers are members of the Canadian Armed Forces (CAF) and their families
- Approximately 20% of CAF members occupy DND housing



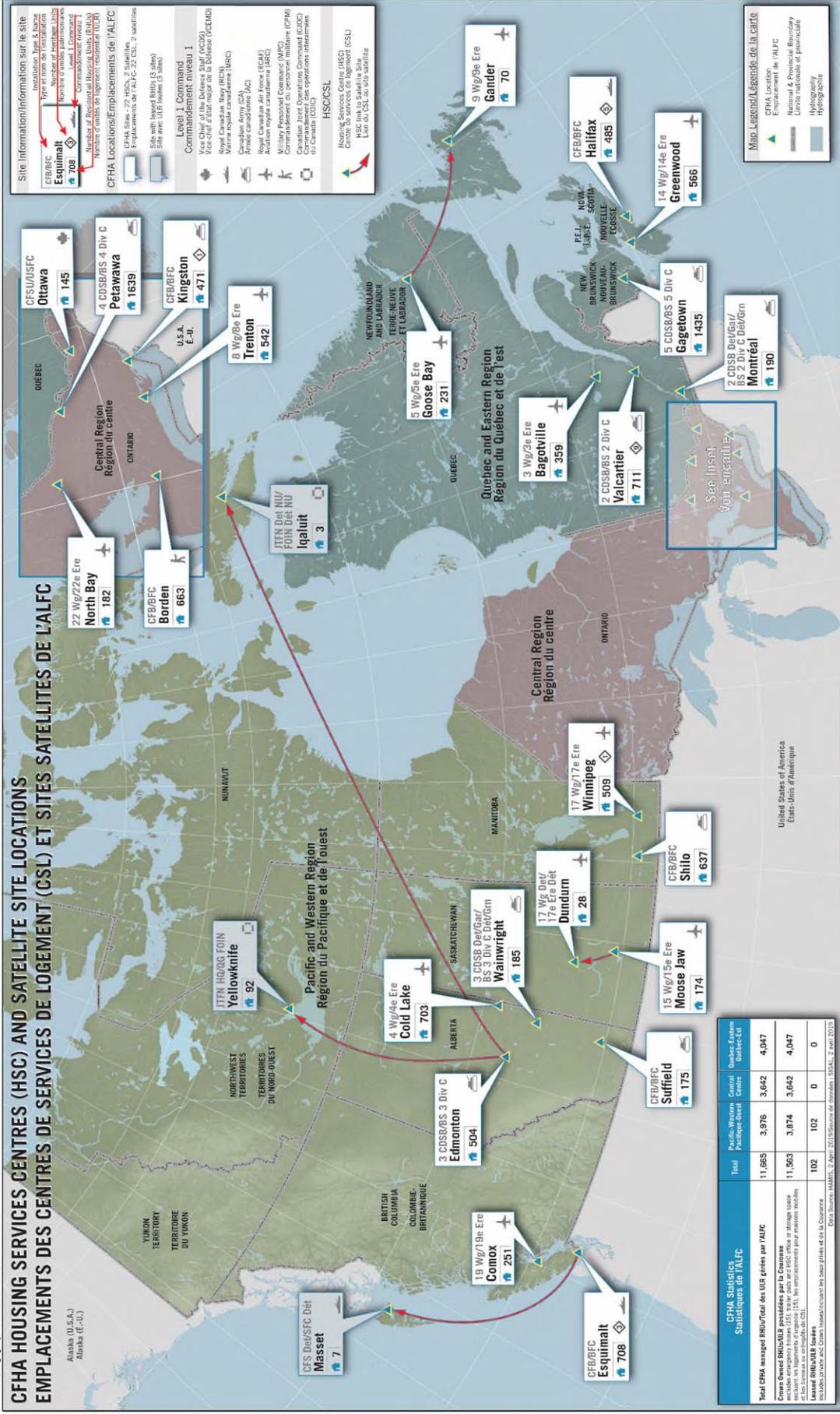
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# CFHA National Map

## CFHA HOUSING SERVICES CENTRES (HSC) AND SATELLITE SITE LOCATIONS EMPLACEMENTS DES CENTRES DE SERVICES DE LOGEMENT (CSL) ET SITES SATELLITES DE L'ALFC



# CFHA Portfolio



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	Site*	Province	Residential Housing Unit (RHU) Type					Total Units**
			Apartment Units	Row Units	Semi-Detached Units	Single Units		
1	Bagotville	QC	6	132	128	93	359	
2	Borden	ON	12	12	480	171	663	
3	Cold Lake	AB	18		472	213	703	
4	Comox	BC	8	81	110	52	251	
5	Dundurn	SK			4	24	28	
6	Edmonton	AB			301	203	504	
7	Esquimalt	BC		95	337	276	708	
8	Gander	NL		6	16	48	70	
9	Goose Bay	NL		88	108	35	231	
10	Greenwood	NS		94	175	297	566	
11	Halifax	NS	158	14	116	197	485	
12	Kingston	ON	144	12	176	139	471	
13	Montreal	QC			96	94	190	
14	Moose Jaw	SK	6	37	119	12	174	
15	North Bay	ON		16	130	36	182	
16	Ottawa	ON		10	72	63	145	
17	Shilo	MB	30	116	288	203	637	
18	Suffield	AB			2	173	175	
19	Trenton	ON			240	308	548	
20	Valcartier	QC	107	333	161	110	711	
21	Wainwright	AB		120	60	5	185	
22	Winnipeg	MB		95	202	212	509	

\*Excludes Gagetown, Petawawa, and satellite sites. \*\* The number of RHUs in a portfolio may fluctuate



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# Maintenance Services Requirement



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- Operations and maintenance
- Repairs
- Responsive maintenance
- Lifecycle



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# Requirement: Maintenance Trades



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		TRADE NAME
1	CF	Concrete and Foundation
2	AS	Asphalt
3	MA	Masonry
4	CP	Carpentry
5	RF	Roofing
6	HF	Hardwood Flooring
7	PT	Painting
8	VC	Resilient Tile, Sheet Flooring & Carpet
9	HZ	Hazardous Materials Abatement
10	CL	Cleaning
11	HA	Heating and Air Conditioning
12	PL	Plumbing
13	EL	Electrical
14	GC	Grass cutting
15	LA	Landscaping
16	SN	Snow Removal

**Excluded from the scope are Pest Control (PC) and Hazmat Consultant (HC) trades**



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# Contracting Tool and Trades Combinations

## Contracting Tool:

**Standing Offer** was determined to be the most flexible instrument for the requirement.

Most standing offers are established for multiple trades in an effort to improve CFHA service delivery and achieve the following goals:

- Reduce administration;
- Have one point of contact and one point of responsibility;
- Expedite service delivery time.
- Achieve consistent level of service across all CFHA HSC.



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# Requirement: Maintenance Services Standing Offers



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## Standing Offers:

- Are established at 22 CFHA HSC locations
- Can be for an individual trade or combination of several
- Duration: 2 year initial period + 2 option years (1 year + 1 year)
- SURs line items are selected by sites
- SURs price is determined by applying the bid percentage to the base price (as per contractor's bid)
- Work can be split between 2 or more contractors
- May have a contractor with 0% of work allocated (on a standby)



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# CFHA Maintenance SOs 2020-2024



Site	SO # OC	Trades/Métiers
Borden	W3702-20BN01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Kingston	W3713-20KN01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
North Bay	W857A-21NB01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Ottawa	W3719-21WA01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Trenton	W857A-21TR01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Bagotville	W3701-21BA01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, EL, GC, LA, SN
Bagotville	W3701-21BA02/A	PL
Gander	W3709-21GR01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Goose Bay	W3710-21GB01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, EL, GC, LA, SN
Goose Bay	W3710-21GB02/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL
Greenwood	W3711-21GW01/A	GC, LA, SN
Halifax	W3712-21HX01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Montreal	W3716-20ML01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Montreal	W3716-20ML02/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Montreal	W3716-21ML03/A	HA
Montreal	W3716-21ML04/A	PL
Montreal	W3716-21ML05/A	EL
Valcartier	W857A-21VA01/A	GC, LA
Valcartier	W857A-21VA02/A	CF, AS, MA
Valcartier	W857A-21VA03/A	CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL
		GC, LA, SN

# CFHA

## Maintenance SOs 2020-2024



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Site	SO # OC	Trades/Métiers
Cold Lake	W3704-20CL01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Comox	W3705-21CX01/A	CF, AS, MA, CP, RF, HF, PT, VC, CL, HA, PL, EL
Comox	W3705-21CX02/A	HZ
Comox	W3705-21CX03/A	GC, LA, SN
Dundurn	W857A-21DN01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Edmonton	W3706-21ED01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Esquimalt	W3707-21ES01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, GC, LA, SN
Esquimalt	W3707-21ES02/A	HA, PL, EL
Moose Jaw	W3717-21MJ01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL
Moose Jaw	W3717-21MJ02/A	HA, PL
Moose Jaw	W3717-21MJ03/A	EL
Moose Jaw	W3717-21MJ04/A	GC, LA, SN
Shilo	W3721-21SL01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN
Suffield	W3723-21SD04/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL
Suffield	W3723-21SD05/A	GC, LA, SN
Wainwright	W857A-20WR01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL
Wainwright	W857A-20WR02/A	HA, PL
Wainwright	W857A-20WR03/A	EL
Wainwright	W857A-20WR04/A	GC, LA, SN
Winnipeg	W857A-21WG01/A	CF, AS, MA, CP, RF, HF, PT, VC, HZ, CL, HA, PL, EL, GC, LA, SN



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# Annex A Statement of Work



The requirement is described in RFSO Annex A Statement of Work:

- Statement of Work
- Appendix 1 Glossary of Terms
- Appendix 2 Customer Care Requirements
- Appendix 3 Safety Requirements
- Appendix 4 Waste Reporting Form
- Appendix 5 Schedule of Unit Rates
- Appendix 6 Schedule of Unit Rates Specification
- Appendix 7 Maintenance Inspection Checklists

Also included :

- Site Map
- SUR Historical Usage report



# Requirement - SURs



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- Requirement is to facilitate maintenance work is expressed by the Schedule of Unit Rates codes (SUR) for each trade.
- SUR codes essentially contain all the work one can do to house components.
- Roughly 6000 line items (3000 English and 3000 French).
- Is available in both official languages.
- Have detailed specifications that includes scopes, units of measure, etc.
- Have baseline cost
- Updated every four years



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# SUR Structure



Work for each construction trade is defined by:

- Schedule of Unit Rates (SUR) (SOW Appendix 5)
  - General Description
  - Basic price
- Specifications  
(SOW Appendices 6.1-6.17)

SOR Code	SOR Description	Unit Cost of Schedule Item
CL1000EQ	Inspect and report on work required.	42.56
CL1000FQ	Travaux requis : inspecter et faire rapport.	42.56
CL1001EQ	Coordination of multi-trade, multi-contractor tasks, per residence, per day of project activity.	42.56
CL1001FQ	Coordination des tâches liées à plusieurs corps de métiers et à plusieurs entrepreneurs, par résidence, par jour de projet.	42.56
CL1010EQ	Furniture, clean & polish where necessary, per residence.	82.79
CL1010FQ	Meubles, par résidence : nettoyer et polir au besoin.	82.79
CL1020EQ	Attic, sweep out, any size.	17.24

# Price Adjustment: CPI application



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To allow for inflation and other economical factors price adjustment will be made in accordance with the percentage change in the Bank of Canada CORE Consumer Price Index (CPI):

- The price adjustment will apply to the Schedule of Unit Rates (SUR), hourly rate(s) and unit prices,
- Will take place twice: if and when Option 1 and if and when Option 2 is exercised.
- The first adjustment is calculated as the percentage change in the CPI between the January 2020 and January 2022
- The second adjustment is calculated as the percentage change in the CPI between January 2022 and January 2023
- The price adjustment will be in effect during the Option periods only (first one April 1, 2022 –Mar 31, 2023, second one April 1, 2023 – March 31, 2024)



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# Annual Work Planning



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- CFHA occupants move most frequently during the months of April to September annually. This is called our Active Posting Season.
- The timing for work and resourcing is critical during this time period.
- This is not to say that CFHA is not busy during the remaining months of the year.
- SUR historical usage provided within one of the annexes can be utilized to assist you in structuring your business plans, required resources and bid submissions.



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# Requirement: Work Hours (ref. SOW para 4.2)



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- Monday to Friday (excluding statutory holidays) 8 am to 5 pm
- Response Times
  - The Contractor must be on site fully prepared to undertake the work and /or working within the priority response time
    - Priority 1 Respond within 1 hour
    - Priority 2 Respond within 24 consecutive hours
    - Priority 3 Respond within 7 calendar days
    - Priority 4 Respond within 14 calendar days
    - Priority 5 Respond within 28 calendar days
    - Priority 6 Respond as specified on the Call-up.



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# Requirement: Statutory Holidays (ref. SOW 4.1.2)

1. New Year's Day – January 1
2. Good Friday
3. Easter Monday
4. Victoria Day – First Monday preceding May 25
5. Quebec National Holiday – June 24 (Province of Quebec only)
6. Canada Day – July 1
7. Civic Holiday (first Monday of August in British Columbia, New Brunswick, Northwest Territories, Nunavut, and Saskatchewan, Alberta, Manitoba, Ontario, Nova Scotia, Prince Edward Island)
8. Labour Day – First Monday in September
9. Thanksgiving Day – Second Monday in October
10. Remembrance Day – November 11
11. Christmas Day – December 25
12. Boxing Day – December 26



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# Requirement: Emergency Work (ref. SOW 4.2.4)



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## Emergency Work

- Urgent or Emergency work during regular working hours will be identified as Priority 1 Work (1 hour response time).
- Urgent or Emergency work that was started during normal hours and that is required by the Technical authority to continue beyond normal hours will be treated as after-hours work.
- The work performed beyond normal hours will be compensated at the after-hours hourly rate.
- Urgent or Emergency work excludes work done by choice of the Contractor outside normal working hours.



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# Emergency After Hours Response Service (EAHRS) (ref. SOW 4.2.4.4)



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There are 5 EAHRS trades:

- Carpentry
- Roofing
- Heating and air conditioning
- Electrical,
- Plumbing



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# Emergency After Hours Response Service (EAHRS) (ref. SOW 4.2.4.4)



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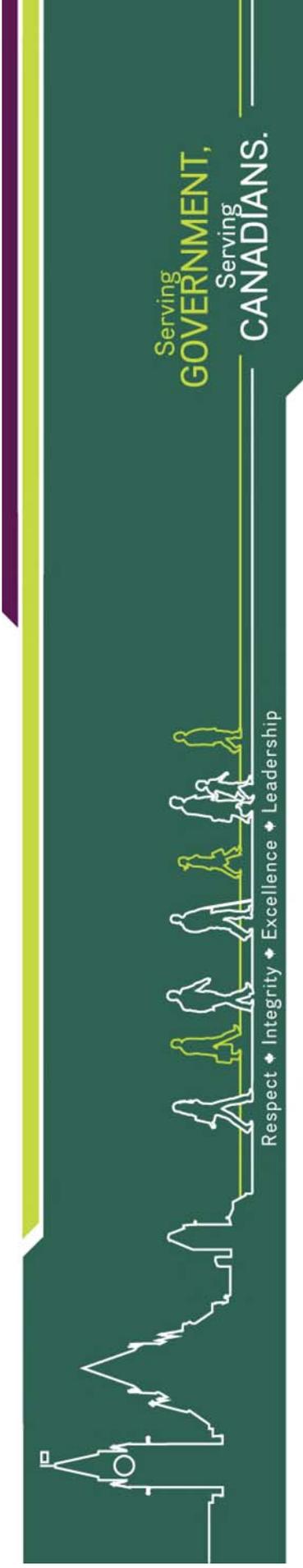
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- Required to provide tradespersons, equipment and materials for emergency repairs 24/7, 365 days per year.
- EAHRS Contractor shall be on location within one hour of notification of a requirement.
- An EAHRS response consists of rendering the situation safe, secure and/or healthy.
- Within 10 minutes of receiving an EAHRS call the contractor shall contact the occupant to obtain further details on the emergency, and if possible fix or render the situation safe while on the telephone with the occupant.



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## OFFEROR'S CONFERENCE

# Request For Standing Offer RFSO for the provision of Canadian Forces Housing Maintenance Services



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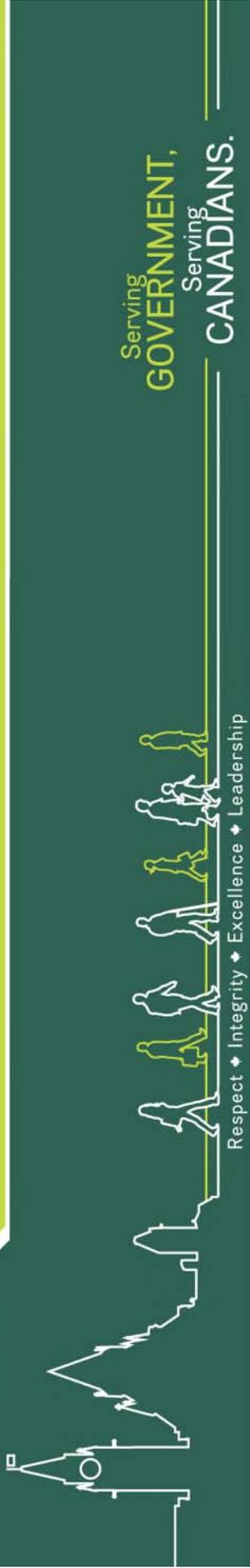
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## OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

**Solicitation Closes - L'invitation prend fin**  
**at - à 02:00 PM**  
**on - le 2020-02-03**

**Time Zone**  
**Fuseau horaire**  
 Eastern Standard Time  
 EST

<b>Vendor/Firm Name and Address</b> Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre 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>



## OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

### RETURN BIDS TO:

### RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC  
11 LaurierSt./ 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Québec  
K1A 0S5

### Solicitation Closes - L'invitation prend fin

at - à 02:00 PM  
on - le 2020-02-03

### Time Zone

Fuseau horaire  
Eastern Standard Time  
EST

Bid Receiving Unit, Procurement Operational  
Support Division, telephone 819-420-7200.

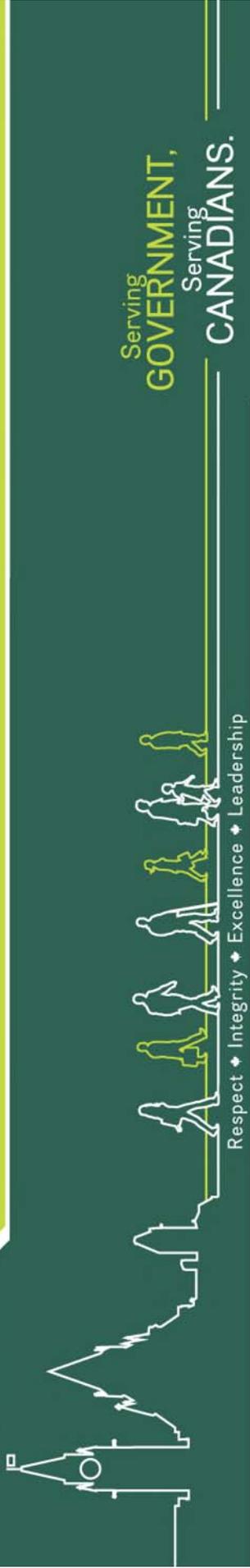
Electronic offers are accepted by e-post. Facsimile offers are not accepted.



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## OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

### [epost Connect service](#) provided by **Canada Post Corporation** :

For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect. [08 \(2019-03-04\) Transmission by facsimile or by epost Connect](#) of Standard Instructions [2006](#).

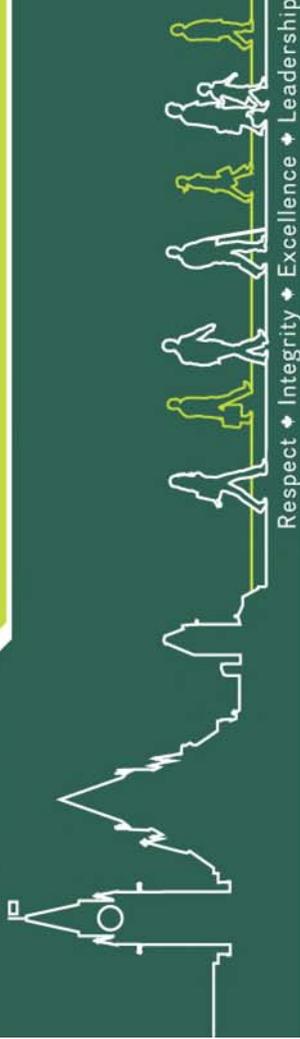
[Late Offers vs Delayed Offers](#)



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## **OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS**

### **Standard Instructions**

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Offers are valid for 180 days.

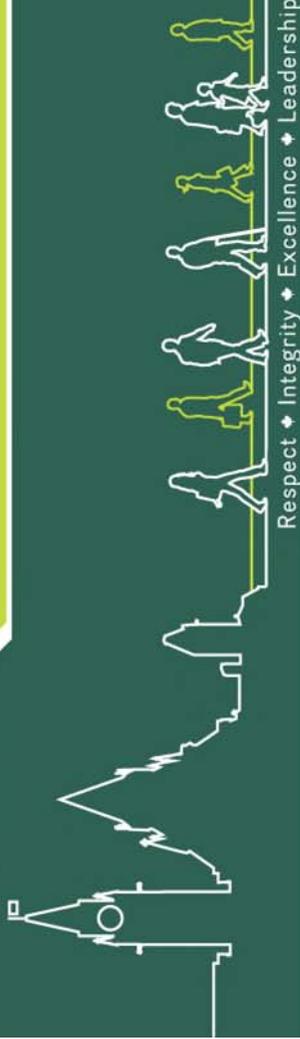
[Section 18 \(2012-03-02\) Conflict of interest—unfair advantage](#)



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## **OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS**

### **Offer Preparation Instructions**

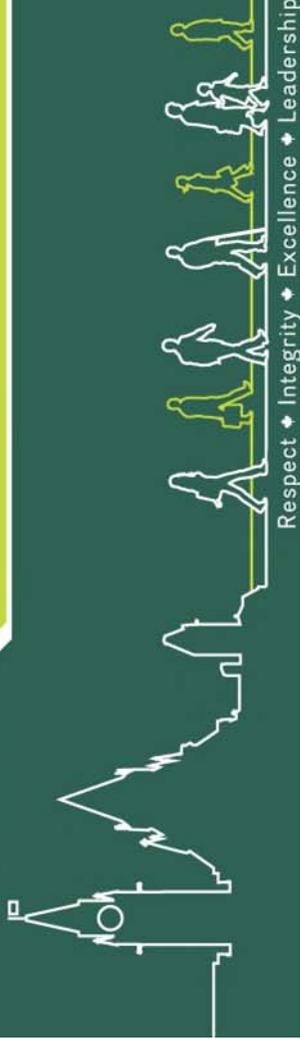
#### **Hard copies:**

- Section I: Technical Offer (three (3) hard copies)
- Section II: Financial Offer (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)
- Section IV: Additional Information (one (1) hard copy)

#### **Electronically:**

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications
- Section IV: Additional Information





## **OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS**

### **Offer Submission Forms Overview**

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

#### **Mandatory Technical Criteria: Refer to Attachment 1 to Part 4.**

**MT1:** Organizational experience in the related field

**MT2:** References

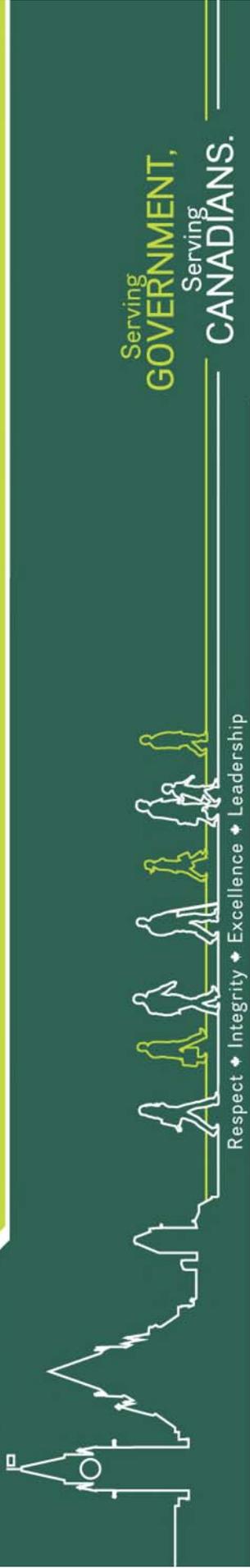
**MT3:** Ability to meet response times

**MT4:** Qualified workforce

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

Offers which fail to meet the mandatory technical criteria will be declared non-responsive.





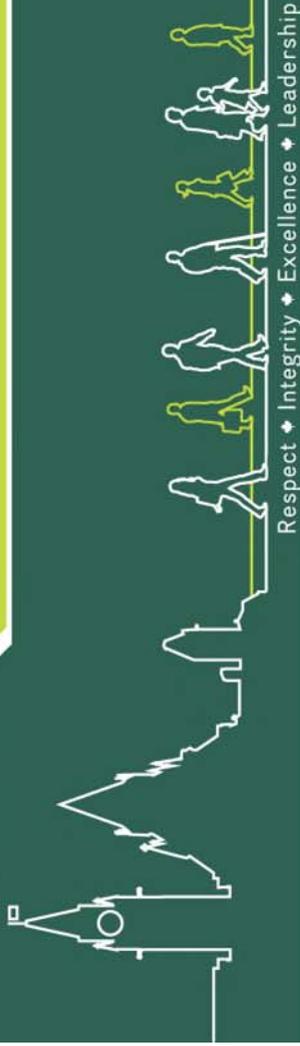
## **OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS**

### **Bid Submission Forms Overview**

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

##### **Financial Evaluation**

- The evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The evaluated price is the sum of all Percentage Offers.
- Where a quoted hourly rate is found to be significantly lower or higher than the average quoted hourly rate for a given trade at a given location, PSPC reserves the right to negotiate the hourly rate with the Offeror prior to SO award. Once SO is awarded, the price shall remain firm for a period of the SO.



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## **OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS**

### **Bid Submission Forms Overview**

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

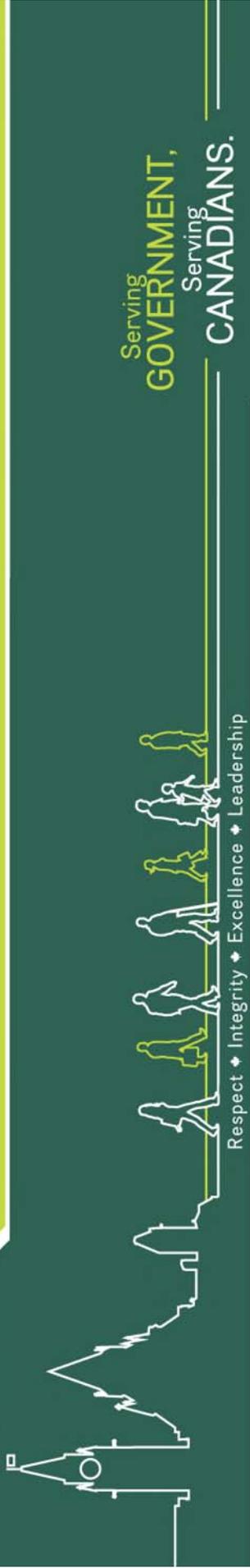
- 5.1.1- Integrity Provisions - Declaration of Convicted Offences, if applicable
- 5.2.1- Integrity Provisions: List of names
- 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification
- 5.3.1- Status and Availability of Resources
- 5.3.2- Education and Experience



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**Canada**

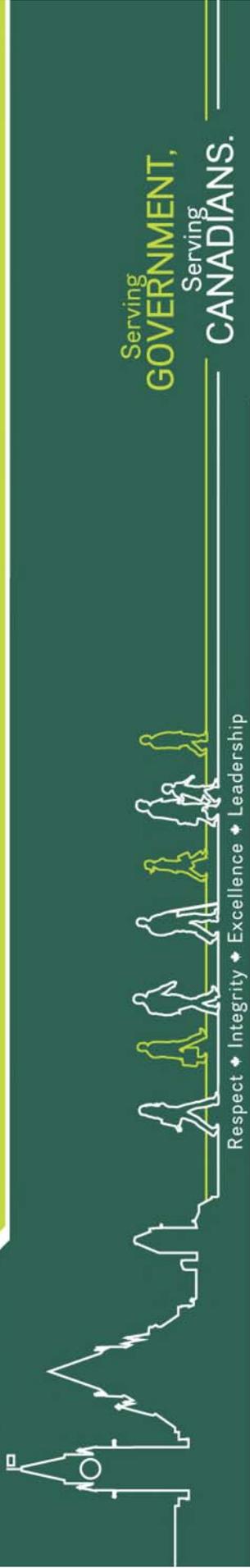


## OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

### Section IV: Additional information

- Legal name
- PBN
- Contact person
- Part 2, article 3, Former Public Servant, of the Request for Standing Offer: the required answer to each question; and, if the answer is yes, the required information;

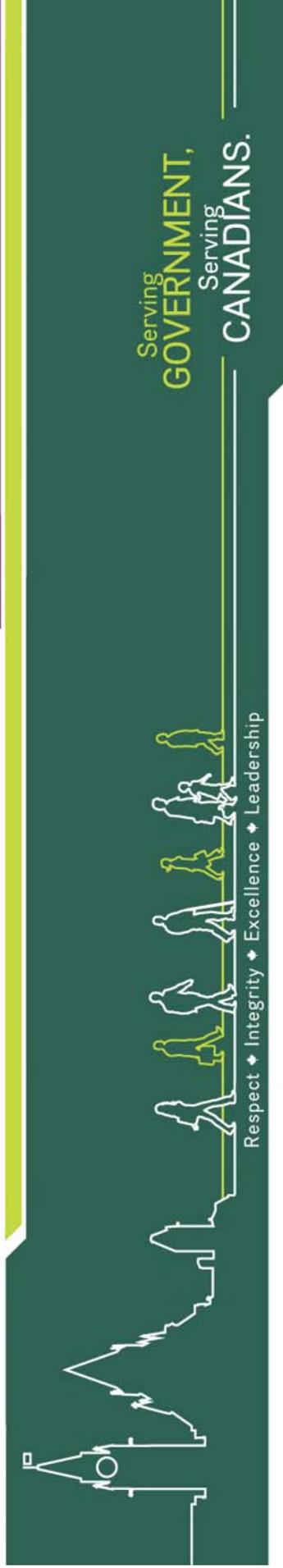




## OVERVIEW OF THE REQUEST FOR STANDING OFFER SECTIONS

### ➤ **Basis of selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The selection shall be based on the sum of the Percentage Offers for all the trades. The two (2) OR three (3) responsive offers with the lowest evaluated price will be recommended for issuance of a standing offer.



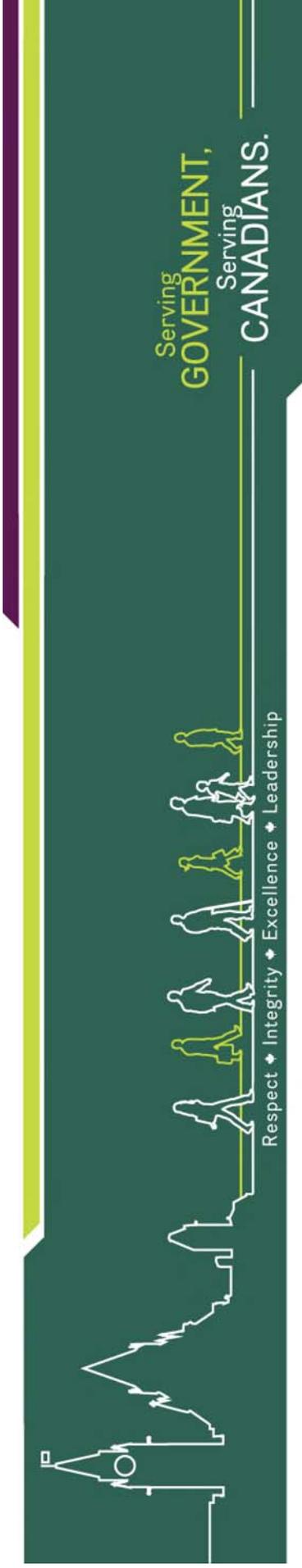
- The full RFSO copy; amendments and attachments are available online at: <https://buyandsell.gc.ca/>

Solicitation Documents						
File	Amendment number	Language	Unique Download Event (English page)	Date added		
<a href="#">ABES.PROD.PW_FK.B290.E76575.EBSU000.PDF</a>	000	English	310	2019-03-04		
<a href="#">ABES.PROD.PW_FK.B290.F76575.EBSU000.PDF</a>	000	French	31	2019-03-04		
<a href="#">ABES.PROD.PW_FK.B290.E76575.EBSU001.PDF</a>	001	English	47	2019-03-19		
<a href="#">ABES.PROD.PW_FK.B290.E76575.EBSU001.PDF</a>	001	French	5	2019-03-19		
<a href="#">ABES.PROD.PW_FK.B290.E76575.EBSU002.PDF</a>	002	English	39	2019-03-20		
<a href="#">ABES.PROD.PW_FK.B290.F76575</a>				-03-20		

**Attachments**

File	Amendment number	Language
<a href="#">appendi_x_a-appendice_a.zip</a>	Not available	Bilingual
<a href="#">annexes.zip</a>	Not available	Bilingual





## STANDING OFFER CLAUSES

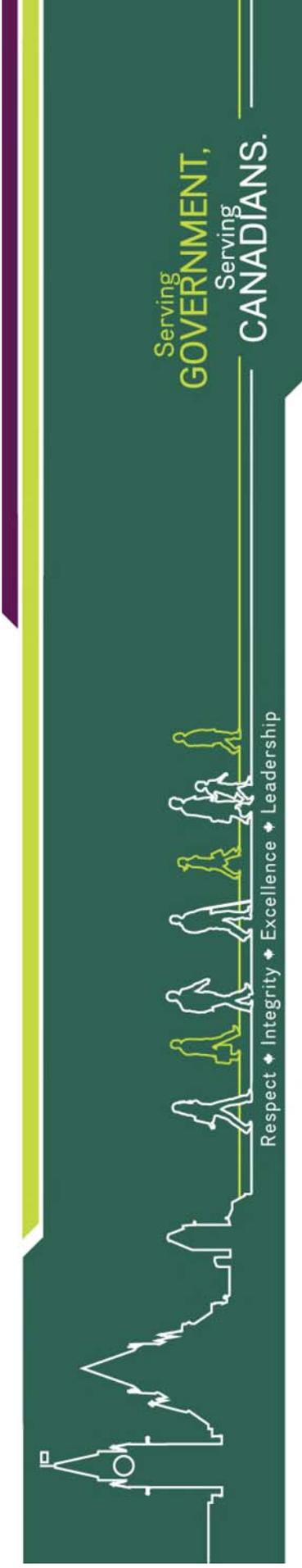
[2005 \(2017-06-21\) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.](#)

### **Section 06 (2014-09-25) Withdrawal**

the Offeror must provide no less than 30 days' written notice to the Standing Offer Authority

the Offeror that voluntarily withdraws from the SO will not be allowed to resubmit interest on the same SO for the duration of that SO





## **STANDING OFFER CLAUSES**

### **Period of the Standing Offer**

2 years plus two (2) additional 1 year optional periods

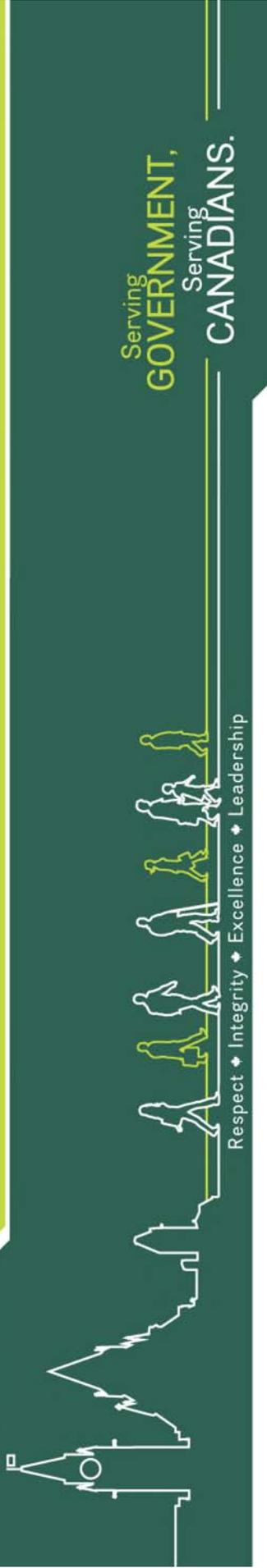
### **Security**

There is no security requirement applicable to the Standing Offer.

### **Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is Canadian Forces Housing Agency.





## STANDING OFFER CLAUSES

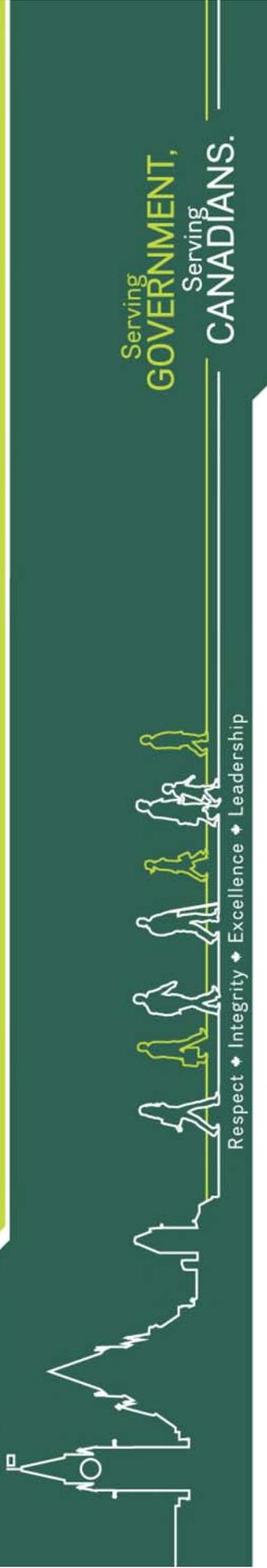
### Call-up Procedures

The Identified User will establish the scope of services to be performed.

For three offerors (60%; 40% and 0%): ideal business distribution percentage which has been established as follows; 60% of the business for the top ranked Offeror, 40% for the 2nd ranked Offeror, and 0% for the 3rd ranked Offeror

For two Offerors (100% and 0%):The *Call-ups* will be issued such that the highest ranked Offeror will perform the majority of the work. Canada may offer work to other than the highest ranked Offeror when, in the opinion of Canada, scheduling of work and / or, *Offeror* availability and / or, *Offeror* workload would dictate such distribution.





## STANDING OFFER CLAUSES

**Compliance:** continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default

the Offeror shall comply with all codes, laws and regulatory provisions that are applicable to the performance of the Work or any part thereof

the Offeror shall obtain all permits and hold all certificates and licenses for the performance of the Work.

the Offeror shall produce evidence that the proposed Subcontractor and/or his/her trades people to be assigned to that part of the Work are so registered or licensed.



## **STANDING OFFER CLAUSES**

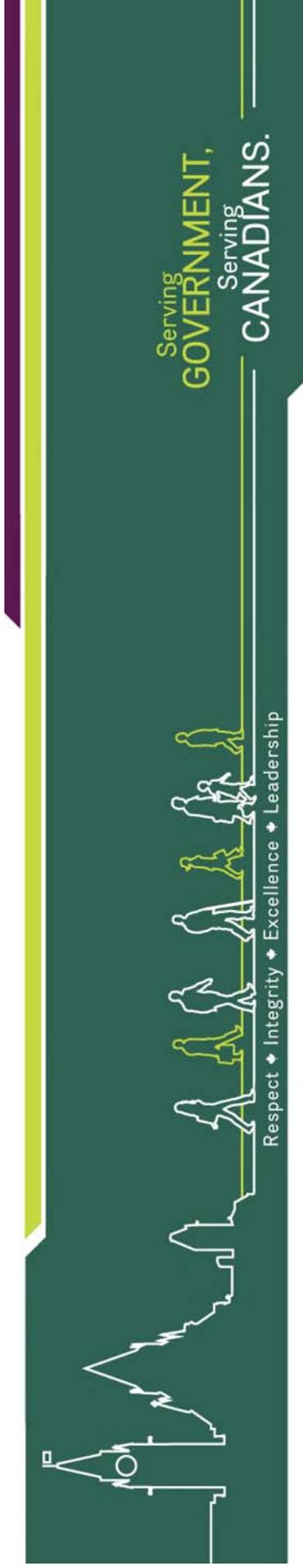
### **Insurance Requirements**

The Offeror must forward to the Standing Offer Authority within ten (10) days after the date of award of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force.

## **ANNEX C**

- 1. COMMERCIAL GENERAL LIABILITY INSURANCE**
- 2. ENVIRONMENTAL IMPAIRMENT LIABILITY INSURANCE**





## RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

### General Conditions

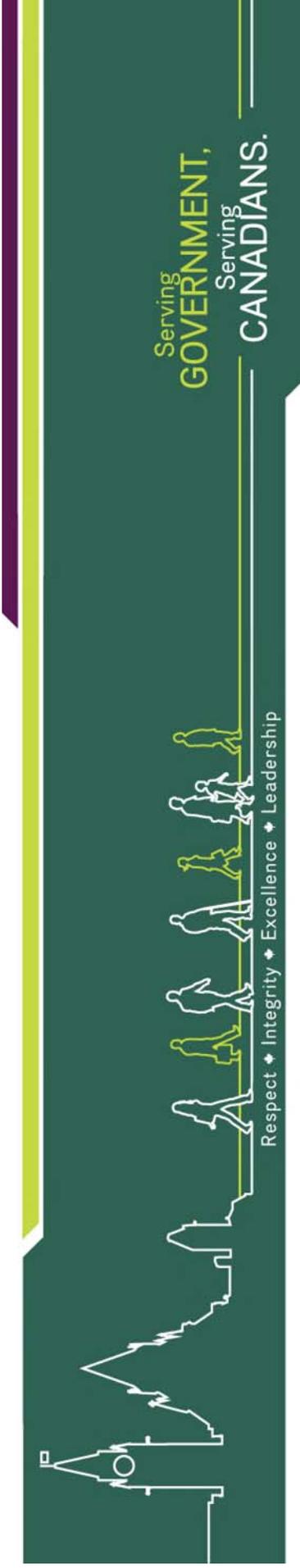
[2035 \(2018-06-21\), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.](#)

### Workers' Compensation

Prior to commencement of Work, at the time of Substantial Performance of the Work, and prior to issuance of the Certificate of Completion,

At any time during the term of the Contract, when requested by Canada,





## **RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)**

### **Payment**

#### **Firm Price**

#### **Firm Hourly Rates**

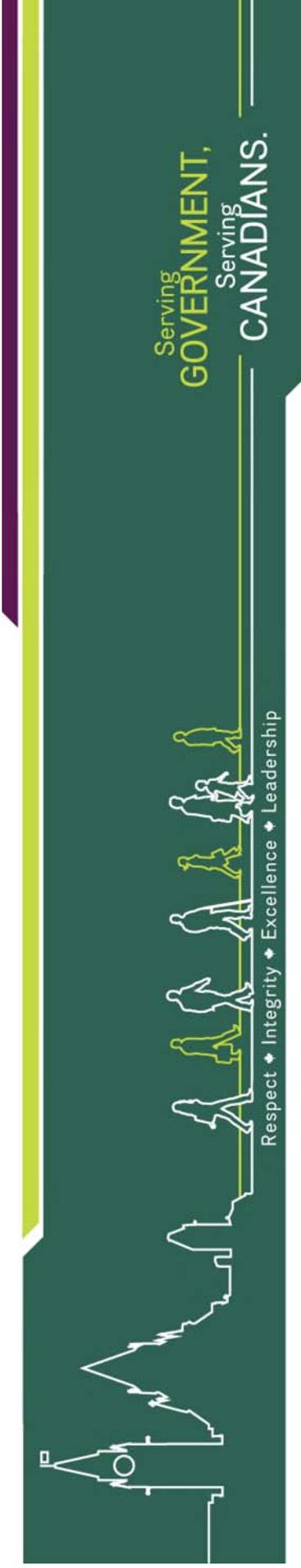
#### **Other Direct Expenses – Hot Work Permit Fees**

#### **Limitation of expenditure**

**CPI:** The price adjustment will be made in accordance with the percentage change in the Bank of Canada CORE Consumer Price Index (CPI). The Schedule of Unit Rates (SUR), hourly rate(s) and unit prices, as applicable, will be adjusted at the two-year anniversary of the start date of the SO by calculating the percentage change in the CPI between the January 2020 and January 2022.

Percentages in Table A will not be adjusted.





## **RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)**

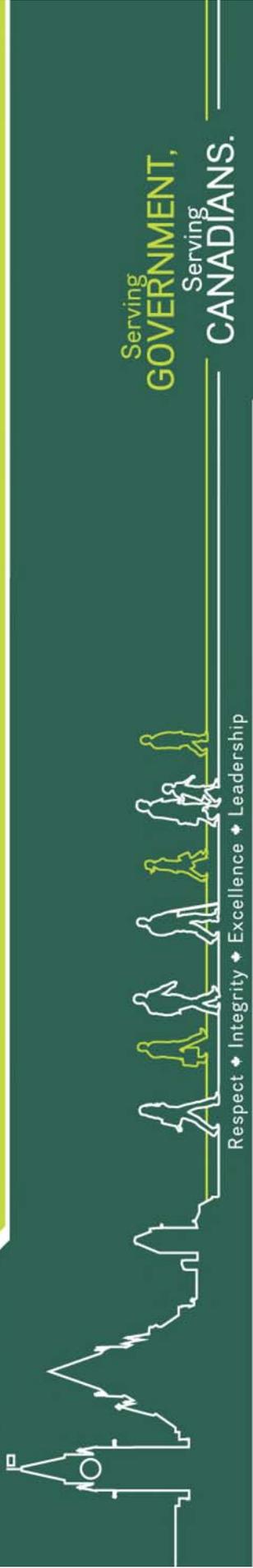
### **Call-up Price:**

Unforeseen items of work arising during the term of the SO which are not in the SUR shall be done by hourly rates plus the applicable laid-down cost of Materials with a 10% mark-up (applied to the Material only).

Where items are only available in pre-set quantities or measurements, the Contractor will be paid the laid-down cost with a 10% mark-up of the Material used only.

Contractor shall be paid for each Call-up a minimum of eighty dollars (\$80), or the actual invoice amount if it exceeds the minimum amount.





## **RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)**

### **Call up Price:**

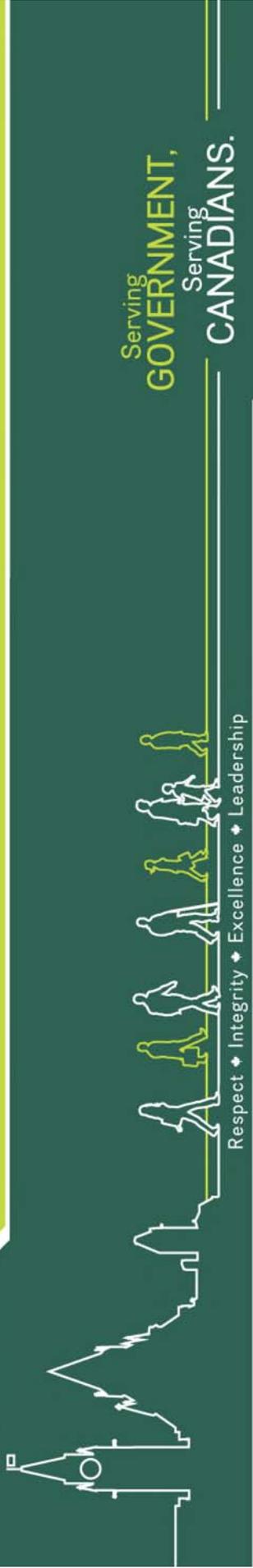
**Payment for After Hours Work and Priority 1 Work (as per SOW, section 4):** emergency work outside the normal working day (ref. Annex A, SOW, Para 4.2)

payment shall be made at the after-hours hourly rates multiplied by the number of hours worked.

The after-hours hourly rates will be calculated at 1.5 times the regular hourly rate indicated on the Offer Form

The contractor will be reimbursed at the regular hourly rate for the total travel time (the sum of To and From the Contractor's business address), rounded up to the next hour to a maximum of 2 hours





## **RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)**

Where the Contractor begins work on a Priority 1 Call Up within the normal work day and continues until after 5pm, he will be paid the value of the SUR code(s) (if applicable) plus their % Offer, plus the time spent after 5pm at the after-hours hourly rate.

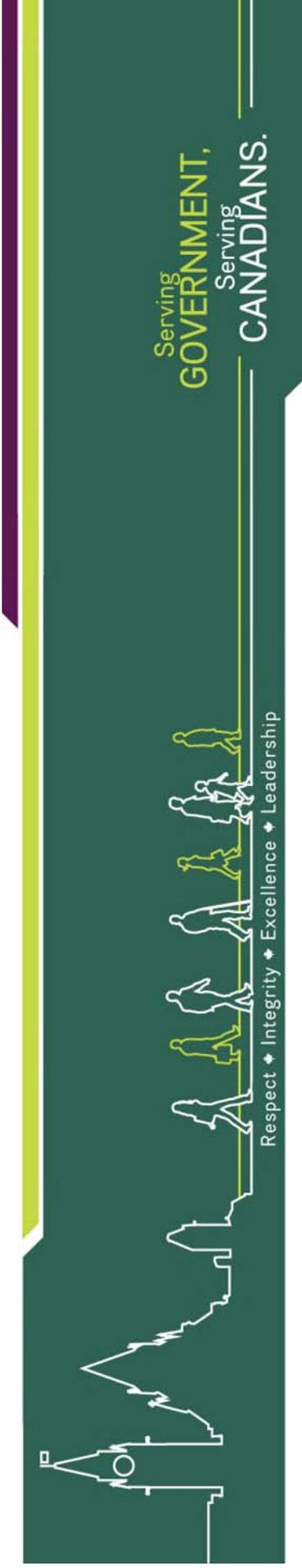
Materials used will be paid at a laid down cost plus a 10% mark-up.

Materials will be supplied FOB Destination including all delivery charges.

### **Methods of Payment**

Single Payment upon delivery and acceptance.





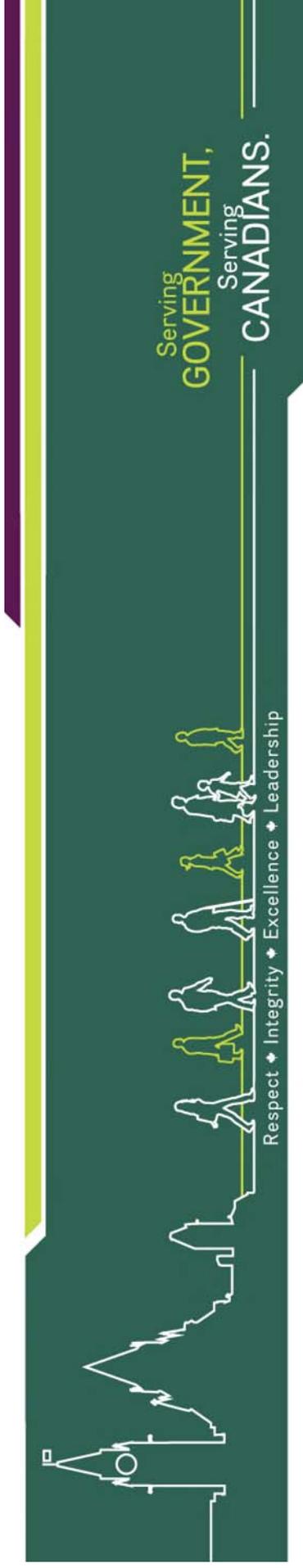
## RESULTING CONTRACT CLAUSES (CALL UPS OR WORK ORDERS)

### Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.





Any resulting questions must be submitted in writing to

Amanda Assi

[Amanda.assi@tpsgc-pwpsc.gc.ca](mailto:Amanda.assi@tpsgc-pwpsc.gc.ca)

Maxime Dallaire

[Maxime.dallaire@tpsgc-pwpsc.gc.ca](mailto:Maxime.dallaire@tpsgc-pwpsc.gc.ca)

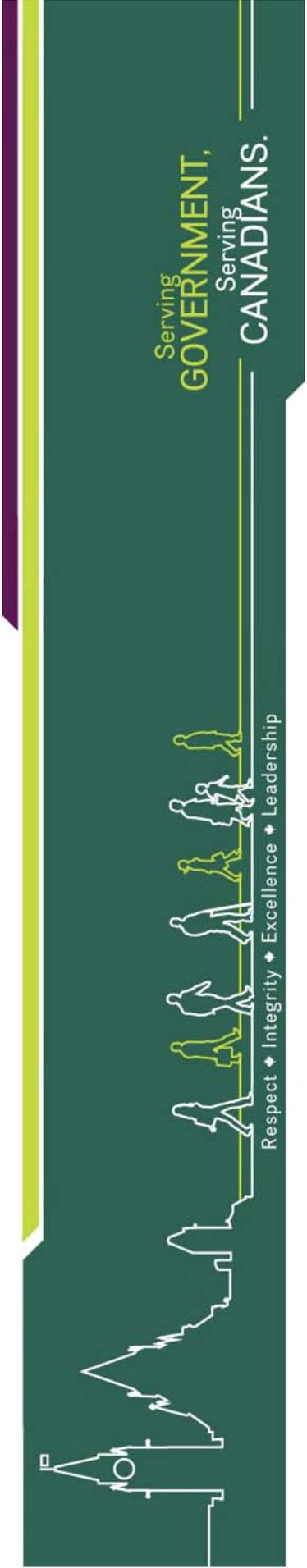
**seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date



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# Thank you for your participation!



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**SUR Code Selection List - English**

**Liste des Taux Unitaires - Anglais**

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### GRASS CUTTING

#### GENERAL

SOR Code	SOR Description	Unit	Base Price
GC1000EV	Inspect and report on work required.	EA	45.20

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### GRASS CUTTING

#### **LAWNS - MOWING / TRIMMING**

SOR Code	SOR Description	Unit	Base Price
GC2500EV	Lawn, includes removal and disposal of clippings, per 10 m2 increments - Trimming.	EA	5.30
GC2510EV	Lawn, lot size up to 700 m2 (7535 ft2) self-propelled or riding mower, includes trimming, per residence, per month - Mowing.	EA	176.00
GC2520EV	Lawn, lot size over 700 m2 (7535 ft2) self-propelled or riding mower, includes trimming, per residence, per month - Mowing.	EA	215.60
GC2530EV	Lawn, grass over 152 mm (6 in) or extremely difficult slopes, when used with another GC code - Mowing.	EA	22.60
GC2540EV	Lawn, lot size up to 700 m2 (7535 ft2), self-propelled or riding mower, includes trimming, per residence - Mowing.	EA	63.80
GC2550EV	Lawn, lot size over 700 m2 (7535 ft2), self-propelled or riding mower, includes trimming, per residence - Mowing.	EA	85.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### GRASS CUTTING

#### LAWNS - MOWING / TRIMMING - COMMON AREAS

SOR Code	SOR Description	Unit	Base Price
GC2600EV	Lawn, common areas, self-propelled or riding mower, includes trimming, up to 100 m2 - Mowing.	EA	9.00
GC2610EV	Lawn, common areas, self-propelled or riding mower, includes trimming, per additional 50 m2 - Mowing.	EA	3.70
GC2620EV	Lawn, common areas, self-propelled or riding mower, includes lawn / border trimming, per 100 m2, includes removal and disposal of trimmings - Mowing.	EA	15.90

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### GRASS CUTTING

#### YARD CLEANING

SOR Code	SOR Description	Unit	Base Price
GC1213EV	Yard, leaves, light, includes pine needles and pine cones, per residence - Remove and dispose.	EA	33.90
GC1214EV	Yard, leaves, heavy, includes pine needles and pine cones, per residence - Remove and dispose.	EA	56.50

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### GENERAL

SOR Code	SOR Description	Unit	Base Price
LA1000EV	Inspect and report on work required.	EA	45.20

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### EXCAVATION

SOR Code	SOR Description	Unit	Base Price
LA1061EV	Backhoe / excavator and operator, per hour - Excavate and backfill.	EA	226.20
LA1063EV	Backhoe / excavator and operator, per half day - Excavate and backfill.	EA	622.00
LA1065EV	Backhoe / excavator and operator, per full day - Excavate and backfill.	EA	961.20
LA1070EV	Float fee for equipment	EA	200.00
LA1071EV	Labourer per hour - Excavate/backfill by hand.	EA	45.20
LA1072EV	Bobcat / excavator and operator, per hour.	EA	113.10
LA1080EV	Bobcat / excavator and operator, per half day.	EA	508.90
LA1090EV	Bobcat / excavator and operator, per full day.	EA	848.10

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **LANDSCAPING - MAINTENANCE**

SOR Code	SOR Description	Unit	Base Price
LA1011EV	Grass, plants and other vegetation between concrete curb and asphalt - Remove and dispose.	M2	13.70
LA1200EV	Landscaping, underbrush, includes cutting and debris removal, up to 2 m2 - Clear, remove and dispose.	M2	22.90
LA1201EV	Landscaping, underbrush, includes cutting and debris removal, over 2 m2, per additional m2 when combined with LA1200 - Clear, remove and dispose.	M2	15.30
LA1210EV	Landscaping, white marble chips, 25 mm (1 in) deep - Supply and spread.	M2	6.00
LA1215EV	Landscaping, mulch, wood chips, (39 mm to 77 mm (1 1/2 in to 3 in) in size), to one location - Supply, deliver and spread.	M3	110.50
LA1216EV	Landscaping, mulch, wood chips, (39 mm to 77 mm (1 1/2 in to 3 in) in size), to one location - Supply and deliver.	M3	105.90
LA1217EV	Landscaping, mulch, wood chips, (39 mm to 77 mm (1 1/2 in to 3 in) in size), 50 mm to 75 mm (2 in to 3 in) deep - Supply and spread.	M2	27.70
LA1270EV	Moss from steps, landings and property pathways - Remove.	M2	4.20
LA1390EV	Planting bed - Weed by hand.	M2	20.80
LA1391EV	Vine, to soil surface up to 10 m2 (107.6 ft2) - Remove and dispose.	M2	28.30
LA1392EV	Vine, to soil surface for each additional 10 m2 (107.6 ft2) when combined with LA1391 - Remove and dispose.	M2	22.60

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### YARD - MAINTENANCE

SOR Code	SOR Description	Unit	Base Price
LA1330EV	Edging, railway ties - Remove and dispose.	M	3.00
LA1350EV	Edging, precast - Replace or supply and install.	M	2.60
LA1360EV	Edging, flexible - Remove and dispose.	M	1.10
LA1394EV	Concrete splash pad, precast with channel, add and compact soil under splash pad to create positive drainage - Replace or supply and install.	EA	69.00
LA1399EV	Concrete splash pad, precast with channel, add and compact soil under splash pad to create positive drainage - Reposition and reset.	EA	35.60

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **SOIL AND FILL**

SOR Code	SOR Description	Unit	Base Price
LA1535EV	Top soil or garden soil, for one location, first m3 - Supply and deliver.	EA	138.70
LA1540EV	Top soil or garden soil, for one delivery point, additional m3 when combined with LA1535 - Supply.	EA	48.50
LA1550EV	Top soil or garden soil, 50 mm (2 in) deep - Supply and spread.	M2	10.60
LA1560EV	Top soil or garden soil, 100 mm (4 in) deep - Supply and spread.	M2	17.00
LA1570EV	Soil, fill post holes, includes seed - Supply and install.	EA	7.60
LA1580EV	Top soil or garden soil, to create positive drainage, includes seed, first m3 - Supply and spread.	EA	163.90
LA1585EV	Top soil or garden soil, to create positive drainage, includes seed, additional m3 when combined with LA1580 - Supply and spread.	EA	56.50
LA1596EV	Pea gravel - Supply and install.	M3	39.60
LA1597EV	Pea gravel, one delivery point - Supply.	M3	28.30

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **LAWN TREATMENTS**

SOR Code	SOR Description	Unit	Base Price
LA1400EV	Lawn fertilizer, per 10 m2 increments - Supply and apply.	EA	8.40
LA1410EV	Lawn seeding, 0.18 kg/m2, per 10 m2 increments - Supply and apply.	EA	8.40
LA1420EV	Lawn seeding, utility mix, 0.32 kg/m2, per 10 m2 increments - Supply and apply.	EA	9.80
LA1421EV	Lawn, per hole - Fill, rake, fertilize and seed.	EA	13.90
LA1422EV	Lawn, sod, 25 mm (1 in) thick, up to 3 m2 (32.3 ft2), includes preparation, rolling and first watering - Supply and install.	M2	13.90
LA1423EV	Lawn, sod, 25 mm (1 in) thick, over 3 m2 (32.3 ft2), includes preparation, rolling and first watering - Supply and install.	M2	8.30
LA1430EV	Lime, per 10 m2 increments - Supply and apply.	EA	8.40
LA1431EV	Lawn or trees, 25 mm (1 in) of water, by soaker hoses, or sprinklers, per residence - Watering.	EA	17.30
LA1432EV	Watering, new seed or sod, 25 mm (1 in), to establish new installations, minimum 2 trips per week, per residence - Apply.	EA	34.70
LA1433EV	Watering, new seed or sod, 25 mm (1 in), to establish new installations, minimum 2 trips per week for 3 weeks, per residence - Apply.	EA	104.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **PROPERTY PATHWAY/ PATIO AREA**

SOR Code	SOR Description	Unit	Base Price
LA1450EV	Patio stones - Remove, regrade and reinstall.	M2	12.90
LA1451EV	Patio stones, any size - Replace or supply and install.	EA	15.80
LA1452EV	Patio stones, up to 914 mm x 914 mm (3 ft x 3 ft) - Remove and dispose.	EA	9.00
LA1455EV	Brick pavers, includes 76 mm (3 in) of compacted crushed stone and 25 mm (1 in) of compacted coarse sand and polymeric jointing sand - Supply and install.	M2	92.70
LA1490EV	Brick pavers, includes polymeric jointing sand - Remove, regrade and reinstall.	M2	10.20
LA1491EV	Sand, screened and washed, one site - Supply and deliver.	M3	20.80
LA1492EV	Sand, screened and washed, 25 mm (1 in) thick - Supply and spread.	M2	6.90
LA1493EV	Crushed stone - Supply and install.	M3	102.00
LA1494EV	Crushed stone, to one location - Supply and deliver.	M3	59.90
LA1495EV	Brick pavers, pavers only - Supply and install.	M2	81.50
LA1496EV	Stone dust - Supply and install.	M3	22.60
LA1497EV	Weed Barrier landscaping fabric, no excavation, to be used with other landscaping work - Replace or supply and install.	M2	5.70

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **TREES AND SHRUBBERY - GENERAL**

SOR Code	SOR Description	Unit	Base Price
LA1776EV	Tree, split tree, includes all hardware - Secure with cable.	EA	227.50
LA1885EV	Bucket truck and operator, for access over 7.5 m (24 ft-7 in) in height or where there is very difficult access, per half day.	EA	681.00
LA1886EV	Bucket truck and operator, for access over 7.5 m (24 ft-7 in) in height or where there is very difficult access, per full day.	EA	1,210.80
LA1887EV	Difficult access, add per tree.	EA	61.00
LA1888EV	Very difficult access, add per tree.	EA	113.70
LA2175EV	Tree, chipping on site, up to 30 cm (1 ft) diameter, includes 2 men, truck and disposal off site, per hour.	EA	378.60
LA2180EV	Tree, chipping on site, up to 30 cm (1 ft) diameter, includes 2 men, truck and disposal off site, per half day.	EA	1,134.50
LA2185EV	Tree, chipping on site, up to 30 cm (1 ft) diameter, includes 2 men, truck and disposal off site, per full day.	EA	1,966.70

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **TREES AND SHRUBBERY - TRIM AND PRUNE**

SOR Code	SOR Description	Unit	Base Price
LA1710EV	Bush, up to 2 m (6 ft- 7 in) height, includes disposal of trimmings - Trim.	EA	20.80
LA1720EV	Bush, over 2 m (6 ft- 7 in) height, includes disposal of trimmings - Trim.	EA	27.70
LA1730EV	Hedge, up to 1.8 m (5 ft-11 in) height, includes disposal of trimmings - Trim.	M	11.30
LA1740EV	Hedge, over 1.8 m (5 ft-11 in) height, includes disposal of trimmings - Trim.	M	17.00
LA1760EV	Shrub, up to 1.8 m (5 ft-11 in) height, includes cleanup - Prune.	M2	34.70
LA1770EV	Shrub, over 1.8 m (5 ft-11 in) height, includes cleanup - Prune.	M2	55.50
LA1780EV	Tree, 10 cm to 25 cm (4 in to 10 in) diameter - Light prune.	EA	75.60
LA1790EV	Tree, 10 cm to 25 cm (4 in to 10 in) diameter - Heavy prune.	EA	129.00
LA1800EV	Tree, 25 cm to 50 cm (10 in to 20 in) diameter - Light prune.	EA	122.20
LA1810EV	Tree, 25 cm to 50 cm (10 in to 20 in) diameter - Heavy prune.	EA	174.10
LA1820EV	Tree, 50 cm to 75 cm (20 in to 30 in) diameter - Light prune.	EA	186.00
LA1830EV	Tree, 50 cm to 75 cm (20 in to 30 in) diameter - Heavy prune.	EA	264.90
LA1840EV	Tree, 75 cm to 100 cm (30 in to 40 in) diameter - Light prune.	EA	264.90
LA1845EV	Tree, over 100 cm (40 in) diameter - Light prune.	EA	350.00
LA1850EV	Tree, 75 cm to 100 cm (20 in to 40 in) diameter - Heavy prune.	EA	350.00
LA1855EV	Tree, over 100 cm (40 in) diameter - Heavy prune.	EA	450.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### TREES AND SHRUBBERY - REMOVAL - GENERAL

SOR Code	SOR Description	Unit	Base Price
LA1700EV	Saplings and / or suckers up to 50.8 mm (2 in) diameter, at grade level, from 1 to 5 trees, per tree - Remove and dispose.	EA	10.20
LA1701EV	Saplings and / or suckers up to 50.8 mm (2 in) diameter, at grade level, from 6 to 10 trees, per residence - Remove and dispose.	EA	67.80
LA1778EV	Tree spikes / stakes and ties, per tree - Remove and dispose.	EA	22.60
LA1998EV	Shrub, no stump removal - Remove and dispose.	M2	55.50
LA1999EV	Shrub, includes stump removal to 15 cm (6 in) below grade, topsoil and seed - Remove and dispose.	M2	97.10

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### TREES AND SHRUBBERY - STUMP REMOVAL

SOR Code	SOR Description	Unit	Base Price
LA1900EV	Stump, up to 25 cm (10 in) diameter, includes clean up, topsoil, leveling and seeding - Remove and dispose.	EA	111.60
LA1920EV	Stump, 25 cm to 50 cm (10 in to 20 in) diameter, includes clean up, topsoil, leveling and seeding - Remove and dispose.	EA	148.80
LA1950EV	Stump, 50 cm to 75 cm (20 in to 30 in) diameter, includes clean up, topsoil, leveling and seeding - Grinding, remove and dispose.	EA	287.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **TREES - REMOVAL - GRINDING AND STUMP REMOVAL INCLUDED**

<b>SOR Code</b>	<b>SOR Description</b>	<b>Unit</b>	<b>Base Price</b>
LA2010EV	Tree, up to 15 cm (6 in) diameter, grinding, topsoil, leveling and seeding - Remove and dispose. - Remove and dispose.	EA	200.00
LA2110EV	Tree, 15 cm to 25 cm (6 in to 10 in) diameter, grinding, includes topsoil, leveling and seeding - Remove and dispose.	EA	400.00
LA2130EV	Tree, 25 cm to 50 cm (10 in to 20 in) diameter, grinding, includes topsoil, leveling and seeding - Remove and dispose.	EA	750.00
LA2150EV	Tree, 50 cm to 75 cm (20 in to 30 in) diameter, grinding, includes topsoil, leveling and sodding or seeding - Remove and dispose,	EA	1,050.00
LA2170EV	Tree, 75 cm to 100 cm (30 in to 40 in) diameter, grinding, includes topsoil, leveling and seeding - Remove and dispose.	EA	1,400.00
LA2172EV	Tree, over 100 cm (40 in) diameter, grinding, includes topsoil, leveling and seeding - Remove and dispose.	EA	2,000.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### TREES - REMOVAL - NO GRINDING, NO STUMP REMOVAL

SOR Code	SOR Description	Unit	Base Price
LA2000EV	Tree, up to 15 cm (6 in) diameter, no grinding, no stump removal - Remove and dispose.	EA	100.00
LA2020EV	Tree, 15 cm to 25 cm (6 in to 10 in) diameter, no grinding, no stump removal - Remove and dispose.	EA	300.00
LA2040EV	Tree, 25 cm to 50 cm (10 in to 20 in) diameter, no grinding, no stump removal - Remove and dispose.	EA	600.00
LA2060EV	Tree, 50 cm to 75 cm (20 in to 30 in) diameter, no grinding, no stump removal - Remove and dispose.	EA	850.00
LA2080EV	Tree, 75 cm to 100 cm (30 in to 40 in) diameter, no grinding, no stump removal - Remove and dispose.	EA	1,130.00
LA2095EV	Tree, over 100 cm (40 in) diameter, no grinding, no stump removal - Remove and dispose.	EA	1,750.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### TREES AND SHRUBBERY - PLANTING

SOR Code	SOR Description	Unit	Base Price
LA2200EV	Tree planting, maple or common local varieties (hardwood), as per CFHA Representative, 50 mm (2 in) caliper, includes first watering - Supply and install.	EA	567.30
LA2210EV	Tree planting, maple or common local varieties (hardwood), as per CFHA Representative, 100 mm (4 in) caliper, includes first watering - Supply and install.	EA	904.70
LA2220EV	Cedar hedge plants, minimum 1.5 m (5 ft) high, includes first watering and fertilizing - Supply and install.	M	30.40
LA2230EV	Deciduous hedge plants (common local varieties), minimum 460 mm (1 ft-6 1/8 in) high, includes first watering - Supply and install.	EA	20.80

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### TREES - TOPPING

SOR Code	SOR Description	Unit	Base Price
LA1860EV	Topping, used to control height near hydro lines, first tree - Remove, dispose and cleanup.	EA	400.00
LA1880EV	Topping, used to control height near hydro lines, additional tree when combined with LA1860 - Remove, dispose and cleanup.	EA	275.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### TREES - DROP-CROTCHING

SOR Code	SOR Description	Unit	Base Price
LA1882EV	Drop-crotching, used to reduce height or spread of large mature trees, selective cutting, first tree - Remove, dispose and cleanup.	EA	371.00
LA1884EV	Drop-crotching, used to reduce height or spread of large mature trees, selective cutting, additional tree when combined with with LA1882 - Remove, dispose and cleanup.	EA	302.40

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### WINDOW WELLS - GENERAL

SOR Code	SOR Description	Unit	Base Price
LA2300EV	Window well, any width / depth, lift, re-attach (bolt) and seal to foundation wall, includes digging and backfilling, re-grade perimeter, topsoil and seeding to affected areas - Reset.	EA	250.00
LA2305EV	Window well interior, excavate / dig out to a depth of 30 cm (1 ft), remove silted gravel and weed growth, replace with 25 mm (1 in) clear stone to 152 mm (6 in) below window sill, excludes window well removal - Clean.	EA	110.00
LA2400EV	Window well cover, galvanized steel with wire mesh, 915 mm (3 ft) - Replace or supply and install.	EA	175.00
LA2410EV	Window well cover, galvanized steel with wire mesh, 1067 mm (3 ft-6 in) Replace or supply and install.	EA	200.00
LA2420EV	Window well cover, galvanized steel with wire mesh, 1245 mm (4 ft-1 in) to 1524 mm (60 in) - Replace or supply and install.	EA	225.00

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### **WINDOW WELLS - 1/2 HEIGHT**

SOR Code	SOR Description	Unit	Base Price
LA2310EV	Window well, 305 mm (1 in) high x 915 mm -1067 mm (36 in - 42 in) wide, includes excavation, bolting and sealing to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Supply and install.	EA	197.90
LA2320EV	Window well, 305 mm (12 in) high x 915 mm -1067 mm (36 in - 42 in) wide, includes excavation, bolting and sealing to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Replace.	EA	169.60
LA2330EV	Window well, 305 mm (12 in) high x 1245 mm (49 in) wide, includes excavation, bolting to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Supply and install.	EA	692.80
LA2340EV	Window well, 305 mm (12 in) high x 1245 mm (49 in) wide, includes excavation, bolting to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Replace.	EA	626.90

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### LANDSCAPING AND TREE SERVICE

#### WINDOW WELLS - FULL HEIGHT

SOR Code	SOR Description	Unit	Base Price
LA2360EV	Window well, 610 mm (24 in) high x 915 mm - 1067 mm (36 in - 42 in) wide, includes excavation, bolting and sealing to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Supply and install.	EA	344.80
LA2370EV	Window well, 610 mm (24 in) high x 915 mm - 1067 mm (36 in - 42 in) wide, includes excavation, bolting and sealing to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Replace.	EA	299.40
LA2380EV	Window well, 610 mm (24 in) high x 1245 mm (49 in) wide, includes excavation, bolting and sealing to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Supply and install.	EA	359.90
LA2390EV	Window well, 610 mm (24 in) high x 1245 mm (49 in) wide, includes excavation, bolting and sealing to foundation, stone fill interior, backfilling and regrade perimeter, topsoil and seeding to affected areas - Replace.	EA	316.60

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### SNOW REMOVAL

#### GENERAL

SOR Code	SOR Description	Unit	Base Price
SN1000EV	Inspect and report on work required.	EA	45.20

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### SNOW REMOVAL

#### SNOW REMOVAL - SALT

SOR Code	SOR Description	Unit	Base Price
SN2400EV	Salt only, includes all asphalt and concrete surfaces, per RHU - Apply.	EA	21.30
SN2405EV	Salt and sand, includes all asphalt and concrete surfaces, per RHU - Apply.	EA	26.60
SN2500EV	Salt only, includes all asphalt and concrete surfaces, up to 100 m2 of common area - Apply.	EA	63.80
SN2510EV	Salt only, includes all asphalt and concrete surfaces, per additional 50 m2 of common area - Apply.	EA	26.60
SN2520EV	Salt and sand, includes all asphalt and concrete surfaces, up to 100 m2 of common area - Apply.	EA	74.40
SN2530EV	Salt and sand, includes all asphalt and concrete surfaces, per additional 50 m2 of common area - Apply.	EA	31.90

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### SNOW REMOVAL

#### **SNOW REMOVAL - COMMON AREAS**

SOR Code	SOR Description	Unit	Base Price
SC2437EV	Snow, common areas, parking lots, per additional 50 m2 - Clear.	EA	42.50
SN2410EV	Snow, common areas, property pathways, per 10 m2 increments - Clear.	EA	10.60
SN2415EV	Snow, common areas, property pathways, includes salt and / or sand, per 10 m2 increments - Clear.	EA	12.80
SN2420EV	Snow, common areas, entrances and property pathways, includes steps and landings, done by hand, includes salting - Remove.	M2	1.20
SN2425EV	Snow, common areas, entrances and property pathways, includes steps and landings, done by hand - Remove.	M2	1.10
SN2430EV	Snow, common areas, roadways / lanes, up to 100 m2 - Clear.	EA	85.00
SN2432EV	Snow, common areas, roadways / lanes, per additional 50 m2 - Clear.	EA	37.20
SN2435EV	Snow, common areas, parking lots, up to 100 m2 - Clear.	EA	95.70
SN2440EV	Snow, hauling, loader, truck, transport - Remove.	HR	184.10

## CFHA SCHEDULE OF UNIT RATES - SUFFIELD 2020-2024

### SNOW REMOVAL

#### **SNOW REMOVAL - ENTRANCES, DRIVEWAYS**

SOR Code	SOR Description	Unit	Base Price
SN2445EV	Snow, front and back entrances, includes property pathways to laneway for snow accumulations up to 610 mm (24 in) - Clear.	EA	28.10
SN2450EV	Snow, front and back entrances, includes property pathways to laneway, for snow accumulations over 610 mm (24 in) - Clear.	EA	35.10
SN2455EV	Snow, walkways, from RHU to outbuilding up to 10 m (33 ft) - Clear.	EA	22.60
SN2460EV	Snow, single driveway or remote garage - Clear.	EA	50.90
SN2465EV	Snow, double driveway - Clear.	EA	84.80
SN2470EV	Snow, single driveway, includes steps, landings, all property pathways, front and back, as required per month, per RHU - Clear.	EA	169.60
SN2480EV	Snow, double driveway, includes steps, landings, all property pathways, front and back, as required per month, per RHU - Clear.	EA	203.50