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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Task Authorization Form and any other annexes.

1.2 Summary

The Canadian Science Centre for Human and Animal Health (CSCHAH) and the JC Wilt Infectious Diseases Research Centre (JCWDRC) have a requirement for the provision of general maintenance services of the grounds and patios at each of these locations.

There are 3 facilities that require regularly scheduled walk off mat supply and exchange:

Canadian Science Centre for Human and Animal Health (2 facilities)

- 1015 Arlington St. Winnipeg, MB R3E 3P6
- 820 Elgin Ave. Winnipeg, MB R3E 3M2

And

JC Wilt Infectious Diseases Research Centre

- 745 Logan Ave. Winnipeg, MB R3E 3L5

The Contractor must provide skilled and licensed personnel to provide general maintenance of the grounds. Maintenance will include, but is not limited to: lawn care and tree repair, tree and shrub maintenance, installation and maintenance of perennial and annual plants, sweeping of entrance ways to remove leaves as needed, sweeping of parking lots and access areas in the spring to remove sand residue left behind from winter months.

Some of the work will be on an as and when needed basis and will be called upon using Task Authorizations.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders 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.

There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. Consult Part 2 – Bidder Instructions.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

Bids must be submitted only to jeremy.mallon@canada.ca at the time and place indicated on the front page of the bid solicitation.

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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it

affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant

item. Items identified as “proprietary” will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1015 Arlington St. Winnipeg, MB R3E 3P6 on September 2, 2020. The site visit will begin at 9:30a.m., in the Lobby.

Personnel security screening is required prior to gaining authorized access to PROTECTED information, assets, or sites or CLASSIFIED information, assets or sites. Bidders must communicate with the Contracting Authority no later than August 31, 2020 at 10:00a.m. to confirm attendance and provide the name(s) of the person(s) who will attend. The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The Public Health Agency of Canada system has a limit of 20GB per single email.

Section I: Technical Bid electronic copy by email

Section II: Financial Bid electronic copy by email

Section III: Certifications electronic copy by email

Section IV: Additional Information electronic copy by email

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

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

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

- (a) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

The bid must meet the mandatory criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either "Yes" or a "No."

Attention Bidders:			
Write beside each of the criterion the relevant page number(s) from your bid which addresses the requirement identified in the criteria.			
#	Mandatory Technical Criteria	Met (Yes/No)	Cross-Reference to bid (indicate page #)
MT1	The bidder must attend the mandatory site visit described in Section 2.6 above. Attendance will be verified against Sign In /Attendance Form from the Site Visit.		

MT2	The bidder must provide proof of a Valid Manitoba Herbicide / Pesticide Applicator's License (minimum of one employee) or Proof of Valid Commercial Applicators License (Section 3.3.2. Statement of Work). License must be provided at time of bid closing.		
MT3	The Bidder must demonstrate that they employ a minimum of two (2) experienced grounds keeping personnel. Proof of experience/qualifications provided. (Section 3.3.3. Statement of Work). The Bidder must provide at bid closing CVs of two (2) qualified grounds keeping personnel to satisfy this criterion.		

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

A3005T (2010-08-16) Status and Availability of Resources

5.2.2.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders 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

6.2.1 SACC Manual clause G1005C (2016-01-28) Insurance – No Specific Requirement

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

Task Authorization:

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

Task Authorization Process:

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

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$50,000, Applicable Taxes included, inclusive of any revisions.

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

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

1. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Health Canada/PHAC or the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of Health Canada/Public Health Agency of Canada.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from April 1, 2021 to October 31, 2026 inclusive.

7.4.3 Option to Extend the Contract

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

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

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

7.5 Authorities

7.5.1 Contracting Authority

Name: Jeremy Mallon
Title: Procurement Officer
Address: Public Health Agency of Canada
200 Eglantine Driveway Ottawa, Ontario K1A0K9
Telephone: 613-941-2124
E-mail address: jeremy.mallon@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority (to be identified at contract award)

The Project Authority for the Contract is:

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

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

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

7.5.3 Contractor's Representative (to be identified at contract award)

7.6 Proactive Disclosure of Contracts with Former Public Servants

****this clause may be removed from the contract pending the results of the evaluation****

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

7.7 Payment

7.7.1 Basis of Payment – Scheduled Services

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

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

7.7.1.1 Limitation of Expenditure

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

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.2 Basis of Payment – Task Authorization

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

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

7.7.2.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

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

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

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Invoices must be distributed as follows:
 - a. One copy must be forwarded to the Project Authority and to the email address shown below for certification and payment: Hc.p2p.east.invoices-factures.est.sc@canada.ca

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2010C;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated _____

ANNEX A - STATEMENT OF WORK

1. TITLE GROUNDSKEEPING SERVICES

2. SCOPE

2.1. Introduction

The Canadian Science Centre for Human and Animal Health (CSCHAH) and the JC Wilt Infectious Diseases Research Centre (JCWDRC) have a requirement for the provision of general maintenance services of the grounds and patios at each of these locations.

2.2. Objectives of the Requirement

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

2.3. Background and Specific Scope of the Requirement

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The NML is located in the Canadian Science Centre for Human and Animal Health, the only facility to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

- 3.1.1 The Contractor must provide skilled and licensed personnel to provide general maintenance of the grounds. Maintenance will include, but is not limited to: lawn care and tree repair, tree and shrub maintenance, installation and maintenance of perennial and annual plants, sweeping of entrance ways to remove leaves as needed, sweeping of parking lots and access areas in the spring to remove sand residue left behind from winter months.
- 3.1.2 It is imperative that the grounds are maintained in a manner that portrays and supports the reputation of these world-class facilities.
- 3.1.3 The work is to include:

Part A:

Scheduled Services:

i) Spring Cleaning:

- Removal of Winter Protection: Remove from site as directed by the Project Authority, stakes and any protective coverings. Collect and dispose of debris accumulated during winter months. Patrol grounds for snow mould and remove immediately. Reuse or recycle stakes, coverings, compost, and debris wherever possible.
- Paved Areas: Sweep all parking areas and paved walkways, access roads and ramps. Remove sand and gravel resulting from winter sanding operations from the site. Work must be conducted in early spring as soon as working conditions are favourable.
- Paved Areas: Sweep all parking areas and paved walkways, access roads and ramps.
- Rake lawn areas and remove dead vegetation, leaves and debris. Do heavy raking or appropriate treatment on areas with snow mould
- Roll lightly areas where grass has lifted due to frost action.
- Aerate areas where soil has been compacted through pedestrian traffic or other causes. Use aerating equipment which extracts earth plugs from the soil.

- Clean shrub borders, flower beds and planters of debris and dead plant material. Loosen and cultivate soil lightly without disturbing roots below the surface
- Apply fertilizer only when lawn is dry

ii) **Patios located at 1015 Arlington: (total of 2 patios)**

- Maintenance of plants and planters
- Removal of moss and weeds between patio stones in the spring, once throughout summer and additionally if required.

iii) **Lawn Maintenance:**

a) **Mowing of Lawn Areas:**

- Lawns should be mowed once weekly, or as required to maintain height of 5-7 cm. during entire growing season. Grass may be mowed less frequently later in the growing season when growth slows.
- Lawn cutting operations include picking up and disposing of paper and refuse accumulated on the property, this includes landscape areas, parking areas and sidewalks.
- Mow when grass is dry. Do not remove grass clippings from lawn unless volume is such as to be harmful to the lawn. Trim or use edger for grass adjacent to buildings, pavement, trees, fences, etc. Edge grass around planting beds neatly so as to create a gutter between lawn and planting beds. The gutter shall be 8-10 cm wide.

b) **Fertilizing Lawn Areas (spring and fall):**

- Apply fertilizer (type to be dictated by soil) as per manufacturer's recommended application. Use mechanical spreading equipment or other means to ensure specified rate is spread evenly.
- Water immediately after fertilizing to obtain moisture penetration appropriate for grass.
- Rectify any uneven spreading as soon as it becomes apparent. Spread additional fertilizer over affected area as per manufacturer's recommended application procedures.
- Apply fertilizer only when lawn is dry.

iv) **Shrub Maintenance:**

a) **Fertilizing:**

- Deciduous Shrubs: broadcast and lightly work into soil under the branches, fertilizer (type indicated by soil) as per manufacturer's recommended application.
- Evergreen Shrubs: broadcast under branches the fertilizer (type dictated by soil) as per manufacturer's recommended application. Water appropriately to maintain healthy shrubs.
- Fertilize all shrubs in early spring before new growth.

b) **Pruning:**

- Prune during early part of the growing season.
- Prune shrubs which flower on the previous year's growth, only after flowering occurs.
- Remove old "leggy" branches from shrubs (up to a maximum of 25%). Cutting clean to ground to force production of new shoots.

v) **Tree Maintenance:**

a) **Pruning (when required):**

- Prune during early part of the growing season.
- Cut and remove dead and injured branches in manner that will not damage trees, but rather encourage healthy growth. Do not leave little stumps on trunks or main branches.

b) **Fertilizing (Spring):**

- Evergreen trees: broadcast under branches, fertilizer (type dictated by soil) as per manufacturer's recommended application. Water appropriately to encourage healthy trees.
- Deciduous trees: fertilize using fertilizer (type dictated by soil) as per manufacturer's recommended application. Water for several hours, or as needed for healthy growth.

- Fertilize all trees in early spring before new growth starts.

vi) Flower Beds and Planters:

- Plants and flowers should only be planted after risk of last frost
- Contractor is responsible for the addition of nutrient materials in the flower beds and planters to ensure optimum flower display and plant vigour
- Cultivate whenever required to keep top layer of soil loose, pliable, free from weeds, and debris.
- The Contractor will supply and install approximately 1250 annual bedding plants. Variety and types of flowers will be determined in consultation with the Project Authority.
- From time to time, the Contractor may be asked to plant additional perennial or annual flowers and/or shrubs. The Contractor shall supply the labour at no extra costs to the Crown. Any new, not already existing perennial/annual flowers and shrubs shall be paid for by the Contractor, including the Contractor's mark-up as per his/her proposal and the Crown shall reimburse the Contractor as a miscellaneous expense.
- Wherever possible, divide existing mature perennials and re-distribute them in suitable locations within the property.
- Purchase of any planters shall be the responsibility of the Crown.

vii) Weed Control:

- Prepare herbicide spray moisture according to manufacturers' recommendation and apply at recommended rate by means of fine spray. Use only when necessary and limit spraying to problem areas.
- Confine spray pattern to areas to be treated. Do not use mist blower.
- To ensure appropriate control, weeds are to be hand removed or sprayed prior to formation. Spot spraying or hand removal of weeds are to be performed on continuing basis each season. Weed density of more than two (2) plants per square metre of grass area is not acceptable.
- Use herbicides only when air temperatures are between 15C and 32C.
- Avoid spraying on windy days.
- Apply on dry plants where no rain is forecasted for at least 12 hours.
- Repair and compensate for any damage caused through any improper use of herbicides.
- Ensure paved areas, including bicycle parking areas, are kept free of any unwanted growth during the term of this contract.

viii) Pest and Disease Control:

- Apply contact or systemic insecticides to control aphids, etc. Strictly follow manufacturer's specifications for use.
- Immediately notify the Project Authority of any insect or fungal damage.
- Do not use DDT (dichlorodiphenyltrichloroethane) insecticides.
- Avoid insecticides, which are harmful to frogs, birds and other wildlife.
- Obtain the Project Authority's approval prior to proceeding with application of pest and disease control.

ix) Watering:

- The Contractor is responsible for ensuring that all lawns, trees, shrubs and plant beds are adequately watered during the growing season.
- Use 'Deep Root Mechanisms' that allow watering and fertilizing below soil surface near active tree roots shall be used to water all large trees to ensure deep penetration and conservation of water
- The Contractor will be responsible to supply all hoses, and sprinklers as required.
- The Crown will provide sources of water for all watering requirements. The Contractor will be responsible for becoming familiar with the location of the water supplies and outlets at each location covered under this agreement.
- Upon request, the Contractor must provide a watering schedule to the Project Authority.
- The use of hoses and other materials to maintain the grounds should not impede access to sidewalks and other paved areas where there is foot traffic.

x) **Winter Preparation and Clean Up:**

- Rake and assemble leaves after they have fallen from the trees. Recycle or dispose of them at designated sites as determined by the City of Winnipeg.
- Clean out flower beds and remove all dead plant material from the site.
- Remove debris, garbage, leaves, etc, from the site on a weekly basis.
- Cover /apply protective coverings on shrubs, perennials, etc as required for wintering.

Part B:

'As and When' Requested Services

1. All Activities below to be done on **As and When** Requested Basis issued via Task Authorization Form from the Project Authority.
2. **Emergency Repair and/or specific tasks** identified and / or requested by the Project Authority for both CSCHAH and JWIDRC facilities.
3. Items include but are not limited to the following;

i) **Aerating of Lawn Areas:**

- Select time during early spring when soil is sufficiently dry to allow breaking up of soil particles.
- Clean lawn areas to be aerated and grass to be kept to a height of 5-7 cm. Grass should never be shorter than 5cm.
- Aerate lawns using aerating equipment which extracts and deposits (at location of extraction) earth plugs a minimum of 6cm deep (or appropriate depth for grass type) and spaced to a maximum of 12cm on centres (or appropriate distance for grass type).
- Break up plugs and spread resulting soil evenly throughout the grass by dragging a heavy mat over the grass, raking or other means to achieve the desired result.
- During the summer, aerating of lawn shall only be required in places where trampling has occurred. The minor aerating requirements shall be included within costs for maintenance and not considered an extra to the contract

ii) **Re-Sodding:**

- Supply and install where necessary.
- Remove existing and dead sod, weeds and debris from areas to be re-sodded.
- Loosen top layer using a discing, rototilling, or similar method. Prepare smooth, loose surface for laying sod.
- Apply fertilizer (type dictated by soil) at an appropriate rate, as per manufacturer's recommended application. Rake into top layer of soil.
- Use sod with grass mixture equivalent to the one growing on site.
- Lay sod with sections closely butted, without overlapping of gaps, smooth and even with adjoining areas. Roll lightly and tamp. Water to obtain appropriate moisture penetration. Continue watering at intervals to maintain sufficient growth. Keep grass cut to an approximate height of 5-7 cm.

iii) **Top Dressing and Re-sodding:**

- Mow areas to receive top dressing to height of 5 to 7 cm. (or appropriate for grass type).
- Rake thoroughly, removing loose and dead grass, stones and debris.
- Use dry, friable and clean topsoil and spread to thickness of 2 to 3 cm, filling and low level areas.
- Over-seed areas with seed mixture equivalent to existing established on site, and suitable for region.
- Mix topsoil and seed by heavy raking, or similar process. Water to ensure close contact between sod, seed and top dressing. Roll lightly after soil has dried sufficiently to avoid adherence to roller.
- Apply water to ensure deep penetration and at sufficient intervals to maintain vigorous growth
- Keep grass cut at height of 5 to 7 cm.

- 3.1.4. The Contractor will assess the grounds and make recommendations to improve the visual aesthetics of the grounds. This task / project work must only proceed when authorized in writing by the Project Authority.
- 3.1.5. The Project Authority and the Contractor will meet prior to spring season work commencing to discuss plans for the upcoming growing season.
- 3.1.6. Work will be monitored by the Project Authority to ensure goals are met and optimum results are obtained.
- 3.1.7. Any plans to subcontract any work outlined herein must be discussed and pre-approved by the Project Authority in writing prior to the commencement of any work.
- 3.1.8. By December of each year, the Contractor will provide a written report summarizing work completed for the year at each location. This will include a description of the maintenance performed, and recommendations for future remedial maintenance and upgrades.
- 3.1.9. When requested by the Project Authority, the Contractor will submit a written plan of operation for approval. This is to ensure all work is being performed in a safe manner and will not cause damage to property or equipment, nor impact on critical laboratory programs.
- 3.1.10. The Contractor will:
 - (a) Perform work with minimum disturbance to occupants, public and normal use of premises.
 - (b) Protect existing greenery and equipment from damage.
 - (c) Perform any work that may disrupt the operations of the occupying clients after regular work hours (0700 – 1700 Monday to Friday).
 - (d) Advise the Project Authority on site of product defect or damage.

3.2 Response Times:

- 3.2.1. **“Routine”** - non-urgent service call which is to be performed during regular working hours and on normal working days. The Contractor must respond to request for services within one (1) working day of being notified by the Project Authority.
- 3.2.2. **“Emergency or Urgent”** - Respond via telephone within two (2) hours and if required, to proceed to the site within four (4) hours (or as mutually agreed upon during the initial telephone conversation). The contractor is to perform the emergency service and within one (1) working day, provide to the Project Authority a detailed estimate for services provided.
- 3.2.3. The Contractor must have the ability to receive and respond to calls during normal business hours and to emergency calls outside regular hours.
- 3.2.4. The Contractor must provide telephone numbers for regular service calls and the contract names and telephone numbers for emergency calls. The Contractor is responsible for advising the Project Authority in writing any changes to after-hour personnel schedule changes (weekend / holiday coverage) with a minimum of seven (7) calendar days' notice.

3.3 Required Resources or Types of Roles to be performed

- 3.3.1. The Contractor must provide all necessary labour, material, tools and equipment to carry out maintenance service in accordance with the work schedule.
- 3.3.2. The Contractor must have one (1) employee with a valid Herbicide/Pesticide Applicators Licence (or Valid Commercial Applicators License). A copy of this license must be submitted with bid.

- 3.3.3. The Contractor is to employ a minimum of two (2) experienced (minimum of two years' experience) grounds keeping personnel for maintenance of the site. Proof of qualifications must be provided with bid submission (Example of proof is number of years' experience in the industry and work of this nature as detailed herein this Statement of Work).

3.4 Materials

- 3.4.1. Leave packing or delivery slips for materials or replacement parts, at the time of delivery, with the person or persons appointed by the Project Authority. All materials delivered to the facilities must be delivered to CSCAH/ JWIDRC shipping and receiving.
- 3.4.2. Deliver, store and maintain materials with manufacturer's seals and labels intact.
- 3.4.3. Parts and materials are to be stored in accordance with manufacturer's and supplier's instructions.
- 3.4.4. Do not store materials on site without Project Authority's written approval.
- 3.4.5. CSCAH/ JWIDRC does not accept responsibility for materials or equipment stored on site.
- 3.4.6. The following materials and supplies are required by the Contractor:

Topsoil: Topsoil is to be free from subsoil, roots, grass, weeds, stones and objects. Acidity range of soil shall be near pH 5.5/7.5. Topsoil must be approved by Project Authority.

Peat Moss: decomposed plant material, fairly elastic and homogenous, free of decomposed colloidal residue, wood, sulphur, and iron of brown color containing minimum 60% organic matter by weight and moisture content not exceeding 15%. Shredded particles may not exceed 1/4" (6mm) in size. Minimum pH value peat 4.5, maximum 6.0.

Sand: Hard granular natural sand, clean of impurities, chemical or organic matter.

Fertilizer: Use complete commercial, CFIA Approved and environmentally friendly fertilizers at rates recommended by the manufacture.

Nursery Sod:

- (a) Especially sown and cultivated in nursery field as turn grass crop and maximum 2 broad leaf weeds and 10 other weeds within 50yd² (50m²) area.
- (b) Thickness of sod soil 1: (25 mm) maximum. Sod with soil visible when grass is mowed to 1 1/2 (40mm) height is not acceptable.
- (c) Sod must be certified Kentucky BlueGrass.
- (d) The contractor shall take proper measures and precautions to prevent lawn infestation by insects, crab grass, dandelions or other weeds in environmentally safe manners. Control methods must be discussed with the Project Authority.

Plant Material: Annuals: use only compact, sturdy plants with well-developed root system. Plants shall not have been crowded in flats.

Supply sufficient annual plant material to guarantee complete ground cover by mid July. Consult with the Departmental Representative to receive instructions on the type of annuals to be planted.

Weed Killer:

The contract shall ensure that weeds are removed using non-chemical means.

- (a) Type 1: 2.4-D Amine, or equivalent (for use on broadleaf lawn weeds).
- (b) Type 2: 2.4-D Amine, Dcamba, Mecoprop, or equivalent (for use on 2.4-D resistant lawn weeds).
- (c) Type 3: glyphosate, or equivalent (for use on non-grassed areas).

Mulch: Wood chip mulch to be same type of mulch as currently used on site.

Wound Dressing: Horticulturally accepted non-toxic, non-hardening emulsion.

3.5 Products

- 3.5.1. Materials and replacement parts that match existing building standard and code requirements are to be used. Alternative materials must have prior approval of the Project Authority. Any changes are to be pre-approved by the Project Authority.
- 3.5.2. The Contractor shall ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).

- 3.5.3. The Contractor must provide MSDS sheets for all chemicals used to control weeds, insects and pests. Provide a report to the Project Authority immediately after each application, indicating quantity and location of each chemical used.

3.6 Specifications and Standards

- 3.6.1 The contractor must comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:

- (a) Applicable Federal, Provincial and Municipal statutes, codes, regulations and acts;
- (b) Canada Labour Code; and
- (c) Workplace Hazardous Materials Information System (WHMIS)
- (d) In the event of a conflict between any of the codes, regulations, acts or standards outlined in herein, the most stringent shall apply.

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

3.7 Existing Services / Continuation of upkeep and maintenance of the grounds

Protect and maintain existing active services. Use existing services at no cost. Regular access hours shall fall within 0700 hours to 1700 hours, Monday through Friday inclusive, excluding holidays. The building operation is 24 hours a day, 365 days a year. Inform the Project Authority immediately of any code violation or required repairs which could pose a hazard to employees or building occupants.

3.8 Cleaning & Waste

- 3.8.1 Maintain work area free of accumulated waste and rubbish.
- 3.8.2 Remove and dispose of debris, used and obsolete material on a daily basis. Reuse and recycle wherever possible, onsite or offsite.
- 3.8.3 Remove grease, dust, dirt, stains, finger-prints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by the Contract work.

3.9. Technical, Operational and Organization Environment

- 3.9.1 The Contractor's work will be coordinated by the Contractors Representative under the direction of the CSCHAH / JWIDRC Project Authority (or a staff member designated by the Project Authority) responsible for area.
- 3.9.2 The Contractor must provide MSDS sheets for all chemicals used to control weeds, insects and pests. Provide a report to the Departmental Representative immediately after each application, indicating quantity and location of each chemical used.

3.10 Co-ordination and Protection

- 3.10.1 Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with the Project Authority to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
- 3.10.2 Protect existing work from damage.
- 3.10.3 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

3.11 Work Done by Other Means

This Contract does not create an exclusive right of the Contractor to perform the services specified herein. CSCHAH / JWIDRC reserve the right to have any work done by other means.

3.12 Workmanship

- 3.12.1. All work must match or exceed the quality of fit and finish of the original or existing work. All workmanship is subject to inspection and approval.
- 3.12.2. Replace all work unsatisfactory to the Project Authority without extra cost.

4. ADDITIONAL INFORMATION

4.1 Canada's Obligations

Canada will:

- Provide access to Reliability Cleared representatives to all 3 facilities.

4.2 Contractor's Obligations

The Contractor will:

- In the event of a dispute, make any and all records available to the Public Health Agency of Canada (PHAC) to substantiate time and/or materials spent on any one repair. Should there still be a discrepancy, the CSCHAH / JWIDRC Security sign in logs and/or card reader date shall be utilized and considered accurate.
- Materials required to be supplied and installed in the course of a service call shall be clearly identified as to individual cost to the Contractor as invoiced by the supplier.
- The Contractor must submit copies of actual invoices from their supplier when submitting claims for payment.
- Unless otherwise specified, the Contractor must use its own equipment for the performance of this Statement of Work.
- Title to the equipment / furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.
- For each item of equipment / furnishings purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

4.3 Location of Work, Work site and Delivery Point

There are 3 facilities that require regularly scheduled walk off mat supply and exchange:

Canadian Science Centre for Human and Animal Health (2 facilities)

- 1015 Arlington St. Winnipeg, MB R3E 3P6
- 820 Elgin Ave. Winnipeg, MB R3E 3M2

And

JC Wilt Infectious Diseases Research Centre

- 745 Logan Ave. Winnipeg, MB R3E 3L5

Please note The CSCHAH and JCWIDRC are LATEX-GLOVE FREE and SCENT/FRAGRANCE FREE facilities. In addition, closed toe shoes and clothing that extends below the knees, is required for personnel doing deliveries to these locations.

4.4 Language of Work

The work under this Contract, and resulting reports, submissions, must be in English.

4.5 Special Requirements

4.5.1. Site Security

- 4.5.1.1. Any work that may disrupt the operations of the occupying clients will be carried out after regular building operational hours. For all work carried out after regular building operational hours, the Manager, Security Operations will determine acceptable building security.

4.5.2. CSCHAH / JWIDRC Facility Access

- 4.5.2.1. Only those employees whose names appear on the Contractor's approval list will be allowed access to the site under this Contract.
- 4.5.2.2. The Contractor and his/her employees must provide valid photo identification and register with CSCHAH / JWIDRC Security on-site when entering and leaving the facility to obtain and return a facility access pass.
- 4.5.2.3. All keys and/or proximity cards entrusted to the Contractor and his/her employees for the fulfillment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 4.5.2.4. All lost keys or cards must be immediately reported to the security desk or the Project Authority.
- 4.5.2.5. Employees of the Contractor shall be subject to questioning and search of tools and supplies in relation to security matters by designated security staff.

4.5.3. Building Policies

- 4.5.3.1. The Contractor and his/her employees shall follow building policies and regulations including fire evacuation procedures, laboratory protocol, security requirements, and any directive issued from time to time by the Project Authority.
- 4.5.3.2. All approved employees of the Contractor must attend an orientation session on CSCHAH and JWIDRC building policies. This session is paid for by PHAC and subsequent orientation sessions will be made available for any new employees of the Contractor during the duration of this Contract.
- 4.5.3.3. All personnel representing the Contractor which may have access to the CSCHAH and JWIDRC facility, documentation and/or information that is confidential or proprietary to Canada, must sign a Non-Disclosure and Confidentiality Agreement (attached hereto as Appendix "B") prior to being granted access to the facility, such documentation and/or information.
- 4.5.3.4. The CSCHAH and JWIDRC is a LATEX GLOVE FREE facility. No latex gloves are permitted in the facility.
- 4.5.3.5. Attend meetings on site when requested by the Project Authority.
- 4.5.3.6. Conserve energy and non-renewable resources with due regard for property protection, safety of workers and employees and override by-laws and regulations.
- 4.5.3.7. Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.
- 4.5.3.8. Respect the Government of Canada's No Smoking policy on these premises.
- 4.5.3.9. All personnel shall refrain from wearing/listening to any personal entertainment devices that may limit hearing or vision in the performance of their work.
- 4.5.3.10. All personnel/visitors are prohibited from using personal or business related portable electronic devices to take photos/videos or personnel or government assets. This applies to all areas of the facility, indoors and outdoors.

4.5.4. Parking

- 4.5.4.1. There is no available parking at 745 Logan Avenue location and vehicle owners are required to find alternative parking off site of the JC Wilt facility.
- 4.5.4.2. Parking will be made available at 1015 Arlington Street to Contractors holding contracts with the CSCHAH. Only vehicles with proper signage, operated by a contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
- 4.5.4.3. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts.
- 4.5.4.4. Contractors must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
- 4.5.4.5. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
- 4.5.4.6. There will be no overnight parking or storage of a vehicle allowed.
- 4.5.4.7. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
- 4.5.4.8. Unauthorized vehicles will be subject to tow at the owner's expense

ANNEX "B"

BASIS OF PAYMENT

Initial Contract Period: Year 1: April 1 2021 – March 31, 2022

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	Location: CSCHAH Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
2	Location: JWIDRC Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
3	As and When Requested services as per Part B - Statement of Work	Hour	250	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
4	Location: CSCHAH & JWIDRC Annual Plants (in accordance with the Statement of Work, Sub Article 2.1.3 Part A, Flower Beds and Planters) Plants are to be at the Contractors cost, plus a mark-up of _____ %	Percentage	\$3600.00	%	\$
5	Location: CSCHAH & JWIDRC Miscellaneous Items / Materials are to be charged at the Contractor's laid down costs, plus a mark-up of _____%. Not to exceed manufacturer's suggested retail price. Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work location. (tax excluded)	Percentage	\$4200.00	%	\$

Total of Column C, Initial Contract Period (Item 1 + 2 + 3 +4 + 5) = \$ _____

Estimated Applicable Taxes GST to Initial Contract Period = \$ _____

Initial Contract Period: Year 2: April 1 2022 – March 31, 2023

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	Location: CSCHAH Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
2	Location: JWIDRC Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
3	As and When Requested services as per Part B - Statement of Work	Hour	250	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
4	Location: CSCHAH & JWIDRC Annual Plants (in accordance with the Statement of Work, Sub Article 2.1.3 Part A, Flower Beds and Planters) Plants are to be at the Contractors cost, plus a mark-up of _____%.	Percentage	\$3800.00	%	\$
5	Location: CSCHAH & JWIDRC Miscellaneous Items / Materials are to be charged at the Contractor's laid down costs, plus a mark-up of _____%. Not to exceed manufacturer's suggested retail price. Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work location. (tax excluded)	Percentage	\$4400.00	%	\$

Total of Column C, Initial Contract Period (Item 1 + 2 + 3 +4 + 5) = \$ _____

Estimated Applicable Taxes GST to Initial Contract Period = \$ _____

Initial Contract Period: Year 3: April 1, 2023 – March 31, 2024

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	Location: CSCHAH Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
2	Location: JWIDRC Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
3	As and When Requested services as per Part B - Statement of Work	Hour	250	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
4	Location: CSCHAH & JWIDRC Annual Plants (in accordance with the Statement of Work, Sub Article 2.1.3 Part A, Flower Beds and Planters) Plants are to be at the Contractors cost, plus a mark-up of _____%	Percentage	\$4000.00	%	\$
5	Location: CSCHAH & JWIDRC Miscellaneous Items / Materials are to be charged at the Contractor's laid down costs, plus a mark-up of _____%. Not to exceed manufacturer's suggested retail price. Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work location. (tax excluded)	Percentage	\$4700.00	%	\$

Total of Column C, Initial Contract Period (Item 1 + 2 + 3 +4 + 5) = \$ _____

Estimated Applicable Taxes GST to Initial Contract Period = \$ _____

Option Year 1: April 1, 2024 – March 31, 2025

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	Location: CSCHAH Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
2	Location: JWIDRC Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
3	As and When Requested services as per Part B - Statement of Work	Hour	250	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
4	Location: CSCHAH & JWIDRC Annual Plants (in accordance with the Statement of Work, Sub Article 2.1.3 Part A, Flower Beds and Planters) Plants are to be at the Contractors cost, plus a mark-up of _____%	Percentage	\$4200.00	%	\$
5	Location: CSCHAH & JWIDRC Miscellaneous Items / Materials are to be charged at the Contractor's laid down costs, plus a mark-up of _____%. Not to exceed manufacturer's suggested retail price. Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work location. (tax excluded)	Percentage	\$4900.00	%	\$

Total of Column C, Initial Contract Period (Item 1 + 2 + 3 +4 + 5) = \$ _____

Estimated Applicable Taxes GST to Initial Contract Period = \$ _____

Option Year 2: April 1, 2025 – March 31, 2026

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	Location: CSCHAH Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
2	Location: JWIDRC Grounds Maintenance in accordance with Part A - Statement of Work	Month	7	\$	\$
3	As and When Requested services as per Part B - Statement of Work	Hour	250	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
4	Location: CSCHAH & JWIDRC Annual Plants (in accordance with the Statement of Work, Sub Article 2.1.3 Part A, Flower Beds and Planters) Plants are to be at the Contractors cost, plus a mark-up of _____ %	Percentage	\$4400.00	%	\$
5	Location: CSCHAH & JWIDRC Miscellaneous Items / Materials are to be charged at the Contractor's laid down costs, plus a mark-up of _____ %. Not to exceed manufacturer's suggested retail price. Mark-up costs are to include all costs associated with material pick-up and delivery to and from site of work location. (tax excluded)	Percentage	\$5100.00	%	\$

Total of Column C, Initial Contract Period (Item 1 + 2 + 3 + 4 + 5) = \$

Estimated Applicable Taxes GST to Initial Contract Period = \$

Financial Bid

Total overall proposed value (exclusive of applicable tax):

Initial Contract Period + Option year 1 + Option year 2 = \$

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Attached separately

ANNEX "D"

TASK AUTHORIZATION FORM

Contract Number:			
Task Authorization (TA) No. / PO Number:			
TA Validity Period:	Start:	End:	
Financial Coding:			
Contractor's Name and Address			
.			
Original Authorization			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
TA Revisions Previously Authorized (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
TA Revision No.	Authorized Increase or Decrease (GST/HST extra): \$		
New TA Revision (as applicable)			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
Contract Security Requirements (as applicable)			
This task includes security requirements.			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.			

Required Work
SECTION A - Task Description of the Work required
SECTION B - Applicable Basis of Payment
SECTION C - Cost Breakdown of Task
SECTION D - Applicable Method of Payment

Authorization
<p>By signing this TA, the Project Authority certifies that the content of this TA is in accordance with the Contract.</p> <p>Name of Project Authority</p> <p>_____</p> <p>Signature _____ Date: _____</p>
Contractor's Signature
<p>Name and title of individual authorized to sign for the Contractor</p> <p>_____</p> <p>Signature _____ Date _____</p>