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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, and the Task Authorization Form.

### **1.2 Summary**

The National Microbiology Laboratory (NML) at Guelph has a requirement for snow clearing and removal and grounds maintenance services at 110 Stone Road West, Guelph, Ontario N1G 3W4.

The area of work shall include:

- 
- The total land area is 8700 sq. metres;
- The building occupies approximately 1200sq. metres;
- Roadways and loading docks approximately 2326 sq. metres;
- Sidewalks approximately 415 sq. metres;
- The lawn areas and planting beds are approximately 5589 sq. metres.

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

### **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](mailto: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 Ontario.

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 110 Stone Road West, Guelph, Ontario N1G 3W4 on October 8, 2020. The site visit will begin at 10:00a.m., in the Lobby.

Bidders must communicate with the Contracting Authority no later than October 6, 2020 at 10:00a.m. to confirm attendance and provide the name(s) of the person(s) who will attend (**due to COVID-19 we are asking that you please only send one(1) representative for the site visit**).

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."

<b>Table 1 - Snow Removal - Mandatory Criteria</b>		Met (Yes/No)	Indicate page#
M1	<p>The bidder <b>MUST</b> provide evidence of its experience and past performance as a contractor by submitting with their proposal two (2) written customer reference(s) for work completed from two (2) Site Locations for snow removal services that clearly meet the definition of *similar size and scope below. The referenced projects/contracts must be for a commercial/industrial building for a minimum duration of two (2) years with in the last five (5) years from the bid closing date.</p> <p>The written reference template provided below must be completed by the customer reference and submitted with your proposal at time of bid closing. Please see Appendix 1 - Snow Removal – Mandatory Evaluation</p>		



	<p>Submission (M1)</p> <p>Definition: For the purpose of evaluation *Similar Size and Scope means the following:</p> <ul style="list-style-type: none"><li>- Services were provided for a commercial/industrial building on a continuous basis for a minimum of two year.</li><li>- For Snow Removal at least 70% of square meters involved in this requirement : Estimated at 2741 square meters in total. (Includes approximately 2326 square meters of parking lot and road and 415 square meters of sidewalk with 9 entrances).</li></ul> <p>It is the Bidder's responsibility to ensure that any information divulged has the permission of the references provided. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.</p> <p>The evidence provided by the bidder may be verified by the Crown. Canada reserves the right to verify information for completeness and accuracy. In the event where the information cannot be verified the proposal will be considered non-responsive and no further consideration will be given to the Bidder.</p>		
M2	<p>Bidder must demonstrate by providing documented proof that they possess the proposed vehicle at time of bid closing. The bidder's information must include as a minimum the year, manufacturer and model number of the bidder's proposed vehicle.</p> <p>Vehicle with plough: The vehicle must be a three-quarter (3/4) ton vehicle or heavier; and must be four (4) wheel drive weighted for adequate traction. The vehicle must include a plough.</p> <p>Dump Truck: The Dump truck must be a dump truck with six (6) cubic metre capacity.</p>		
M3	<p>Bidder must demonstrate by providing documented proof that they possess the proposed vehicle at time of bid closing. The bidder's information must include as a minimum the year, manufacturer and model number of the bidder's proposed vehicle.</p> <p>Front End Loader: The front end loader must be a minimum of 1 yard capacity with traction For snow clearing and snow loading of trucks and sufficient reach to fill a truck.</p>		





**Part 2 - Grounds Maintenance Services**

	<b>Table 2 - Ground Maintenance Services – Mandatory Criteria</b>	Met (Yes/No)	Indicate page#
M1	<p>The bidder <b>MUST</b> provide evidence of its experience and past performance as a contractor by submitting with their proposal two (2) written customer reference(s) for work completed from two (2) Site Locations for grounds maintenance Services that clearly meet the definition of *similar size and scope below. The referenced projects/contracts must be for a commercial/industrial building for a minimum duration of two (2) years with in the last five (5) years from the bid closing date.</p> <p>The written reference template provided below must be completed by the customer reference and submitted with your proposal at time of bid closing. Please see Appendix 2 – Grounds Maintenance – Mandatory Evaluation Submission (M1)</p> <p>Definition: For the purpose of evaluation *Similar Size and Scope means the following:</p> <ul style="list-style-type: none"> <li>- Grounds Maintenance: property limits and surrounding area at least 6,000 square meters in total for Landscape maintenance services. References to be no less than 70% of the total area.</li> <li>- Provided services for a commercial/industrial building on a continuous basis for a minimum of two years.</li> </ul> <p>It is the Bidder's responsibility to ensure that any information divulged has the permission of the references provided. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.</p> <p>The evidence provided by the bidder may be verified by the Crown. Canada reserves the right to verify information for completeness and accuracy. In the event where the information cannot be verified the proposal will be considered non-responsive and no further consideration will be given to the Bidder.</p>		
M2	<p>The Bidder must identify the proposed person Supervisor/Foreman who will be performing the on-site work described in the statement of work and has a valid Canadian Horticultural Technician Certification at bid closing.</p>		

**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.



**Appendix 1 to Part 4– Snow Removal – Mandatory Evaluation Submission (M1)**

The written reference template provided below must be completed by the customer reference and submitted with your proposal at time of bid closing:

Customer Reference Name: \_\_\_\_\_  
Telephone # \_\_\_\_\_

Location or Site of the Performed Services  
Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start and end date when the bidder performed the services:  
From: Day\_\_ Month\_\_\_\_ Year\_\_\_\_ To: Day\_\_  
\_\_\_\_ Month\_\_ Year\_\_\_\_

Estimated Size/Area of Location: (sq.m, acre, hectare, or sq. ft.)  
\_\_\_\_\_  
\_\_\_\_\_

Description of the Scope and type of Services provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Definition: For the purpose of evaluation \**Similar Size and Scope* means the following:

- *Services were provided for a commercial/industrial building on a continuous basis for a minimum of two year.*
- *For Snow Removal at least 70% of square meters involved in this requirement : Estimated at 2741 square meters in total. (Includes approximately 2326 square meters of parking lot and road and 415 square meters of sidewalk with 9 entrances).*

It is the Bidder's responsibility to ensure that any information divulged has the permission of the references provided. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified by the Crown. Canada reserves the right to verify information for completeness and accuracy. In the event where the information cannot be verified the proposal will be considered non-responsive and no further consideration will be given to the Bidder.



**Appendix 2 to Part 4 – Grounds Maintenance – Mandatory Evaluation Submission (M1)**

The written reference template provided below must be completed by the customer reference and submitted with your proposal at time of bid closing:

Customer Reference Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

Location or Site of the Performed Services  
Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start and end date when the bidder performed the services:  
From: Day \_\_\_ Month \_\_\_ Year \_\_\_ To: Day \_\_\_  
Month \_\_\_ Year \_\_\_

Estimated Size/Area of Location:  
(sq.m, acre, hectare, or sq. ft.)

\_\_\_\_\_  
\_\_\_\_\_

Description of the Scope and type of Services provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Definition: For the purpose of evaluation \**Similar Size and Scope* means the following:

- *Grounds Maintenance: property limits and surrounding area at least 6,000 square meters in total for Landscape maintenance services. References to be no less than 70% of the total area.*
- *Provided services for a commercial/industrial building on a continuous basis for a minimum of two years.*

It is the Bidder's responsibility to ensure that any information divulged has the permission of the references provided. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified by the Crown. Canada reserves the right to verify information for completeness and accuracy. In the event where the information cannot be verified the proposal will be considered non-responsive and no further consideration will be given to the Bidder.



## **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.

## **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

### 7.1 Security Requirement

There are no security requirements associated to this contract.

### 7.2 Statement of Work

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

#### 7.2.2 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.

##### 7.2.2.1 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 C .
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.

##### 7.2.2.2 Task authorization limit

The Project Authority may approve individual task authorizations up to a maximum of \$ \_\_\_\_\_, Applicable Taxes included, inclusive of any revisions.

Any Task Authorizations issued beyond this limit must be authorized by the Contracting Authority before being issued.



**7.2.2.3 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.

**7.3 Standard Clauses and Conditions**

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

**7.3.1 General Conditions**

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

**7.4 Period of the Contract**

The period of the Contract is from contract award to April 30<sup>th</sup>, 2023 inclusive.

**7.4.1 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.

**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: 613-371-3237  
E-mail address: [jeremy.mallon@canada.ca](mailto: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)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

**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 Method of Payment**

#### **7.7.3.1 Scheduled Services - 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;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **7.7.3.2 As and When Services - Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work 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.





## 7.8 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 [Hc.p2p.east.invoices-factures.est.sc@canada.ca](mailto:Hc.p2p.east.invoices-factures.est.sc@canada.ca) for certification and payment

## 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 Ontario.

### 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) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_



## ANNEX "A" - STATEMENT OF WORK

### 1. TITLE

Snow Clearing and Removal Services and Grounds Maintenance Services

### 2. SCOPE

#### 2.1. Introduction

The National Microbiology Laboratory (NML) at Guelph has a requirement for snow clearing and removal and grounds maintenance services at 110 Stone Road West, Guelph (Ontario) N1G 3W4.

#### 2.2. Objectives of the Requirement

The Scope of Work detailed herein includes, but shall not be limited to, the provision of snow removal and grounds maintenance services, 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

The National Microbiology Laboratory (NML) is one of the Public Health Laboratories at the Public Health Agency of Canada. It focuses on preventing infectious and chronic diseases by looking at public health risks that come from the interactions between animals, humans and the environment.

## 3 Requirements – Snow Clearing and Removal Services

### 3.1 Tasks, Activities, Deliverables and/or Milestones

#### PART 1 - SNOW CLEARING

The area of work for snow removal shall include:

- The total land area is 8700 sq. metres, see Appendix A;
- (1) Building (approximately 2741 sq. meters);
- parking lot entrances and exits, various roadways and loading docks (approximately 2326 sq. meters);
- sidewalks and walkways (approximately 415 sq. meters);
- (9) building entrances

#### Part A: Scheduled Services:

- 3.1.1.1 The Contractor is responsible to ensure that all parking areas, loading dock areas, vehicular entrances, exits, and sidewalk areas are kept free and clear of snow, ice and slush at all times. The Contractor is to ensure snow banks do not in any manner obstruct the walkways and vehicular traffic.
- 3.1.1.2 The Contractor must commence snow clearing within two (2) hours of snowfall or when a snowfall of five (5) cm is published on Environment Canada's Weather and Meteorological website. The Contractor must clear all the snow to the designated areas that have been assigned by the Project Authority for stock piling the snow. The Contractor must complete clearing of the snow to the designated areas prior to 7:00 AM.
- 3.1.1.3 In the event of a continuous snowfall, the Contractor must clear the snow between the hours of 7:00AM – 5:00PM so that an accumulation of snow is no greater than five (5) cm at any time. Once the snowfall ends, the Contractor must immediately clear the



snow.

- 3.1.1.4 In the event of drifting snow of ten (10) cm or greater the areas must be cleared by the Contractor. The Project Authority will notify the Contractor by phone and the Contractor must be on site within 1 hour to clear the drifted snow to the designated stock piling areas.
- 3.1.1.5 Sidewalk areas are to be cleared using light equipment or by hand only, to avoid damage to the pavement.
- 3.1.1.6 Snow clearing must include an ice control agent at entrances and exits, roadways, driving lanes between vehicle parking, in front of all waste and recycle containers, loading docks, sidewalks and walkways immediately after clearing snow away to prevent hazardous conditions such as slips, falls and loss of control of vehicle(s).

### 3.1.2 ICE CONTROL

The Contractor must apply an ice control agent at building entrances and exits, vehicle roadways, driving lanes between vehicle parking, in front of all waste and recycle containers, loading docks, sidewalks and walkways to eliminate dangerous conditions that may be a result of sleet storms, freezing rain, and snowfalls under five (5) cm as published on the Environment Canada Weather and Meteorological. The Contractor is to take action within one (1) hour of such conditions occurring during business hours (7:00 AM to 4:30 PM) and prior to 7:00AM the next business day if conditions occur after business hours.

### 3.1.3 REMOVAL OF SNOW ACCUMULATION:

The Contractor will provide the necessary equipment and operator to remove snow accumulated from the stock pile area to another designated area on-site determined by the Project Authority when the accumulated snow becomes too great for the designated stock piling area.

## **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. Items include the following;
  - Sanding of parking lot;
  - Snow plowing;
  - Snow shoveling.

## **3.2 EQUIPMENT**

The Contractor is responsible for transporting consumables and equipment to and from the site for performance of services. The Contractor must have in their possession the equipment identified below. The Contractor's equipment must meet at least the minimum specifications detailed below. The Contractor must ensure that all equipment is in good repair. Canada reserves the right to have equipment it judges unsafe, not suitable or defective be replaced or repaired.

- 3.2.1 Vehicle with snow plough: must be a three-quarter (3/4) ton vehicle or heavier pickup; and must be four (4) wheel drive weighted for adequate traction.
- 3.2.2 Front End Loader: minimum of 1 yard with traction for snow clearing and snow lading of trucks with sufficient reach to fill the trucks.
- 3.2.3 Dump Truck: must be a dump truck with six (6) cubic metre capacity.
- 3.2.4 Mechanized method for spreading the ice control agent for the parking lot and driveway



areas.

- 3.2.5 Sidewalk area must be cleared using light equipment or shoveled by hand only, to avoid damage to the pavement.
- 3.2.6 The Contractor must provide the Project Authority with a list of equipment including the year, make, model license plate number and capacity that will be used to perform the work prior to the start of the season.

### **3.3 CONSUMABLES**

The Contractor is responsible for providing the following consumables:

- 3.3.1 Ice control agent used for sidewalk areas must be Calcium Chloride.
- 3.3.2 Ice control agent used for parking lot and driveways must be salt or a mixture of sand and salt.

### **3.4 SAFETY**

- 3.4.1 The Contractor must provide a written report to the Project Authority of any damage, accident, or incident on the property during the performance of work. The Contractor must make good any damage at no expense or inconvenience to Canada.
- 3.4.2 The Contractor must provide a health and safety plan to the Project Authority prior to commencing work that clearly identifies any potential hazards and recommendation for preventive measures.
- 3.4.3 It is the responsibility of the Contractor to monitor accumulation, local weather reports and current site conditions 24 hours a day, 7 days a week.
- 3.4.4 The Contractor is to ensure the least possible interference with the occupants of the building.
- 3.4.5 The Contractor must not store his / her equipment on site.
- 3.4.6 The Contractor's personnel performing the services must have a valid Ontario driver's License in the designated class for the type of the vehicle(s) he or she is operating.
- 3.4.7 The Contractor's personnel performing the services must have a valid Operator's License to operate heavy equipment or vehicle he or she is operating.
- 3.4.8 The area to be covered under this Contract are all driveways, parking areas, loading dock areas, vehicular entrances, exits, and sidewalk areas.
- 3.4.9 "Snow" or "Snowfall" for the purposes of this Contract means snow, freezing rain, and wet snow and any combination of ice and snow.

### **3.5 DESIGNATED AREAS**

- 3.5.1 The designated snow stock piling areas will be determined by the Project Authority. The Contractor will be provided with an area to stockpile the snow on-site for the duration of the contract. Under no circumstances will snow be dumped, pushed, or piled against fences, buildings or landscaped areas or in any other location not designated by the Project Authority.
- 3.5.2 The Contractor must notify the Project Authority when the snow accumulation becomes too great for the designated stock piling area
- 3.5.3 The Project Authority will notify the Contractor to clear or remove the accumulated snow from the stocked pile area to another designated area on-site if the need arises



## **PART 2 – GROUNDS MAINTENANCE**

The area of work for grounds maintenance shall include:

- Lawn areas
- Shrub or evergreen shrub planting beds;
- Planting beds
- Lawn areas and planting beds are approximately 5589 sq.metres

### **3.6 Tasks, Activities, Deliverables and/or Milestones**

#### **Part A: Scheduled Services:**

##### **3.6.1 Spring Clean-up**

- a) Rake all lawn areas, loosening matted grass and remove dead vegetation, leaves, stones, paper, salt and sand and other debris accumulated during the winter months.
- b) Immediately, ground conditions permitting, the Contractor must dethatch all grassed areas using an accepted dethatching and decomping machine and rake off all accumulation.
- c) Cultivate tree beds, shrubs, plants, and planting beds and apply new mulch. Have lawn seeded with the right grass for this region, as a dense lawn is more resistant to unwanted species.
- d) Power sweep entire paved areas during early spring. Arrange with Site Representative to remove parked vehicles.

##### **3.6.2 Repairs**

The Contractor shall make repairs to ruts, gouges scalped or worn patches in all lawn areas as required. Repairs shall be made with weed-free topsoil and sod.

##### **3.6.3 Fertilizing – planting and shrubs**

All planting and shrub beds shall be fertilized in late spring and late fall with a premium slow release fertilizer appropriate for the application. Hawthorn trees and rose bushes with 15/7/6 fertilizer.

##### **3.6.4 Fertilizing - grass**

All grassed areas shall be fertilized in late spring and late Fall with a premium slow release Fertilizer appropriate for the application.

##### **3.6.5 Aerating**

All grassed areas shall be aerated in spring and fall prior to fertilizing. Equipment used must extract plugs of soil from the turf and the holes produced by aerating are to be left open.

##### **3.6.6 Spraying**

- 3.6.6.1 For more detailed information on pesticide use, please refer to 6.0 Pesticides. All grassed areas shall be monitored for crab grass and weeds, and shrubs and trees for insects and disease throughout the season. If it is determined that intervention is justified to control these pests, the contractor will ensure that the choice of pest management options are based on the following criteria:
  - a) least disruptive of natural controls
  - b) lowest risk to human health
  - c) lowest risk to non-target organisms



- d) least damaging to the general environment
- e) most likely to produce long term reductions in the pest; and
- f) most cost effective over time
- g) most selective for the target pest
- h) compatible with pesticide resistance management tactics.

3.6.6.2 All spraying must be performed as per manufacturer's directions. Set a higher threshold for weed destruction and spot manage if possible. When it is determined that a pesticide must be used in order to obtain adequate control, preference is to be given to the use of formulations and treatment techniques which minimize the potential risk to people and the environment. Avoid using chemicals near a water source or allowing chemicals from entering the storm sewer. Spray application of pesticides should not occur on windy days (winds in excess of 100km/hr.), during a Smog Advisory (issued by the Ontario Ministry of the Environment and Environment Canada) or in any conditions that would cause environmental damage. All controlled pesticide substances shall be applied by a licensed technician who will post and maintain signs where pesticides have been applied.

**NOTE:** At the National Microbiology Laboratory (NML) in Guelph, the majority of the trees are of the hawthorn variety. It should be noted that there have been problems in the past with the prevalence of "CEDAR APPLE RUST". This disease requires the trees to be sprayed on a regular basis with approved fungicides to control the diseased trees.

### 3.6.7 Pruning

All shrubs and trees shall be pruned as required to:

- a) Remove dead, diseased or damaged material.
- b) Maintain a open canopy away from structures.
- c) Keep growth below windows
- d) Maintain a tidy appearance.

### 3.6.8 Mowing

- 3.6.8.1 The grass areas shall be cut and trimmed as often as required to maintain a neat and orderly appearance. The grass shall never be cut lower than 60 mm and never be allowed to grow longer than 90 mm high. Mow lawn less often using very sharp blades- this will keep lawn healthier and more resistant to disease and drought. Sharp blades will produce a clean cut, which will heal quickly reducing the risk of disease and damage.
- 3.6.8.2 If the grass cutting or mowing is delayed and is cut too long due to inclement weather conditions allowing the grass clippings to lie in windrows on top of the lawn, the Contractor shall remove all clippings.
- 3.6.8.3 Trimming of the grass in lawn areas around trees, planting beds, Sidewalk, concrete curbs, etc., shall be done with hand push rotary mowers or single wheel reel-type trimming edging mowers.
- 3.6.8.4 If trimming cannot be done neatly by mechanical means, then final Trimming must be done by hand shears to give a neat appearance. Long grass clipping from trimming or mowing shall be raked up or swept from all sidewalks or paved areas.
- 3.6.8.5 The use of small engine equipment (lawn mowers, edgers, etc.) will be avoided during a Smog Advisory issued by the Ontario Ministry of Environment and Environment Canada and will be the contractor's responsibility to keep current with these advisory's.



- 3.6.8.6 It is the responsibility of the contractor to endeavour to incorporate The safe use of herbicides and an honest effort to reduce, reuse and recycle and to maintain and provide healthy plant material.

**3.6.9 Edging (once a week)**

The Contractor shall edge the following locations once (1) per week or as required:

- a) Where lawn areas run into hard surfaces at the same elevation i.e. concrete surfaces, asphalt surfaces, pavement, etc. Around shrubs or evergreen shrub planting beds within lawn areas.

**3.6.10 Edging (once a month)**

The contractor shall edge the following locations once (1) each month or as required:

- a) Around the base of all trees located within the area of the property.

**3.6.11 Cultivation (bi-weekly)**

- 3.6.11.1 Cultivation and weeding of the soil in shrub or evergreen shrubs, planting beds shall be done twice (2) per month.

- 3.6.11.2 Cultivation and weeding of the top-soil around the base of all trees in lawn areas shall be done twice (2) per month or as required. Any top-soil required to build up the cultivated areas to protect the roots will be supplied and applied by the Contractor. Mulch beds below trees and around flowers as this helps to keep moisture in and reduces the need for watering.

**3.6.12 Winter Preparation**

The Contractor shall prepare for winter season by performing the Following tasks:

- 3.6.12.1 De-thatch all grassed areas and remove loose grass accumulation. Rake and assemble all leaves after they have been shed. Remove leaves, debris, etc., from site prior to the onset of winter.
- 3.6.12.2 Remove all waste material caused by the above work, as it accumulates. Lawns are to be kept free of debris.
- 3.6.12.3 Shrubs that require special winter protection from temperature, snow Or ice, shall be cared for

**3.6.13 General Maintenance**

- 3.6.13.1 Contractor to remove all waste materials caused by all of the above operations from the site as It accumulates.
- 3.6.13.2 Lawns are to be kept free of debris and maintained.
- 3.6.13.3 Weekly By hand weeding or herbicide application (to be used only when required) remove all weeds from exterior surfaces, the courtyards, stone walks, paved areas, and parking areas.
- 3.6.13.4 Shrubs that die or are severely damaged, to the extent that they must be replaced, are to be reported to the Project Authority for authorization to replace.
- 3.6.13.5 Supply all peat moss, fertilizers, mulches, top dressing, grass seed and sod, as required.



## **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
3. Items include but are not limited to the following;
  - I. Alteration to the existing landscaping layout
  - II. Releveling of interlocking sidewalks areas

### **3.7 Safety**

- 3.7.1 The Contractor must provide a written report to the Project Authority of any damage, accident, or incident on the property during the performance of work. The Contractor must make good any damage at no expense or inconvenience to Canada.
- 3.7.2 The Contractor must provide a health and safety plan to the Project Authority prior to commencing work that clearly identifies any potential hazards and recommendation for preventive measures

### **3.8 Equipment**

- 3.8.1 The The Contractor must ensure that all equipment is in good repair. Canada reserves the right to have equipment it judges unsafe, not suitable or defective be replaced or repaired.
- 3.8.2 The Contractor shall not store his equipment at the site.

### **3.9 Personnel**

- 3.9.1 All Contractor grounds crew and landscape personnel working on site must be trained and experienced in horticultural care.
- 3.9.2 The Contractors Supervisor or Foreman must have a valid designation as a Canadian Certified Horticultural Technician.
- 3.9.3 The Contractor must provide standardized protective and environmental clothing items that must be worn by all contracted staff, thus providing individual recognition and professional appearance.

### **3.10 Pesticides**

- 3.10.1 Please note that an Integrated Pest Management (IPM) system is in place at this facility.
- 3.10.2 The goal of IPM is to deliver cost-effective pest control while at the same time minimizing reliance on pesticides. Contractor must find ways to minimize pesticide risk such as timing applications to target pests at the most susceptible life stage, treating only areas or plants that require treatment (spot spraying or precision applications), identifying sensitive sites, using buffer zones and by using equipment and products that reduce off target sprays.
- 3.10.3 CONTRACTOR MUST SUPPLY, HANDLE PESTICIDE, STORAGE USE, AND DISPOSAL IN ACCORDANCE WITH the Environment Canada Code of Good Practice for the Handling, Storage, Use and Disposal of Pesticides at Federal Facilities and Treasure Board Occupational Health and Safety Directives 2-15,Pesticides as well as other applicable legislation, regulation, and directives.
- 3.10.4 CONTRACTOR must include in their choice of pest management options the following criteria:





- a) least disruptive of natural controls
- b) lowest risk to human health
- c) lowest risk to non-target organisms
- d) least damaging to the general environment
- e) most likely to produce long term reductions in the pest; and
- f) most cost effective over time
- g) most selective for the target pest
- h) compatible with pesticide resistance management tactics.

3.10.5 CONTRACTOR must design their landscape pest management programs to:

- 3.10.5.1 Take advantage of opportunities for new landscape designs or renovations to introduce sustainable designs that promote healthy landscapes and pest resistant plants including Naturalization. Phase out plans or designs that require repeated treatments with pesticides.
- 3.10.5.2 Focus lawn pest management programs on the promotion and implementation of cultural practices that maintain healthy landscapes and prevent pest problems, such as using optimum soil depth and quality, proper mowing heights, watering, fertilizing, aeration, de-thatching, over-seeding with suitable turf varieties and prompt repairs to damaged turf.
- 3.10.5.3 Remain aware of changes in community standards and preferences in determining the requirements for pesticide applications.
- 3.10.5.4 When it is determined that a pesticide must be used in order to obtain adequate control, preference is to be given to the use of formulations and treatment techniques which minimize the potential risk to people and the environment.
- 3.10.5.5 Contractor to maintain a log of pesticide usage for the facility on site, location to be determined with sites representative. The log will document the pesticide product, the application rate or amount of pesticides used, and the locations where applications are made during each visit, monitoring results before and after a treatment and any non-pesticide control measures to reduce future pest populations such as renovations to prevent access or re-entry of pests. The log will also document the rationale for the decision to use pesticides, and the type and amount of pesticide used. These records should be maintained in accordance with the Treasury Board Occupational Health and Safety Directives 2-15, Pesticides.

#### **4 ADDITIONAL INFORMATION**

##### **4.1 Canada's Obligations**

Provide site access only, as the contractors will be working outside the facility at Guleph location.

##### **4.2 Contractor's Obligations**

Unless otherwise specified, the Contractor must use its own equipment for the performance of this Statement of Work.

##### **4.3 Location of Work, Work site and Delivery Point**

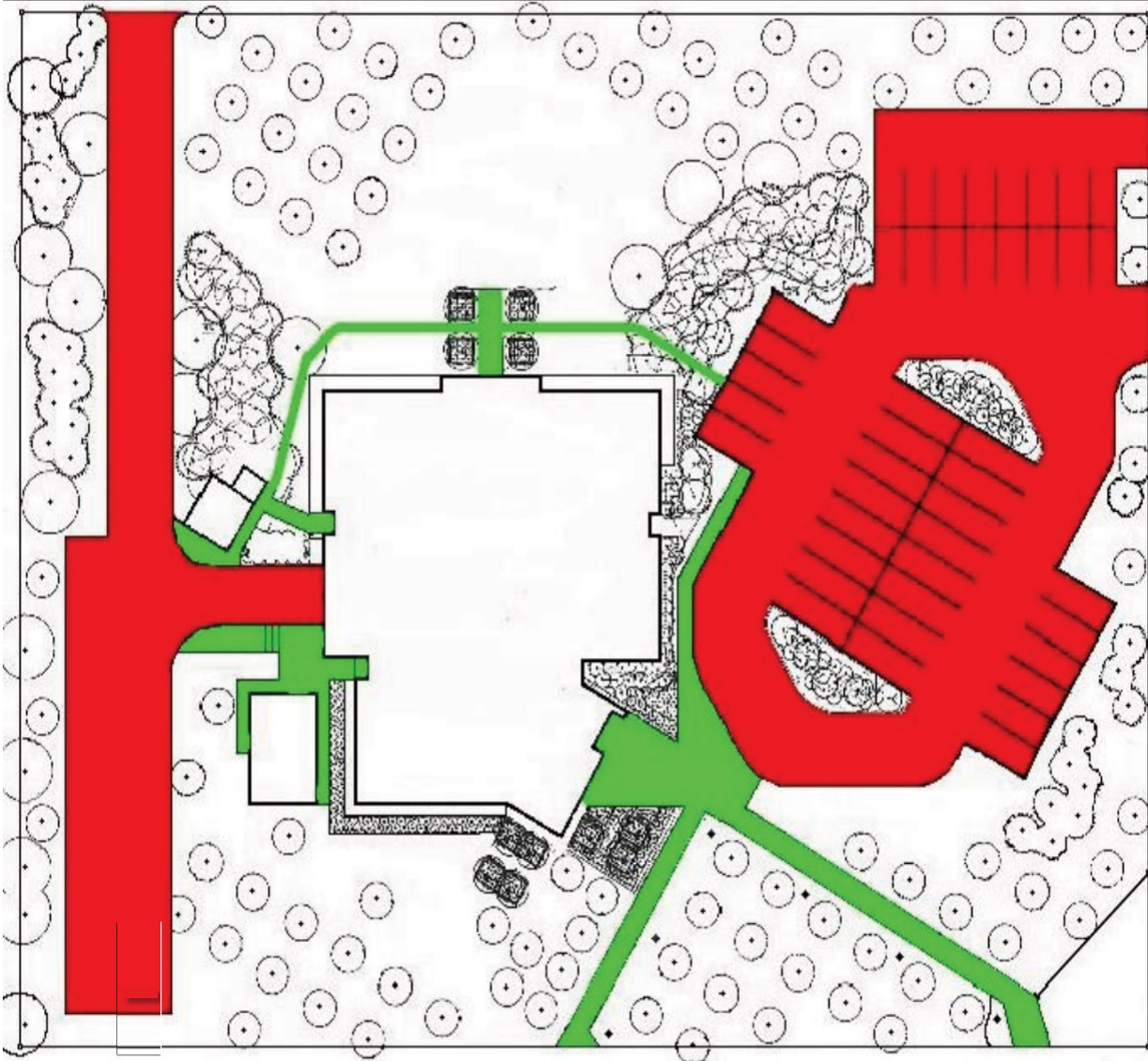
The grounds at 110 Stone Road West, Guelph, Ontario N1G 3W4 (approximately 6,000 sq. meters).

##### **4.4 Language of Work**

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



**Appendix A to Annex A - Site Diagram**



 Roadways & Parking areas 2326 m<sup>2</sup>

 Sidewalks 415 m<sup>2</sup>



**ANNEX “B” - BASIS OF PAYMENT**

**Snow Removal**

**Part 1 A: Initial Contract Period**

**Snow Removal - Initial Contract Period**

**Pricing Schedule A – Scheduled Services**

<b>Item</b>	<b>Description</b>	<b>Unit of Item</b>	<b>Estimated # of Units (Months) A</b>	<b>Unit Price per Month B</b>	<b>Total Price (AxB)= C</b>
<b>Contract Period Year 1</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the provision of snow clearing, removal and ice control services in accordance with Annex A , Statement of Work for the period of <b>November 1, 2020 to April 30, 2021</b>	<b>Month</b>	<b>6</b>	<b>\$</b>	<b>\$</b>
<b>Contract Period Year 2</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the provision of snow clearing, removal and ice control services in accordance with Annex A , Statement of Work for the period of <b>November 1, 2021 to April 30 ,2022</b>	<b>Month</b>	<b>6</b>	<b>\$</b>	<b>\$</b>
<b>Contract Period Year 3</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the provision of snow clearing, removal and ice control services in accordance with Annex A , Statement of Work for the period of <b>November 1, 2022 to April 30 , 2023</b>	<b>Month</b>	<b>6</b>	<b>\$</b>	<b>\$</b>

**Pricing Schedule B – As and When Services**

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Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
<b>Contract Period Year 1</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the provision of snow clearing, removal and ice control services in accordance with Annex A , Statement of Work for the period is from <b>contract award to October 31, 2020</b>	<b>Month</b>	<b>1</b>	<b>\$</b>	<b>\$</b>
<b>Contract Period Year 2</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the provision of snow clearing, removal and ice control services in accordance with Annex A , Statement of Work for the period of <b>October 1, 2021 to October 31, 2021</b>	<b>Month</b>	<b>1</b>	<b>\$</b>	<b>\$</b>
<b>Contract Period Year 3</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the provision of snow clearing, removal and ice control services in accordance with Annex A , Statement of Work for the period of <b>October 1, 2022 to October 31, 2022</b>	<b>Month</b>	<b>1</b>	<b>\$</b>	<b>\$</b>

A) Total of Column C, Initial Contract Period = \$ \_\_\_\_\_  
 Estimated Applicable Taxes GST to Initial Contract Period = \$ \_\_\_\_\_

**Part 1 B: Option Periods**

**Snow Removal – Option Period**

**Pricing Schedule A – Scheduled Services**

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
<b>Option Year 1</b>	Snow Maintenance – Firm all-inclusive price in Canadian Dollars for the season for the	<b>Month</b>	<b>6</b>	<b>\$</b>	<b>\$</b>





Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	<b>Location: Guelph</b> <b>Grounds Maintenance Services</b> – Firm all-inclusive Lot Price in Canadian Dollars for the provision of landscaping services in accordance with the Statement of Work	Month	7	\$	\$
2	<b>As and When</b> Requested services as per Part B - Statement of Work	Hour	50	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
3	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	\$1000.00	%	\$

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

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

**Grounds Maintenance: Initial Contract Period Year 2: April 1, 2022 – October 31, 2022**

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	<b>Grounds Maintenance Services</b> – Firm all-inclusive Lot Price in Canadian Dollars for the provision of landscaping services in accordance with the Statement of Work	Month	7	\$	\$
2	<b>As and When</b> Requested services as per Part B - Statement of Work	Hour	50	\$	\$



Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
3	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	\$1050.00	%	\$

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

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

**Grounds Maintenance: Initial Contract Period Year 3: April 1, 2023 – October 31, 2023**

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	<b>Grounds Maintenance Services</b> – Firm all-inclusive Lot Price in Canadian Dollars for the provision of landscaping services in accordance with the Statement of Work	Month	7	\$	\$
2	<b>As and When</b> Requested services as per Part B - Statement of Work	Hour	50	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
3	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	\$1100.00	%	\$

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



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

**Part 2 B: Option Periods**

**Grounds Maintenance: Option Year 1 : April 1, 2024 – October 31, 2024**

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	<b>Grounds Maintenance Services</b> – Firm all-inclusive Lot Price in Canadian Dollars for the provision of landscaping services in accordance with the Statement of Work	Month	7	\$	\$
2	<b>As and When</b> Requested services as per Part B - Statement of Work	Hour	50	\$	\$
Item	Description	Unit of Item	Estimated Cost A	Mark-Up B	Total Price (AxB)= C
3	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	\$1150.00	%	\$

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

Estimated Applicable Taxes GST to Initial Contract Period = \_\_\_\_\_

**Grounds Maintenance: Option Year 2: April 1, 2025 – October 31, 2025**

Item	Description	Unit of Item	Estimated # of Units (Months) A	Unit Price per Month B	Total Price (AxB)= C
1	<b>Grounds Maintenance Services</b> – Firm all-inclusive Lot Price in Canadian Dollars for the provision of landscaping services in accordance	Month	7	\$	\$





	with the Statement of Work				
<b>2</b>	<b>As and When</b> Requested services as per Part B - Statement of Work	<b>Hour</b>	<b>50</b>	<b>\$</b>	<b>\$</b>
<b>Item</b>	<b>Description</b>	<b>Unit of Item</b>	<b>Estimated Cost A</b>	<b>Mark-Up B</b>	<b>Total Price (AxB)= C</b>
<b>3</b>	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)	<b>Percentage</b>	<b>\$1200.00</b>	<b>%</b>	<b>\$</b>

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

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

**Financial Bid**

**Grand Total cost per year for Snow Clearance and Ground Maintenance**  
**A + B + C + D + E + F + G = \$ \_\_\_\_\_**



**ANNEX "C" - TASK AUTHORIZATION FORM**

<b>Contract Number:</b>			
<b>Task Authorization (TA) No. / PO Number:</b>			
<b>TA Validity Period:</b>		Start:	End:
<b>Financial Coding:</b>			
<b>Contractor's Name and Address</b>			
.			
<b>Original Authorization</b>			
Total Estimated Cost of Task (GST/HST extra) before any revisions:			
<b>TA Revisions Previously Authorized (as applicable)</b>			
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): \$		
<b>New TA Revision (as applicable)</b>			
TA Revision No.	Authorized Increase or Decrease (GST/HST extra):		
Total Estimated Cost of Task (GST/HST extra) after this revision:			
<b>Contract Security Requirements (as applicable)</b>			
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.			



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

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