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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Checklist, the Electronic Payment Instruments, - Certification and any other annexes

1.2 Summary

- 1.2.1 The Department of National Defence, Canadian Forces Base Cold Lake, Cold Lake, Alberta, requires a Standing Offer for the supply of all labour, materials, tools, equipment, transportation and supervision necessary to supply, deliver and maintain various landscaping sites throughout CFB Cold Lake. The SO will be for a period of 3 years.
- 1.2.2 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

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1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

PWGSC Western Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:

roreceptionSoumissions.wrbidreceiving@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 Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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"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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

Offers transmitted by facsimile or hardcopy will not be accepted.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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, Offerors 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications Offerors 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) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Ability to meet all mandatory requirements in Annex "A" Requirement.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price - Canadian/Foreign Offerors

SACC Manual Clause M0222T (2016-01-28), Evaluation of Price-Canadian/Foreign Bidders

Evaluation will be as follows:

For Line items 1 – 9:

Estimated Usage Per Year will be multiplied by the Unit Price for Year 1, 2 and 3. The total for each year will be added together to find the evaluated price.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria Only

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 responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, 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 the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Insurance Requirements - Proof of Availability - Prior to issuance of a Standing Offer

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times - during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and 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-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E entitled "STANDING OFFER USAGE REPORT". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30

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- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from October 23, 2020 to October 31, 2023.

7.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Shannon McDonald
Title: Procurement Officer
Public Services and Procurement Canada
Procurement Branch
Address: Suite 110, 101-22nd St E
Saskatoon SK S7K 0E1
Telephone: 306-251-2684
Facsimile: 306-975-5397
E-mail address: Shannon.mcdonald@tpsgc-pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: ***(to be inserted at standing offer issuance)***

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: _____

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Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.6 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Base Cold Lake.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPSGC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ **(To be inserted at Standing Offer Award) (Applicable Taxes excluded)** unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____

7.12 Certifications and Additional Information

7.12.1 Compliance

Unless specified otherwise, the 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. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

7.14 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

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If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work is to be performed during the period of October 22, 2020 to October 31, 2023.

7.4 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

7.5.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

7.5.3 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(to be inserted at standing offer issuance)

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
ATTN: RP Ops Contracts
4Wing Cold Lake, PO Box 6550 Station Forces
Cold Lake, AB T9M 2C6

7.7 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.8 SACC Manual Clauses

A9062D (2011-05-16) Canadian Forces Site Regulations\

7.9 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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ANNEX "A" - STATEMENT OF WORK

Description of Work

Work under this Standing Offer Agreement (SOA) must comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to supply, deliver and maintain various landscaping sites throughout Canadian Forces Base (CFB) Cold Lake, Cold Lake, Alberta. In accordance with the terms and conditions set out herein and must be in accordance with the minimum performance specifications listed in Appendix A.

Types of Landscaping Services

May include but not limited to the following types of landscaping services:

- Sodding and seeding to include hydro seeding
- Excavation work
- Grading services.
- Tree removal and planting
- Culverts repairs or replacement
- Sidewalk repairs
- Provide Gravel and soil

Warranty

All workmanship carried out under this Standing Offer Agreement (SOA) must be warranted for a period of 12 months from date of repair or replacement. All material/ equipment replaced under this agreement will be warranted as per the manufacturers warrantee. The Contractor is to supply the Project Authority with the associated manufacturer warranties upon completion of the work.

Contractor's Use of Site

For execution of the work only, subject to the following:

- Movement around site will be subject to restrictions imposed by the Project Authority;
- Do not unreasonably encumber site with materials or equipment;
- Maintain work in tidy condition, free from accumulation of waste products and debris: and
- Execute work with the least possible interference or disturbance to occupants and normal use of premises.

Workmanship

Workmanship must be of the best quality, executed by workers skilled and ticketed in the respective trades for which they are employed. It is the responsibility of the Contractor to supply fully licensed and accredited employees. All related licenses, tickets and accreditation are the responsibility of the Contractor and if requested must be provided as proof of quality of skills required for the terms of this contract. Contractors must not employ any unfit person or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the Project Authority, is incompetent, unsuitable or has been conducting himself/herself improperly. The Project Authority reserves the right to request dismissal from the worksite, if a worker is deemed incompetent, careless, insubordinate or otherwise objectionable. Note there is a zero tolerance policy for intoxication by alcohol or drugs on all federally controlled property and DND worksites.

Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

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Operational Security

Work carried out within the Operation Zone also known as the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D. and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the Operation Zone/GRA. If the Project Authority requires the Contractor to work in the Operation Zone/GRA where their Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

The use of cell phones are restricted in the Operation Zone/GRA;

- Use of cellular phones is prohibited within Refuelling compounds; and
- Cell phones will not be operated within 15 metres of an aircraft.

Contractors must not take any pictures within the Operation Zone/GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

Health & Safety Requirements

All accidents/incidents must be reported to the Project Authority immediately.

All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, Contractor must report it to Project Authority immediately.

If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the contract specifications, STOP work in that area and report to Project Authority immediately.

Smoking (tobacco and cannabis) is not permitted in any DND building or facility. Smoking tobacco will only be permitted utilizing designated smoking areas located in various locations throughout the Base. Smoking is not permitted in POL Compound or around any flammable liquids.

Orientation Meeting

A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Standing Offer Agreement (SOA). This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to initial call-up to ensure there is no misunderstanding. This meeting may be conducted by teleconference at the request of the Project Authority. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the issuance of the Standing Offer Agreement (SOA). The meeting is expected to last approximately one hour but may vary from this time frame.

The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

The Project Authority will coordinate arrangements for the Contractor to be briefed on Fire Safety at their orientation meeting before any work is commenced.

Contractors/visitors/subcontractors working with/supporting DND personnel must attend work-specific briefings by the Project Authority lasting approximately one (1) hour relating to health, safety, environmental and emergency response procedures. Documentation including Standing Operating Procedures (SOP's) or other procedures, and safety standards will be cited or made available to contract/visitor principals on a loan basis for reference, as applicable.

Contractors must observe On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors must undertake and agree to comply with all DND regulations in

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force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

The Contractor must ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the on site work. A copy of the signed checklist must be provided to the Project Authority. No payments will be issued until all documentation is in place.

Environmental Protection Procedures

The following are disposals regulations:

- Burying of rubbish or waste materials on site is prohibited;
- Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws.

Do not pump contaminated water into waterways, storm drains, sanitary sewers, or drainage systems.

Control the disposal or runoff of contaminated water or other harmful substances in accordance with local authority requirements.

Do not dump excavated fill, waste material or debris in waterways.

The Contractor must immediately notify the Project Authority of any damage incident.

Special Procedures: Airports In Use

When operating within the 4 Wing areas the following restrictions apply:

- Do not disrupt airport business except as permitted by Project Authority;
- Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- Provide barricades and lights where directed.

In areas of airport not closed to aircraft traffic, the Contractor must:

- Obtain Project Authority's approval on scheduling of work;
- Control movements of equipment and personnel as directed by Project Authority;
- Obey signals and directions from escort instantly;
- For all services that are required on the airfield an escort will be provided; and
- All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

The Contractors must be aware of the following FOD Controls:

- Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
- Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

Rough Grading – Section 32 22 13

PART 1 – GENERAL

1.1 References

- i. American Society for Testing and Materials (ASTM)
- ii. ASTM D 698-91(1998), Test Method for Laboratory Compaction Characteristics of Soil Using Standard Effort (600 kN-m/m³).

1.2 Existing Conditions

- i. Known underground and surface utility lines and buried objects are as indicated on site plan.
- ii. Refer to dewatering in Section 31 23 33.01 Excavating Trenching and Backfilling.

1.3 Protection

- i. Protect and/or transplant existing fencing trees, landscaping, natural features, bench marks, buildings, pavement, surface or underground utility lines which are to remain as directed by Technical Authority. If damaged, restore to original or better condition unless directed otherwise.
- ii. Maintain access roads to prevent accumulation of construction related debris on roads.

PART 2 - PRODUCTS

2.1 Materials

- i. Fill material: Type 2 or 3 in accordance with of Section 31 23 33.01 - Excavating, Trenching and Backfilling.
- ii. Excavated or graded material existing on site may be suitable to use as fill for grading work if approved by Technical Authority.

PART 3 – EXECUTION

3.1 Stripping of Topsoil

- i. Do not handle topsoil while in wet or frozen condition or in any manner in which soil structure is adversely affected as determined by Technical Authority.
- ii. Commence topsoil stripping of areas as indicated as directed by Technical Authority after area has been cleared of brush, weeds and grasses and removed from site.
- iii. Strip topsoil to depths as indicated as directed by Technical Authority. Rotor-till weeds and grasses and retain as topsoil on site. Avoid mixing topsoil with subsoil.
- iv. Stockpile in locations as indicated or directed by Technical Authority. Stockpile height not to exceed 2 m.
- v. Dispose of unused topsoil to location as indicated or as directed by Technical Authority.

3.2 Grading

- i. Rough grade to levels, profiles, and contours allowing for surface treatment as indicated.
- ii. Slope rough grade away from building 1:50 minimum as indicated or as directed (offers more choice).

-
- iii. Grade ditches to depth required for maximum run-off as indicated or as directed.
 - iv. Prior to placing fill over existing ground, scarify surface to depth of 150 mm. Maintain fill and existing surface at approximately same moisture content to facilitate bonding.
 - v. Compact filled and disturbed areas to corrected maximum dry density maximum dry density to ASTM D 698, as follows:
 - 1. .1 85% under landscaped areas.
 - 2. .2 95 % under paved and walk areas.
 - vi. Do not disturb soil within branch spread of trees or shrubs to remain.

3.3 Surplus Material

- i. Remove surplus material and material unsuitable for fill, grading or landscaping off site as directed by Technical Authority.

Excavating, Trenching and Backfilling – Section 31 23 33.01

PART 1 – GENERAL

1.1 References

Canadian General Standards Board (CGSB)

.1 CAN/CGSB-8.1-88, Sieves, Testing, Woven Wire, Inch Series.

.2 CAN/CGSB-8.2-M88, Sieves, Testing, Woven Wire, Metric.

.2 Canadian Standards Association (CSA International)

.1 CAN/CSA-A3000-03, Cementitious Materials Compendium (Consists of A3001A3002, A3003, A3004 and A3005).

.1 CSA-A3001-03, Cementitious Materials for Use in Concrete.

.2 CSA-A23.1/A23.2-04, Concrete Materials and Methods of Concrete Construction/Methods of Test and Standard Practices for Concrete.

.3 U.S. Environmental Protection Agency (EPA)/Office of Water

.1 EPA 832R92005, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.

1.2 Definitions

.1 Excavation classes: two classes of excavation will be recognized; common excavation and rock excavation.

.1 Rock: solid material in excess of 1.00 m³ and which cannot be removed by means of heavy duty mechanical excavating equipment with 0.95 to 1.15 m³ bucket. Frozen material not classified as rock.

.2 Common excavation: excavation of materials of whatever nature, which are not included under definitions of rock excavation.

.2 Unclassified excavation: excavation of deposits of whatever character encountered in work.

.3 Topsoil:

.1 Material capable of supporting good vegetative growth and suitable for use in top dressing, landscaping and seeding.

.2 Material reasonably free from subsoil, clay lumps, brush, objectionable weeds, and other litter, and free from cobbles, stumps, roots, and other objectionable material larger than 25 millimeters in any dimension.

.4 Waste material: excavated material unsuitable for use in Work or surplus to requirements.

.5 Borrow material: material obtained from locations outside area to be graded, and required for construction of fill areas or for other portions of Work.

.6 Recycled fill material: material, considered inert, obtained from alternate sources and engineered to meet requirements of fill areas.

.7 Unsuitable materials:

.1 Weak, chemically unstable, and compressible materials.

.2 Frost susceptible materials:

.1 Fine grained soils with plasticity index less than 10 when tested to ASTM D 4318, and gradation within limits specified when tested to ASTM D 422 and ASTM C 136: Sieve sizes to CAN/CGSB-8.1 and CAN/CGSB-8.2.

.2 Table: Sieve Designation % Passing 2.00 mm 100 0.10 mm 45 - 100
0.02 mm 10 - 80 0.005 mm 0 - 45

.3 Coarse grained soils containing more than 20 % by mass passing 0.075 mm sieve.

.8 Unshrinkable fill: very weak mixture of cement, concrete aggregates and water that resists settlement when placed in utility trenches, and capable of being readily excavated.

1.3 Waste Management and Disposal

.1 Separated waste materials for reuse and recycle in accordance with existing provincial and/or municipal regulations and/or bylaws.

.2 Divert excess aggregate materials from landfill to local recycling facility for reuse as directed by Project Authority.

PART 2 – EXECUTION

2.1 Temporary Erosion and Sedimentation Control

.1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to requirements of authorities having jurisdiction and sediment and erosion control plan, specific to site, that complies with EPA 832/R-92-005 or requirements of authorities having jurisdiction, whichever is more stringent.

.2 Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.

.3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

2.2 Site Preparation

.1 Remove obstructions, ice and snow from surfaces to be excavated within limits indicated.

.2 Cut pavement or sidewalk neatly along limits of proposed excavation in order that surface may break evenly and cleanly.

2.3 Preparation/Protection

.1 Protect existing features in accordance with Departmental and applicable local regulations. Keep excavations clean, free of standing water, and loose soil.

.3 Where soil is subject to significant volume change due to change in moisture content, cover and protect to Technical Authority approval.

.4 Protect natural and man-made features required to remain undisturbed. Unless otherwise indicated or located in an area to be occupied by new construction, protect existing trees from damage.

.5 Protect buried services that are required to remain undisturbed.

2.4 Stripping of Topsoil

.1 Begin topsoil stripping of areas as indicated or as directed by Technical Authority after area has been cleared of brush, weeds and grasses and removed from site.

.2 Strip topsoil to depths as indicated or as directed by Technical Authority.

.1 Do not mix topsoil with subsoil.

.3 Stockpile in locations as indicated or as directed by Technical Authority.

.1 Stockpile height not to exceed 2 m and should be protected from erosion.

.4 Dispose of unused topsoil to location as indicated or as directed by Technical Authority.

2.5 Stockpiling

.1 Stockpile fill material in areas designated by Department Representative.

.1 Stockpile granular material in manner to prevent segregation.

.2 Protect fill material from contamination.

- .3 Implement sufficient erosion and sediment control measures to prevent sediment release off construction boundaries and into water bodies.
- 2.6 Cofferdams Shoring, Bracing and Underpinning
 - .1 Maintain sides and slopes of excavations in safe condition by appropriate methods and in accordance with Health and Safety Requirements and Health and Safety Act for the Province of Alberta.
 - .1 Where conditions are unstable, Project Authority to verify and advise methods.
 - .2 Obtain permits from authority having jurisdiction for temporary diversion of water course,
 - .3 Construct temporary Works to depths, heights and locations as indicated or directed by Project Authority.
 - .4 During backfill operation:
 - .1 Unless otherwise indicated or directed by Project Authority, remove sheeting and shoring from excavations,
 - .2 Do not remove bracing until backfilling has reached respective levels of such bracing.
 - .3 Pull sheeting in increments that will ensure compacted backfill is maintained at elevation at least 500 mm above toe of sheeting.
 - .5 When sheeting is required to remain in place, cut off tops at elevations as indicated.
 - .6 Upon completion of substructure construction:
 - .1 Remove cofferdams, shoring and bracing,
 - .2 Remove excess materials from site and restore watercourses as indicated or as directed by Project Authority.
- 2.7 Dewatering and Heave Prevention
 - .1 Keep excavations free of water while work is in progress.
 - .2 Avoid exaction below groundwater table if quick condition of heave is likely to occur.
 - .1 Prevent piping or bottom heave of excavations by groundwater lowering, sheet pile cut-offs, or other means.
 - .3 Protect open exaction against flooding and damage due to surface run-off.
 - .4 Dispose of water in accordance with Environmental Procedures to approved collection and in manner not detrimental to public and private property, or portion of work completed or under construction.
 - .1 Provide and maintain temporary drainage ditch and other diversions outside of excavation limits.
 - .5 Provide flocculation tanks, settling basins, or other treatment facilities to remove suspended solids or other materials before discharging to storm sewers, watercourses or drainage areas.
- 2.8 Excavation
 - .1 Advise Project Authority at least 7 days in advance of excavation operations for initial cross sections to be taken.
 - .2 Excavate to lines, grades, elevations and dimensions as indicated or as directed by Project Authority.
 - .3 Remove concrete/ masonry/ paving walks/ demolished foundations and rubble and other obstructions encountered during excavation.
 - .4 Excavation must not interfere with bearing capacity of adjacent foundations.
 - .5 Do not disturb soil within branch spread of trees or shrubs that are to remain.
 - .6 For trench excavation, unless otherwise authorized by Technical Authority in writing, do not excavate more than 30 m of trench in advance of installation operations and do not leave open more than 15 m at end of day's operation.
 - .7 Keep excavated and stockpiled materials safe distance away from edge of trench as directed by Technical Authority.
 - .8 Restrict vehicle operations directly adjacent to open trenches.
 - .9 Dispose of surplus and unsuitable excavated material in approved location on site.
 - .10 Do not obstruct flow of surface drainage or natural watercourses.
 - .11 Earth bottoms of excavations to be undisturbed soil, level, free from loose, soft or organic matter.

-
- .12 Notify Project Authority when bottom of excavation is reached.
 - .13 Obtain Project Authority's approval of completed excavation.
 - .14 Remove unsuitable material from trench bottom including those that extend below required elevations to extent and depth as directed by Technical Authority.
 - .15 Correct unauthorized over-excavation as follows:
 - .1 Fill under bearing surfaces and footings with concrete specified for footings or fill concrete Type 2 fill compacted to not less than 100% of corrected Standard Proctor maximum dry density.
 - .2 Fill under other areas with Type 2 fill compacted to not less than 95% of corrected Standard Proctor maximum dry density.
 - .16 Hand trim, make firm and remove loose material and debris from excavations.
 - .1 Where material at bottom of excavation is disturbed, compact foundation soil to density at least equal to undisturbed soil.
 - .2 Clean out rock seams and fill with concrete mortar or grout to approval of Technical Authority.
 - .17 Install geotextiles as directed by Project Authority.
- 2.9 Fill Types and Compaction
- .1 Use types of fill as indicated or specified below. Compaction densities are percentages of maximum densities obtained from ASTM D 698 and ASTM D 1557.
 - .1 Exterior side of perimeter walls: use Type 3 fill to subgrade level. Compact to 95% of corrected maximum dry density.
 - .2 Within building area: use Type 2 to underside of base course for floor slabs. Compact to 100% of corrected maximum dry density.
 - .3 Under concreted slab: provide 150 mm compacted thickness base course of Type 1 fill topped with shearmat filler as indicated to underside of slab. Compact base course to 100%.
 - .4 Retaining walls: use Type 2 fill to subgrade level on high side for minimum 500 mm from wall and compact to 95%. For remaining portion, use Type 3 compacted to 95%.
 - .5 Place unshrinkable fill in areas as indicated.
- 2.10 Bedding and Surround of Underground Services
- .1 Place and compact granular material for bedding and surround of underground services as indicated.
 - .2 Place bedding and surround material in unfrozen condition.
- 2.11 Backfilling
- .1 Do not proceed with backfilling operations until completion of following:
 - .1 Technical Authority has inspected and approved installations.
 - .2 Technical Authority has inspected and approved of construction below finish grade.
 - .3 Inspection, testing, approval, and recording location of underground utilities.
 - .4 Removal of concrete formwork.
 - .5 Removal of shoring and bracing; backfilling of voids with satisfactory soil material.
 - .2 Areas to be backfilled to be free from debris, snow, ice, water and frozen ground.
 - .3 Do not use backfill material which is frozen or contains ice, snow or debris.
 - .4 Place backfill material in uniform layers not exceeding 150 mm compacted thickness up to grades indicated. Compact each layer before placing succeeding layer.
 - .5 Backfilling around installations:
 - .1 Place bedding and surround material as specified elsewhere.
 - .2 Do not backfill around or over cast-in-place concrete within 24 hours after placing of concrete.
 - .3 Place layers simultaneously on both sides of installed Work to equalize loading. Difference not to exceed 0.60 m.
 - .4 Where temporary unbalanced earth pressures are liable to develop on walls or other structures:

- .1 Permit concrete to cure for minimum 14 days or until it has sufficient strength to withstand earth and compaction pressure and approval obtained from Technical Authority or:
 - .2 If approved by Technical Authority, erect bracing or shoring to counteract unbalance, and leave in place until removal is approved by Technical Authority.
 - .6 Place unshrinkable fill in areas as indicated.
 - .7 Consolidate and level unshrinkable fill with internal vibrators.
 - .8 Install filter system in backfill as indicated or as directed by Technical Authority.
- 2.12 Restoration
- .1 Upon completion of Work, remove waste materials and debris in accordance with existing provincial and/or municipal regulations and/or bylaws. Trim slopes, and correct defects as directed by Technical Authority.
 - .2 Replace topsoil as indicated or as directed by Technical Authority.
 - .3 Reinstall lawns to elevation which existed before excavation.
 - .4 Reinstall sidewalks disturbed by excavation to thickness, structure and elevation which existed before excavation.
 - .5 Clean and reinstall areas affected by Work as directed by Technical Authority.

Topsoil Placement and Grading– Section 32 91 19.13

PART 1 – GENERAL

- 1.1 Related Requirements
 - .1 Section 31 23 13 – Rough Grading.
- 1.2 References
 - .1 Agriculture and Agri-Food Canada
 - .1 The Canadian System of Soil Classification, Third Edition, 1998.
 - .2 Canadian Council of Ministers of the Environment.
 - .1 PN1340-2005, Guidelines for Compost Quality.
 - .3 Canadian Green Building Council (CaGBC)
 - .1 LEED Canada-NC Version 1.0-December 2004, LEED (Leadership in Energy and Environmental Design): Green Building Rating System For New Construction and Major Renovations.
 - .4 U.S. Environmental Protection Agency (EPA)/Office of Water
 - .1 EPA 832R92005, Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices.
- 1.3 Definitions
 - .1 Compost:
 - .1 Mixture of soil and decomposing organic matter used as fertilizer, mulch, or soil conditioner.
 - .2 Compost is processed organic matter containing 40% or more organic matter as determined by Walkley-Black or Loss On Ignition (LOI) test.
 - .3 Product must be sufficiently decomposed (i.e. stable) so that any further decomposition does not adversely affect plant growth (C:N ratio below (25) (50)), and contain no toxic or growth inhibiting contaminants.
 - .4 Composed bio-solids to: CCME Guidelines for Compost Quality, Category (A) (B).
- 1.4 Waste Management and Disposal
 - .1 Separate waste materials for reuse and recycling in accordance with existing provincial and/or municipal regulations and/or bylaws.

- .2 Divert unused soil amendments from landfill to official hazardous material collections site approved by Technical Authority.
- .3 Do not dispose of unused soil amendments into sewer systems, into lakes, streams, onto ground or in locations where it will pose health or environmental hazard.

PART 2 – PRODUCTS

2.1 Topsoil

- .1 Topsoil for seeded areas or planting beds: mixture of particulates, micro-organisms and organic matter which provides suitable medium for supporting intended plant growth.
 - .1 Soil texture based on The Canadian System of Soil Classification, to consist of 20 to 70 % sand, minimum 7 % clay, and contain 2 to 10 % organic matter by weight.
 - .2 Contain no toxic elements or growth inhibiting materials.
 - .3 Finished surface free from:
 - .1 Debris and stones over 50 mm diameter.
 - .2 Course vegetative material, 10 mm diameter and 100 mm length, occupying more than 2% of soil volume.
 - .4 Consistency: friable when moist.

2.2 Soil Amendments

- .1 Fertilizer:
 - .1 Fertility: major soil nutrients present in following amounts:
 - .2 Nitrogen (N): 20 to 40 micrograms of available N per gram of topsoil.
 - .3 Phosphorus (P): 40 to 50 micrograms of phosphate per gram of topsoil.
 - .4 Potassium (K): 75 to 110 micrograms of potassium per gram of topsoil.
 - .5 Calcium, magnesium, sulfur and micro-nutrients present in balanced ratios to support germination and/or establishment of intended vegetation.
 - .6 Ph value: 6.5 to 8.0.
- .2 Peat Moss;
 - .1 Derived from partially decomposed species of Sphagnum Mosses.
 - .2 Elastic and homogeneous, brown in colour.
 - .3 Free of wood and deleterious material which could prohibit growth.
 - .4 Shredded particle minimum size: 5 mm.
- .3 Sand: washed coarse silica sand, medium to coarse textured.
- .4 Organic matter: compost Category A, in accordance with CCME PN1340, unprocessed organic matter, such as rotted manure, hay, straw, bark residue or sawdust, meeting the organic matter, stability and contaminant requirements.
- .5 Use composts meeting Category B requirements for land fill reclamation and large scale industrial applications.
- .6 Limestone:
 - .1 Ground agricultural limestone.
 - .2 Gradation requirements: percentage passing by weight, 90% passing 1.0 mm sieve, 50% passing 0.125 mm sieve.
- .7 Fertilizer: industry accepted standard medium containing nitrogen, phosphorous, potassium and other micro-nutrients suitable to specific plant species or application or defined by soil test.

PART 3 – EXECUTION

3.1 Temporary Erosion and Sedimentation Control

- .1 Provide temporary erosion and sedimentation control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways, according to sediment and erosion control plan, specific to site, that complies with EPA 832/R-92-005 or requirements of authorities having jurisdiction, whichever is more stringent.
- .2 Inspect, repair, and maintain erosion and sedimentation control measures during construction until permanent vegetation has been established.

- .3 Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.
- 3.2 Stripping of Topsoil
 - .1 Begin topsoil stripping of areas as directed by Technical Authority after area has been cleared of brush, weeds and grasses and removed from site.
 - .2 Strip topsoil to depths as directed by Technical Authority.
 - .1 Avoid mixing topsoil with subsoil where textural quality will be moved outside acceptable range of intended application.
 - .3 Stockpile in locations as directed by Technical Authority.
 - .1 Stockpile height not to exceed 2 m.
 - .4 Disposal of unused topsoil is to be in an environmentally responsible manner but not used as landfill.
 - .5 Protect stockpiles from contamination and compaction.
- 3.3 Preparation of Existing Grade
 - .1 Verify that grades are correct.
 - .1 If discrepancies occur, notify Technical Authority and do not commence work until instructed by Technical Authority.
 - .2 Grade soil, eliminating uneven areas and low spots, ensuring positive drainage.
 - .3 Remove debris, roots, branches, stones in excess of 50 mm diameter and other deleterious materials.
 - .1 Remove soil contaminated with calcium chloride, toxic materials and petroleum products.
 - .2 Remove debris which protrudes more than 50 mm above surface.
 - .3 Dispose of removed material off site.
 - .4 Cultivate entire area which is to receive topsoil to minimum depth of 100 mm.
 - .1 Cross cultivate those areas where equipment used for hauling and spreading has compacted soil.
- 3.4 Placing and Spreading of Topsoil/Planting Soil
 - .1 Place topsoil after Technical Authority has accepted subgrade.
 - .2 Spread topsoil in uniform layers not exceeding 150 mm.
 - .3 For sodded areas keep topsoil 15 mm below finished grade.
 - .4 Spread topsoil as indicated to following minimum depths after settlement.
 - .1 150 mm for seeded areas.
 - .2 135 mm for sodded areas.
 - .3 300 mm for flower beds.
 - .4 500 mm for shrub beds.
 - .5 Manually spread topsoil/planting soil around trees, shrubs and obstacles.
- 3.5 Finish Grading
 - .1 Grade to eliminate rough spots and low areas and ensure positive drainage.
 - .1 Prepare loose friable bed by means of cultivation and subsequent raking.
 - .2 Consolidate topsoil to required bulk density using equipment approved by Technical Authority.
 - .1 Leave surfaces smooth, uniform and firm against deep foot printing.
- 3.6 Acceptance
 - .1 Technical Authority will inspect topsoil in place and determine acceptance of material, depth of topsoil and finish grading.
- 3.7 Surplus Material
 - .1 Disposal of materials except topsoil not required off site.
- 3.8 Cleaning
 - .1 Upon completion of installation, remove surplus materials, rubbish, tools and equipment barriers.

Mechanical Seeding – Section 32 92 19.13

PART 1 – PRODUCTS

1.1 Grass Seed

- .1 Canada "Certified" seed, "Canada No. 1 Lawn Grass Mixture" in accordance with Government of Canada "Seeds Act" and "Seeds Regulations" and having minimum germination of 85% and minimum purity of 97%.
 - .1 For other grounds: 50% Kentucky Blue Grass, 40% Creeping Red Fescue, 10% Annual Rye, seeded at 2.0 kg/100m².
 - .2 For Class 1 grounds: 40% Creeping Red Fescue, 35% Kentucky Blue Grass, 15% Red Top, 10% Annual Rye, seeded at 1.5 kg/100m².
 - .3 For embankment: 7 2%.3 Norden Crested Wheatgrass, 15% Creeping Red Fescue, 10% Annual Ryegrass, 5% Clover, seeded at 2.0 kg/100m².
- .2 In packages individually labelled in accordance with "Seeds Regulations" and indicating name of supplier.
- .3 Free of impurities that would inhibit germination and growth.
- .4 Supplied by Technical Authority Consultant at designated source.

1.2 Fertilizer

- .1 To Canada "Fertilizer Act" and "Fertilizer Regulations".
- .2 Complete synthetic fertilizer with guaranteed minimum analysis as specified.

PART 2 – EXECUTION

2.1 Quality of Work

- .1 Do not perform work under adverse field conditions as determined by Technical Authority.
- .2 Remove and dispose of weeds; debris; stones 50 mm in diameter and larger; soil contaminated by oil, gasoline and other deleterious materials; to a licensed contaminated soils disposal site in location as directed by Technical Authority.

2.2 Seed Bed Preparation

- .1 Verify that grades are correct. If discrepancies occur, notify Technical Authority and do not commence work until instructed by Technical Authority.
- .2 Fine grade surface free of humps and hollows to smooth, even grade, to contours and elevations indicated to tolerance of plus or minus 15 mm, surface draining naturally.
- .3 Cultivate fine grade approved by Technical Authority to 25 mm depth immediately prior to seeding.

2.3 Seed Placement

- .1 For mechanical seeding:
 - .1 Use "Brillion" type mechanical landscape seeder which accurately places seed at specified depth and rate and rolls in single operation.
 - .2 Use equipment and method acceptable to Technical Authority.
- .2 For manual seeding:
 - .1 Use "Cyclone" type manually operated seeder.
 - .2 Use manually operated, water ballast, landscaping type, smooth steel drum roller. Ballast as directed by Technical Authority.
 - .3 Use equipment and method acceptable to Technical Authority.
- .3 Blend applications 150 mm into adjacent grass areas previous applications to form uniform surfaces.
- .4 Sow half of required amount of seed in one direction and remainder at right angles as applicable.
- .5 Incorporate seed by light raking in cross directions.
- .6 Consolidate mechanically seeded areas by rolling area if soil conditions warrant or if directed by Technical Authority with equipment approved by Technical Authority immediately after seeding.

2.4 Seed Protection on Slopes

- .1 Cover seeded slopes where 3:1 or greater with turf blanket. Roll blanket down slopes without stretching or pulling.
- .2 Lay blanket smoothly on soil surface, burying tip end of each section in narrow 150 mm trench. Leave 300 mm overlap from top roll over bottom roll. Leave 100 mm overlap over adjacent section.
- .3 Staple outside edges and overlaps at 500 mm intervals and at intermediate points to ensure close contact between blanket and soil.

2.5 Maintenance During Establishment Period

- .1 Perform following operations from time of seed application until acceptance by Technical Authority:
 - .1 Water seeded area to maintain optimum soil moisture level for germination and continued growth of grass. Control watering to prevent washouts.
 - .2 Repair and reseed dead or bare spots to allow establishment of seed prior to acceptance.
 - .3 Cut grass to 50 mm whenever it reaches height of 70 mm. Remove clippings which will smother grass as directed by Technical Authority.
 - .4 Fertilize seeded areas after first cutting in accordance with fertilizing program. Spread half of required amount of fertilizer in one direction and remainder at right angles and water in well.
 - .5 Control weeds by mechanical or chemical means utilizing acceptable integrated pest management practices.

2.6 Final Acceptance

- .1 Seeded areas will be accepted by Department Representative provided that:
 - .1 Areas are uniformly established and turf is free of rutted, eroded, bare or dead spots and free of weeds.
 - .2 Areas have been cut at least twice.
 - .3 Areas have been fertilized.
- .2 Areas seeded in fall will be accepted in following spring, one month after start of growing season provided acceptance conditions are fulfilled.

2.7 Maintenance During Warranty

- .1 Perform following operations from time of acceptance until end of warranty period.
 - .1 Water seeded area to maintain optimum soil moisture level for continued growth of grass. Control watering to prevent washouts.
 - .2 Repair and reseed dead or bare spots to satisfaction of Technical Authority
 - .3 Cut grass to 50 mm whenever it reaches height of 70 mm. Remove clippings which will smother grass as directed by Technical Authority.
 - .4 Fertilize seeded areas in accordance with fertilizing program. Spread half of required amount of fertilizer in one direction and remainder at right angles and water in well.
 - .5 Control weeds by mechanical means utilizing acceptable integrated pest management practices.

2.8 Cleaning

- .1 Upon completion of installation, remove surplus materials, rubbish, tools and equipment.

Sodding – Section 32 92 23

PART 1 – GENERAL

1.1 Scheduling

- .1 Schedule and laying to coincide with preparation of soil surface.
- .2 Schedule sod installation when frost is not present in ground.

1.2 Waste Management and Disposal

- .1 Separate and recycle waste materials in accordance with existing provincial and/or municipal regulations and/or bylaws.
- .2 Divert unused fertilizer from landfill to official hazardous material collections site approved by Technical Authority.
- .3 Do not dispose of unused fertilizer into sewer systems, into lakes, streams, onto ground or in locations where it will pose health or environmental hazard.

PART 2 – PRODUCTS

2.1 Materials

- .1 Number One Turf Grass Nursery Sod: sod that has been especially sown and cultivated in nursery fields as turf grass crop.
 - .1 Turf Grass Nursery Sod types:
 - .1 Number One Kentucky Bluegrass Sod: Nursery Sod grown solely from seed of cultivars of Kentucky Bluegrass, containing not less than 50% Kentucky Bluegrass cultivars.
 - .2 Number One Kentucky Bluegrass Sod - Fescue Sod: Nursery Sod grown solely from seed mixture of cultivars of Kentucky Bluegrass and Chewing Fescue or Creeping Red Fescue, containing not less than 40% Kentucky Bluegrass cultivars and 30% Chewing Fescue or Creeping Red Fescue cultivars.
 - .3 Number One Named Cultivars: Nursery Sod grown from certified seed.
 - .2 Turf Grass Nursery Sod quality:
 - .1 Not more than 2 broadleaf weeds or 10 other weeds per 40 square metres.
 - .2 Density of sod sufficient so that no soil is visible from height of 1500 mm when mown to height of 50 mm.
 - .3 Mowing height limit: 35 to 65 mm.
 - .4 Soil portion of sod: 6 to 15 mm in thickness.
- .2 Commercial Grade Turf Grass Nursery: sod that has not been grown as Turf Grass Nursery Sod crop.
 - .1 Mow sod at height directed by Technical Authority within 36 hours prior to lifting, and remove clippings.
- .3 Sod establishment support:
 - .1 Geotextile fabric: biodegradable, mm square mesh.
 - .2 Wooden pegs: 17 x 8 x 200mm.
 - .3 Biodegradable starch pegs: 17 x 8 x 200 mm.
 - .4 Water:
 - .1 Supplied by Technical Authority at designated source.
 - .5 Fertilizer:
 - .1 To Canada "Fertilizers Act" and "Fertilizers Regulations".
 - .2 Complete, synthetic, slow release with 65% of nitrogen content in water-insoluble form.

PART 3 – EXECUTION

3.1 Preparation

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- .1 Verify that grades are correct and prepared in accordance with Section 32 91 19.13 - Topsoil Placement and Grading. If discrepancies occur, notify Technical Authority and do not commence work until instructed by Technical Authority.
 - .2 Do not perform work under adverse field conditions such as frozen soil, excessively wet soil or soil covered with snow, ice, or standing water.
 - .3 Fine grade surface free of humps and hollows to smooth, even grade, to contours and elevations indicated, to tolerance of plus or minus 8 mm, for Turf Grass Nursery Sod and plus or minus 15 mm for Commercial Grade Turf Grass Nursery, surface to drain naturally.
 - .4 Remove and dispose of weeds; debris; stones 50 mm in diameter and larger; soil contaminated by oil, gasoline and other deleterious materials; off site in location as directed by Technical Authority.
- 3.2 Sod Placement
- .1 Lay sod within 24 hours of being lifted if air temperature exceeds 20 degrees C.
 - .2 Lay sod sections in rows, joints staggered. Butt sections closely without overlapping or leaving gaps between sections. Cut out irregular or thin sections with sharp implements.
 - .3 Roll sod as directed by Technical Authority. Provide close contact between sod and soil by light rolling. Use of heavy roller to correct irregularities in grade is not permitted.
- 3.3 Sod Placement on Slopes and Pegging
- .1 Install and secure geotextile fabric in areas indicated, in accordance with manufacturer's instructions.
 - .2 Start laying sod at bottom of slopes.
 - .3 Peg sod on slopes steeper than 3horizontal to 1 vertical, within 1 m of catch basins and within 1 m of drainage channels and ditches to following pattern:
 - .1 100 mm below top edge at 200 mm on centre for first sod sections along contours of slopes.
 - .2 Not less than 3-6 pegs per square metre.
 - .3 Not less than 6-9 pegs per square metre in drainage structures. Adjust pattern as directed by Technical Authority.
 - .4 Drive pegs to 20 mm above soil surface of sod sections.
- 3.4 Fertilizing
- .1 Fertilize during establishment and warranty periods.
- 3.5 Maintenance During Establishment Period
- .1 Perform following operations from time of installation until acceptance.
 - .2 Water sodded areas in sufficient quantities and at frequency required to maintain optimum soil moisture condition to depth of 75 to 100 mm.
 - .3 Cut grass to 50 mm when or prior to it reaching height of 75 mm. Remove clippings which will smother grassed areas as directed by Technical Authority.
 - .4 Maintain sodded areas weed free 95%.
 - .5 Fertilize areas in accordance with fertilizing program. Spread half of required amount of fertilizer in one direction and remainder at right angles and water in well.
- 3.6 Acceptance
- .1 Turf Grass Nursery Sod areas will be accepted by provided that:
 - .1 Sodded areas are properly established.
 - .2 Sod is free of bare and dead spots.
 - .3 No surface soil is visible from height of 1500 mm when grass has been cut to height of 50 mm.
 - .4 Sodded areas have been cut minimum 2 times prior to acceptance.
 - .2 Sodded Commercial Grade Turf Grass Nursery Sod areas will be accepted by provided that:
 - .1 Sodded areas are properly established.
 - .2 Extent of surface soil visible when grass has been cut to height of 60 mm is acceptable.
 - .3 Sod is free of bare or dead spots and extent of weeds apparent in grass is acceptable.

- .4 Sodded areas have been cut minimum 2 times prior to acceptance.
- .5 Fertilizing in accordance with fertilizer program has been carried out at least once.
- .3 Areas sodded in fall will be accepted in following spring one month after start of growing season provided acceptance conditions are fulfilled.
- 3.7 Maintenance During Warranty Period
 - .1 Perform following operations from time of acceptance until end of warranty period:
 - .1 Water sodded Turf Grass Nursery Sod and Commercial Grade Turf Grass Nursery Sod areas at weekly intervals to obtain optimum soil moisture conditions to depth of 100 mm.
 - .2 Repair and resod dead or bare spots to satisfaction of Technical Authority.
 - .3 Cut grass and remove clippings that will smother grass as directed by Technical Authority to height as follows:
 - .1 Turf Grass Nursery Sod:
 - .1 50 mm during normal growing conditions.
 - .2 Commercial Grade Turf Grass Nursery Sod:
 - .1 60 mm during normal growing conditions.
 - .3 Cut grass at 2 week intervals or as directed by Technical Authority, but at intervals so that approximately one third of growth is removed in single cut.
 - .4 Fertilize areas in accordance with fertilizing program. Spread half of required amount of fertilizer in one direction and remainder at right angles and water in well.
 - .5 Eliminate weeds by mechanical or chemical means to extent acceptable to Technical Authority.
- 3.8 Cleaning
 - .1 Upon completion of installation, remove surplus materials, rubbish, tools and equipment barriers.

Trees, Scrubs and Ground Cover Planting – Section 32 93 10

PART 1 – GENERAL

1.1 Summary

- .1 Section Includes:
 - .1 Materials and installation for plants material, accessories, mulch, planting, tree support, mulching and maintenance.
 - .2 Sustainable requirements for construction and verification.
- .2 Related Requirements:
 - .1 Section 31 22 13 - Rough Grading.
 - .2 Section 32 91 19.13 - Topsoil Placement and Grading.

1.2 References

- .1 Agriculture and Agri-Food Canada (AAFC).
 - .1 Plant Hardiness Zones in Canada-2000.
- .2 Canadian Nursery Landscape Association (CNLA).
 - .1 Canadian Standards for Nursery Stock-2001.
- .3 Department of Justice Canada (Jus).
 - .1 Canadian Environmental Protection Act (CEPA), 1999, c. 33.
 - .2 Transportation of Dangerous Goods Act (TDGA), 1992, c.34.
- .4 Health Canada/Workplace Hazardous Materials Information System (WHMIS).
 - .1 Material Safety Data Sheets (MSDS).

1.3 Definitions

- .1 Mycorrhiza: association between fungus and roots of plants. This symbiosis, enhances plant establishment in newly landscaped and imported soils.

1.4 Storage and Protection

- .1 Protect plant material from frost, excessive heat, wind and sun during delivery.

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- .2 Immediately store and protect plant material which will not be installed within 1 hours after arrival at site in storage location approved by Technical Authority.
 - .3 Protect plant material from damage during transportation:
 - .1 When delivery distance is less than 30 km and vehicle travels at speeds under 80 km/h, tie tarpaulins around plants or over vehicle box.
 - .2 When delivery distance exceeds 30 km or vehicle travels at speeds over 80 km/h, use enclosed vehicle where practical.
 - .3 Protect foliage and root balls using anti-desiccants and tarpaulins, where use of enclosed vehicle is impractical due to size and weight of plant material.
 - .4 Protect stored plant material from frost, wind and sun and as follows:
 - .1 For bare root plant material, preserve moisture around roots by heeling-in or burying roots in sand or topsoil and watering to full depth of root zone.
 - .2 For pots and containers, maintain moisture level in containers. Heel-in fibre pots.
 - .3 For balled and burlapped and wire basket root balls, place to protect branches from damage. Maintain moisture level in root zones.
 - .5 Waste Management and Disposal:
 - .1 Separate waste materials for reuse and recycling in accordance with existing provincial and/or municipal regulations and/or bylaws.
 - .2 Remove from site and dispose of packaging materials at appropriate recycling facilities.
 - .3 Place materials defined as hazardous or toxic in designated containers.
 - .4 Handle and dispose of hazardous materials in accordance with CEPA, TDGA, Regional and Municipal regulations.
 - .5 Dispose of unused fertilizer at official hazardous material collection site approved by Technical Authority.
 - .6 Dispose of unused anti-desiccant at official hazardous material collections site approved by Technical Authority.
 - .7 Divert unused wood and mulch materials from landfill to composting facility approved by Technical Authority.
- 1.5 Scheduling
- .1 Obtain approval from Technical Authority of schedule 7 days in advance of shipment of plant material.
 - .2 Schedule to include:
 - .1 Quantity and type of plant material.
 - .2 Shipping dates.
 - .3 Arrival dates on site.
 - .4 Planting Dates.
- 1.6 Warranty
- .1 For plant material over 75 mm caliper the warranty is 12 months.
 - .2 End-of-warranty inspection will be conducted by Technical Authority.
 - .3 Technical Authority reserves the right to extend Contractor's warranty responsibilities for an additional one year if, at end of initial warranty period, leaf development and growth is not sufficient to ensure future survival.

PART 2 PRODUCTS

2.1 Plant Material

- .1 Type of root preparation, sizing, grading and quality: comply to Canadian Standards for Nursery Stock.
 - .1 Source of plant material: grown in Zone 1a-b in accordance with Plant Hardiness Zones in Canada.
 - .2 Plant material must be planted in zone indicated as appropriate for its species.
 - .3 Plant material in location appropriate for its species.

- .2 Plant material: free of disease, insects, defects or injuries and structurally sound with strong fibrous root system.
 - .3 Trees: with straight trunks, well and characteristically branched for species except where specified otherwise.
 - .4 Trees larger than 200 mm in caliper: half root pruned during each of two successive growing seasons, the latter at least one growing season prior to arrival on site.
 - .5 Bare root stock: nursery grown, in dormant stage, not balled and burlapped or container grown.
 - .6 Collected stock: maximum 40 mm in caliper, with well-developed crowns and characteristically branched; no more than 40% of overall height may be free of branches.
- 2.2 Water
- .1 Free of impurities that would inhibit plant growth.
- 2.3 Stakes
- .1 T-bar, steel, 40 x 40 x 5 x 2440 mm wood, pointed on end, 38 x 38 x 2300 mm.
- 2.4 Trunk Protection
- .1 Wire mesh: galvanized, electrically welded 1.4 mm wire with 25 x 25 mm mesh and fastener.
 - .2 Plastic: perforated spiralled strip.
 - .3 Burlap: clean, minimum 2.5 kg/m² mass and 150 mm wide, and twine fastener.
 - .4 Tar impregnated crepe paper and twine fastener.
- 2.5 Mulch
- .1 Bark chip: varying in size from 25 to 50 mm in diameter, from bark of coniferous trees.
 - .2 Wood chip: varying in size from 50 mm to 75 mm and 5 to 20 mm thick, free of bark, small branches and leaves.
 - .3 Shredded wood: varying in size from 25 to 125 mm in length, from coniferous trees.
 - .4 Synthetic or inorganic mulch.
- 2.6 Fertilizer
- .1 Synthetic commercial type as recommended by manufacturer.
- 2.7 Anti-Desiccant
- .1 Wax-like emulsion.
- 2.8 Flagging Tape
- .1 Fluorescent, colour.
- 2.9 Source Quality Control
- .1 Obtain approval from Technical Authority of plant material prior to planting.
 - .2 Imported plant material must be accompanied with necessary permits and import licenses. Conform to Federal, Provincial or Territorial regulations.

PART 3 EXECUTION

3.1 Pre-Planting Preparation

- .1 Do construction occupational health and safety in accordance with Health and Safety Requirements.
- .2 Ensure plant material acceptable to Technical Authority.
- .3 Remove damaged roots and branches from plant material.
- .4 Apply anti-desiccant to conifers and deciduous trees in leaf in accordance with manufacturer's instructions.

3.2 Excavation and Preparation of Planting Beds

- .1 Establishment of sub-grade for planting beds is specified in Section 31 22 13 – Rough Grading.
- .2 Preparation of planting beds is specified in Section 32 91 19.13 - Topsoil Placement and Grading.
- .3 For individual planting holes:
 - .1 Stake out location and obtain approval from Technical Authority prior to excavating.
 - .2 Excavate to depth and width as indicated.

- .3 Remove subsoil, rocks, roots, debris and toxic material from excavated material that will be used as planting soil for trees and individual shrubs. Dispose of excess material.
- .4 Scarify sides of planting hole.
- .5 Remove water which enters excavations prior to planting. Notify Technical Authority if water source is ground water.

3.3 Planting

- .1 For bare root stock, place 50 mm backfill soil in bottom of hole. Plant trees and shrubs with roots placed straight out in hole.
- .2 For jute burlapped root balls, cut away top one third of wrapping and wire basket without damaging root ball. Do not pull burlap or rope from under root ball.
- .3 For container stock or root balls in non-degradable wrapping, remove entire container or wrapping without damaging root ball.
- .4 Plant vertically in locations as indicated. Orient plant material to give best appearance in relation to structure, roads and walks.
- .5 For trees and shrubs:
 - .1 Backfill soil in 150 mm lifts. Tamp each lift to eliminate air pockets. When two thirds of depth of planting pit has been backfilled, fill remaining space with water. After water has penetrated into soil, backfill to finish grade.
 - .2 Form watering saucer as indicated.
- .6 For ground covers, backfill soil evenly to finish grade and tamp to eliminate air pockets.
- .7 Water plant material thoroughly.
- .8 After soil settlement has occurred, fill with soil to finish grade.
- .9 Dispose of burlap, wire and container material off site.

3.4 Trunk Protection

- .1 Install trunk protection on deciduous trees as indicated.
- .2 Install trunk protection prior to installation of tree supports when used.

3.5 Tree Supports

- .1 Install tree supports as indicated.
- .2 Use single stake tree support for deciduous trees less than 3 m and evergreens less than 2m.
 - .1 Place stake on prevailing wind side and 150 mm from trunk.
 - .2 Drive stake minimum 150 mm into undisturbed soil beneath roots. Ensure stake is secure, vertical and un-split.
 - .3 Install 150 mm long guying collar 1500 mm above grade.
 - .4 Thread Type 1 guying wire through guying collar tube. Twist wire to form collar and secure firmly to stake. Cut off excess wire.
- .3 Use 3 guy wires and anchors for deciduous trees greater than 3 m and evergreens greater than 2 m.
 - .1 Use Type 2 guying wire with clamps for trees less than 75 mm in diameter and Type 3 guying wire with clamps for trees greater than 75 mm in diameter.
 - .2 Use Type 1 anchors for trees less than 75 mm in diameter and Type 2 anchors for trees greater than 75 mm in diameter.
 - .3 Install guying collars above branch to prevent slipping at approximately 2/3 height for evergreens and 1/2 height for deciduous trees. Collar mounting height not to exceed 2.5 m above grade.
 - .4 Guying collars to be of sufficient length to encircle tree plus 50 mm space for trunk clearance. Thread guy wire through collar encircling tree trunk and secure to lead wire by clamp or multi-wraps; cut wire ends close to wrap. Spread lead wires equally proportioned about trunk at 120 degrees.
 - .5 Install anchors at equal intervals about tree and away from trunk so that guy wire will form 45 degree angle with ground. Install anchor at angle to achieve maximum resistance for guy wire.
 - .6 Attach guy wire to anchors. Tension wire and secure by installing clamps.

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- .7 Install wire tightener ensuring that guys are secure and leave room for slight movement of tree.
 - .8 Saw tops off wooden anchors which extend in excess of 100 mm above grade or as directed by Technical Authority.
 - .9 Install flagging tape to guys as indicated.
 - .4 After tree supports have been installed, remove broken branches with clean, sharp tools.
- 3.6 Mulching
- .1 Ensure soil settlement has been corrected prior to mulching,
 - .2 Spread mulch as indicated.
- 3.7 Maintenance During Establishment Period
- .1 Perform following maintenance operations from time of planting to acceptance by Technical Authority.
 - .1 Water to maintain soil moisture conditions for optimum establishment, growth and health of plant material without causing erosion.
 - .1 For evergreen plant material, water thoroughly in late fall prior to freeze-up to saturate soil around root system.
 - .2 Remove weeds monthly.
 - .3 Replace or re-spread damaged, missing or disturbed mulch.
 - .4 For non-mulched areas, cultivate as required to keep top layer of soil friable.
 - .5 If required to control insects, fungus and disease, use appropriate control methods in accordance with Federal, Provincial and Municipal regulations. Obtain product approval from Technical Authority prior to application.
 - .6 Remove dead or broken branches from plant material.
 - .7 Keep trunk protection and guy wires in proper repair and adjustment.
 - .8 Remove and replace dead plants and plants not in healthy growing condition. Make replacements in same manner as specified for original plantings.
- 3.8 Maintenance During Warranty Period
- .1 From time of acceptance by Technical Authority to end of warranty period, perform following maintenance operations.
 - .1 Water to maintain soil moisture conditions for optimum growth and health of plant material without causing erosion.
 - .2 Reform damaged watering saucers.
 - .3 Remove weeds monthly.
 - .4 Replace or re-spread damaged, missing or disturbed mulch.
 - .5 For non-mulched areas, cultivate monthly to keep top layer of soil friable.
 - .6 If required to control insects, fungus and disease, use appropriate control methods in accordance with Federal, Provincial and Municipal regulations. Obtain product approval from Technical Authority prior to application.
 - .7 Apply fertilizer in early spring as indicated by soil test.
 - .8 Remove dead, broken or hazardous branches from plant material.
 - .9 Keep trunk protection and tree supports in proper repair and adjustment.
 - .10 Remove trunk protection, tree supports and level watering saucers at end of warranty period.
 - .11 Remove and replace dead plants and plants not in healthy growing condition. Make replacements in same manner as specified for original plantings.
 - .12 Submit monthly written reports to Technical Authority identifying:
 - .1 Maintenance work carried out.
 - .2 Development and condition of plant material.
 - .3 Preventative or corrective measures required which are outside Contractor's responsibility.

ANNEX "B" - BASIS OF PAYMENT

- Estimated usage is for evaluation purposes only and will not form part of the Standing Offer
- Prices do not include GST. GST is to be show as a separate line item on invoice.

Item	Description	Estimated Usage per Year	Unit Price Year 1 (October 23, 2020 to October 31, 2021)	Unit Price Year 2 (November 1, 2021 to October 31, 2022)	Unit Price Year 3 (November 1, 2022 to October 31, 2023)
1	Common Excavation -Soil Removal/Disposal	3,000/m3	\$ _____/m3	\$ _____/m3	\$ _____/m3
2	Top Soil – Supply, Haul, Spread	3,000/m3	\$ _____/m3	\$ _____/m3	\$ _____/m3
3	Common Fill – Supply, Haul, Spread	5,000/m3	\$ _____/m3	\$ _____/m3	\$ _____/m3
4	Seeding – Seed, Rake, Water	1,000/m2	\$ _____/m2	\$ _____/m2	\$ _____/m2
5	Sodding – Supply, Install, Rolling Rod	2,000/m2	\$ _____/m2	\$ _____/m2	\$ _____/m2
6	Erosion Control – Apply/Anchor Blankets on Embankments	350/m2	\$ _____/m2	\$ _____/m2	\$ _____/m2
7	Labour for work that is not included in the above described work, during regular working hours between 0800 – 1600 Monday through Friday	500/hrs	\$ _____/hr	\$ _____/hr	\$ _____/hr
8	Labour for work that is not included in the above described work, outside regular working hours between 1600-0800 Monday through Friday	100/hrs	\$ _____/hr	\$ _____/hr	\$ _____/hr
9	Material not stated above will be charged at the Contractor's laid down cost plus a mark-up of: Verification of Contractor's cost to be provided upon request of Project authority.	\$10,000.00	_____ %	_____ %	_____ %

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ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W6895-20-0053

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		National Defence		2. Branch or Directorate / Direction générale ou Direction RP Ops Det Cold Lake			
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant					
4. Brief Description of Work / Brève description du travail Landscaping Services							
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input type="checkbox"/>	No Non	<input checked="" type="checkbox"/>	Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/>	No Non	<input type="checkbox"/>	Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès							
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion							
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>			
Not releasable À ne pas diffuser <input type="checkbox"/>							
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>			
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:			
7. c) Level of information / Niveau d'information							
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>			
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>			
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>			
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>			
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>			
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? *unscreened personnel* ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? *permitted in public/reception zones* ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Bibeau, Sharon	Contracts Inspector		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
780-812-5845	780-840-7310	bibeau.sl@forces.gc.ca	2020/03/04

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Medjovic, Sasa	SO		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-996-0286		Sasa.Medjovic@forces.gc.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Kelly Mureta Contract Security Officer Tel: 613-941-0441 kelly.mureta@tpsgc-pwgsc.gc.ca			
	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ANNEX "D" - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

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For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX E - STANDING OFFER USAGE REPORT

Return to: Public Works and Government Services Canada
Facsimile: (306) 975-5397
Email: TPSGC.ROPaequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: January 1 to March 31;
2nd quarter: April 1 to June 30;
3rd quarter: July 1 to September 30;
4th quarter: October 1 to December 31;

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. 1Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:
TELEPHONE NO.:

SIGNATURE:

DATE

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ANNEX “F” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);