



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right  
of Canada, in accordance with the terms and conditions  
set out herein, referred to herein or attached hereto, the  
goods, services, and construction listed herein and on any  
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la  
Reine du chef du Canada, aux conditions énoncées ou  
incluses par référence dans la présente et aux annexes  
ci-jointes, les biens, services et construction énumérés  
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

"CE DOCUMENT COMPORTE DES EXIGENCES  
RELATIVES À LA SÉCURITÉ"

79 Prince of Wales - Snow Removal & Landscape  
Maintenance Services/Services de déneigement et  
d'entretien paysager

### Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division  
(FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> Snow Removal & Landscape Maintenanc	
<b>Solicitation No. - N° de l'invitation</b> EJ196-202517/A	<b>Date</b> 2020-10-27
<b>Client Reference No. - N° de référence du client</b> 20202517	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-258-79249	
<b>File No. - N° de dossier</b> fk258.EJ196-202517	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-12-09</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hill, Cris	<b>Buyer Id - Id de l'acheteur</b> fk258
<b>Telephone No. - N° de téléphone</b> (613) 296-3573 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST National Capital Area (Ottawa) Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**Legal name of department**

Although PWGSC was renamed Public Services and Procurement Canada (PSPC) for communication purposes, the legal name remains Public Works and Government Services Canada in policy instruments and in legal documents including contracts.

**IMPORTANT NOTICE TO BIDDERS**

**Security**

This notice is to advise ALL interested bidders that in order to be awarded a contract which contains a security requirement, all bidders MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the bidder not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the bidder. Please submit your written request with the following information to **Cris Hill** by e-mail to [cris.hill@pwgsc.gc.ca](mailto:cris.hill@pwgsc.gc.ca)

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following web site:  
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646 (Toll free).

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Annex B	Financial Bid – Pricing Basis
Annex C	Security Requirements Check List (SRCL)
Annex D	Site Plans
Annex E	Sample Extra Work Quote
Annex F	Hazard Assessment
Annex G	Complete List of names of all individuals who are currently directors of the Bidder
Annex H	Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
Annex I	Pesticide Records Keeping System
Annex J	Covid-19 Questionnaire (For information purposes only)

**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: 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:**

Annex A	Statement of Work
Annex B	Financial Bid – Pricing Basis
Annex C	Security Requirements Check List (SRCL)
Annex D	Site Plans
Annex E	Sample Extra Work Quote
Annex F	Hazard Assessment
Annex G	Complete List of names of all individuals who are currently directors of the Bidder
Annex H	Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule
Annex I	Pesticide Records Keeping System
Annex J	Covid-19 Questionnaire (For information purposes only)

## **1.2 Summary**

### **1.2.1 Requirement**

To provide Snow Removal Service and Landscape Maintenance services including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A, for Public Services and Procurement Canada (PSPC) at, 79 Prince of Wales, Ottawa, Ontario, Canada.

### **1.2.2 Period of contract**

The period of any resulting Contract will be for a period of **one (1) year** (estimated commencement date - May 1, 2021), with Canada retaining an irrevocable option to extend the contract for a period of **four (4)** additional consecutive twelve (12) month periods.

### **1.2.3 Security Requirement**

"There are security requirements associated with this requirement. For additional information, consult Part 6 – Security 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".

### **1.2.4 Mandatory Site Visit**

There is a mandatory site visit associated with this requirement. Consult Part 2 - Bidder Instructions.

### **1.2.6 epost Connect - NOTE: at this time we are only accepting e-post connect bids**

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

## **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 of 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 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**Subsection 5.4 of 2003, Standard Instructions – Goods or Services – Competitive Requirements, is amended as follows:**

Delete: *sixty (60) days*

**Insert: one hundred and twenty (120) days**

## **2.2 Submission of Bids (Note: Bids MUST be submitted using Epost Connect service.)**

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

Note: Bidders **MUST** submit using epost Connect, for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

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

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### **2003 Section 08 (2019-03-04) Transmission by epost Connect**

#### **2. epost Connect**

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation.
  - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

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

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. a bid using epost Connect service, the Bidder must either:
  - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. **send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response)**, an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.

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- e. The bid solicitation number should be identified in tThe epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
  - i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

**2.3 Former Public Servant - Competitive Bid – A3025T ( 2020-05-04)**

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.

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**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: 2019-01 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;
- d. date of termination of employment;
- e. amount of lump sum payment;
- f. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



#### **2.4 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question 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 79 Prince of Wales on November 20, 2020. The site visit will begin at 9:30am.**

**Bidders must communicate with the Contracting Authority no later than November 17, 2020 to confirm attendance and provide the name of the person who will attend.**

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

**A maximum of one (1) representatives per bidder will be permitted to examine the site(s)**

**The Contracting Authority will ask each contractor to complete a questionnaire as they arrive (sample at Annex "J") to the site visit. Contractors will be checked in as they arrive to site visit and will be checked out by the Contracting Authority at the end of the site visit. Also, all contractors are asked to please avoid touching any surfaces during the site visit.**

**It is MANDATORY that all contractors follow federal/provincial guidelines for COVID-19 which includes physical distancing, a minimum of 6 feet between all participants, at all times. Contractors MUST wear masks and/or face coverings for the duration of the site visit.**

**Contact tracing - If anyone has come into contact with anyone with COVID-19, in the last 2 weeks, or travelled outside of Canada, please advise. If anyone shows any symptoms after the site visit meeting or within 14 days of the meeting, please advise the Contracting Authority as soon as possible.**

## 2.7 Bid Challenge and Recourse Mechanisms

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### 3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

**The bid must be gathered per section and separated as follows:**

**Section I: Technical Bid**  
**Section II: Financial Bid (See Annex B – Financial Bid – Pricing Basis)**  
**Section III: Certifications**  
**Section IV: Additional Information**

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

#### **Section I: Technical Bid**

##### **3.1.1 Submission of Evidence**

Submission of Evidence as described in 3.1.1.2 and 3.2. below **MUST** be included with the bidder's proposal at time of bid closing. 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.

It is the sole responsibility of the Bidder to ensure that it provides a contact that is knowledgeable about the services the Bidder has provided to its customer and who is willing to act as a customer reference. The technical evaluation team will attempt to contact the Bidders customer reference by telephone and/or email a maximum of three (3) times during the days of the technical evaluation between 8:00 am - 4:00 pm local time. If the customer reference does not provide a reference the Bidders proposal will be deemed non-responsive and receive no further evaluation.

The evidence provided by the bidder may be verified by Canada. PSPC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory, the proposal shall be considered non-responsive and no further consideration will be given to the Bidder.

**3.1.1.2 (MANDATORY) Full Time Supervisor's Qualifications**

1. The bidder **MUST** have one full time supervisor available May 1 to October 31 and who has one of the following certificates or diplomas:

i) a College diploma in Horticulture from a recognized college; **OR**

ii) a degree in Horticulture from a recognized university; **OR**

iii) a certificate of designation as a Canadian Certified Horticultural Technician (CCHT) in Landscape Maintenance and/or a certificate of designation as a Landscape Industry Certified Technician (CLT) which is to include 4 modules to be completed – Softscape, Hardscape, Turf and Ornamental (this program to be completed in 3 years with a passing note of 70% for each of the 4 modules); **OR**

iv) a certificate showing certified membership of l'Association des Paysagistes Professionnels du Quebec; **OR**

v) other educational college diploma or university degree in *which the majority of courses taken were horticulture related in the areas such as soils, plant science, plant and weed identification, landscape maintenance, landscape construction, greenhouse production and operation, crop production, silviculture, arboriculture, agriforestry, turf management, and integrated pest management.* **Transcripts in either official language for other educational college diploma or university degree must be included with the bid.**

Proof of this training as described in the above documents **MUST** be included with the bidder's proposal at time of bid closing.

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.

**3.1.1.3 Full time Supervisor**

Provide the name of the bidder's **Full time Supervisor for Landscape Maintenance** who will be assigned to the Contract

<b>Name of Supervisor</b>	
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Note that the Supervisor that is identified at the Landscape requirement can be the same person or a different person than for the Snow Removal Service.

If the Supervisor is not the same please provide the name below.

**3.1.1.4 Full time Supervisor**

Provide the name of the bidder's **Full Time Supervisor for Snow Removal Services** who will be assigned to the Contract

<b>Name of Supervisor for Snowfall Removal Services</b>	
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**3.1.1.3 Full Time Grounds SUPERVISOR EXPERTISE AND EXPERIENCE**

The Supervisor(s) must have a minimum of three (3) years of continuous supervisory experience pertaining to year round grounds supervision within the last ten (10) years.

<b>Name of Grounds Supervisor</b>	
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<b>CLIENT REFERENCE: Full Time Grounds Supervisor</b>	
Name of client organization or Company	Name: _____
Name and title of client contact	Name: _____ Title: _____
Telephone number and e-mail address of client contact	Phone No.: _____ E-mail.: _____
Location/site of the contract:	
Performance period of the contract. (indicate month and year)	From: Month _____ Year _____ To: Month _____ Year _____
Responsibilities of the individuals: _____ _____ _____ _____ _____ _____	

**3.2 (MANDATORY) Contractor's Experience and Past Performance**

The bidder must provide evidence of its experience and past performance as a contractor by providing references from **one (1) Site Location** for Landscape Maintenance and **one (1) Site Location** for Snow Removal Services. The referenced projects/contracts must each be for minimum duration of three (3) consecutive years, for work satisfactorily completed **within the last ten (10) years** for each reference.

The reference information provided by the bidder may be verified for completeness and accuracy and to confirm reference satisfaction with the services provided.

Failure by the bidder to provide the required references, or in the event that the references cannot be verified or the services found to be unsatisfactory, will result in the bidder being disqualified and no further consideration will be given to the bid.

The bidder may reference the same Site Location for Landscape Maintenance as for Snow Removal Services provided **the Site Location includes both services for each reference.**

If the Bidder submits references in excess of the stated requirement at 3.2 Contractor Experience and Past Performance, only the references up to the identified limit will be assessed.

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The mandatory information required in the chart that follows must be completed in their entirety for each **Site Location** referenced. If the mandatory information is not provided in the "**Site Location Chart**" at bid closing, the proposal will be deemed non-responsive and no further consideration will be given.

**1 a) Mandatory Reference for contracts which include Landscape Maintenance**

<b>REFERENCE NO. 1: CONTRACT(S) WHICH INCLUDE LANDSCAPE MAINTENANCE</b>	
Name of Client Organization or Company	Name: _____
<p>Name of client contact who can confirm the information presented in the proposal. <b><u>(do not include the Contracting Authority as a reference)</u></b></p> <p>If there is an additional client name that must be utilized as a reference for this location/site, then it is mandatory that they be identified.</p>	<p>Name: _____</p> <p>Name: _____</p> <p>Name: _____</p>
<p>Business telephone number and e-mail address for each client identified above.</p> <p>If there is an additional client name identified, then their business phone number and e-mail address must be provided.</p>	<p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p> <p>Business Phone Number: _____</p> <p>E-mail: _____</p>
Civic address, location/site, of the contract:	<p>_____</p> <p>_____</p>
<p>Performance period of the project or contract for the above location/site (indicate day, month &amp; year)</p> <p>If there is an additional project/contract that must be identified in order to meet the completed performance of the three (3) consecutive years at the Locations/site, then it is <b>mandatory that the start date (day, month &amp; year) and completion date (day, month &amp; year) be identified.</b></p>	<p>From: Month _____ Year _____</p> <p>To: Month _____ Year _____</p> <p>From: Month _____ Year _____</p> <p>To: Month _____ Year _____</p> <p>From: Month _____ Year _____</p> <p>To: Month _____ Year _____</p>



**Section II: See Annex B – Financial Bid – Basis of Pricing**

Bidders must submit their financial bid in accordance with the Pricing Schedule attached as Annex B – Financial Bid.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**Section IV: Additional Information**

**3.4.1 Contractor's Representative**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**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 and Financial Evaluation - Mandatory Requirements at bid closing**

- (1) Site Visit attendance;
- (2) Security Clearance of Reliability at bid closing, in accordance with Part 6, Security Requirements;
- (3) Employee Information for Security at bid closing in accordance with Part 6, 6.2
- (4) (a) Full Time Supervisor's qualifications in accordance with Part 3, Section 1: Technical Bid
- (5) Contractor's Experience and Past Performance in accordance with Part 3, Section 1: Technical Bid.
- (6) Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II: Financial Bid Annex B;

**4.2 Basis of selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

Responsive bids will be evaluated based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (Pricing Schedule 1 & 2) and 20% of the "as and when" (Pricing Schedule 3, 4 & 5) 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 Card and Licensing Documentation (Prior to Award)**

**Valid copies of the following cards and licensing documentation should be submitted for each of the proposed personnel Prior to Award.**

Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive and no further consideration will be given to the bidder.

All certificates are to be recognized by the Employment and Social Development Canada (ESDC) – Labour Program and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

**To perform the Work under this requirement, maintenance personnel employed by the Contractor must be in possession of the following:**

- **Cards/Certificates & Licenses to be no more than 5yrs old for each employee named to work on the contract**
- **a valid Working from Heights/Fall Arrest certificate/wallet card (online not accepted);**
- **a valid First Aid/CPR certificate/wallet card;**
- **a valid Workplace Hazardous Material Inventory System (WHMIS) certificate/wallet card**
- **Arborists Certification**
- **Pesticide Operators License for the Province of Ontario (Pesticide Contractor to Provide)**
- **Pesticide Applicators Landscape License for the Province of Ontario (Employee of Pesticide Contractor)**



### 5.2.2 Integrity Provisions – Required Documentation

In accordance with 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. **List of Names Annex I.**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process. **List of Names Annex I.**

### 5.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

## 5.2 Additional Certifications Precedent to Contract Award

### 5.3.1 Status & Availability of Resources (A3005T- 2010-08-16)

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive

### 5.3.2 Education and Experience (A3010T-2010-08-16)

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 – SECURITY REQUIREMENT**

### **6.1 Security Requirement**

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 site(s) must meet the security requirement 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
1. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Employee Information for Security**

The Bidder **must** specify the following information regarding employees proposed in Part 3, Section I (Technical Bid) to provide services against any resulting contract:

<b>Legal Name (First &amp; Last) (Please Print Clearly)</b>	<b>DATE OF BIRTH Day/Month/Year</b>
Full Time Supervisor Landscape Maintenance	
Full Time Supervisor Snow Maintenance	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	
Employee -	

**PART 7 - CONTRACT CLAUSES**

**To Be Completed At Contract Award**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation. *(at contract award, delete this sentence)*

**7.1 Requirement**

To provide Snow Removal Service and Landscape Maintenance services including all labour, material, equipment, supervision and transportation in accordance with the Statement of Work attached at Annex A, for Public Services and Procurement Canada (PSPC) at, 79 Prince of Wales, Ottawa, Ontario, Canada.

**7.1.1 Replacement of Specific Individuals**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - (a) the name, qualifications and experience of the proposed replacement; and
  - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

**7.1.2 Names of qualified employees**

The contractor must provide the names of the qualified Employees who will be assigned to work on this Contract. The names provided below must be the same personnel listed in Part 3 & Part 6 of the proposal.

<b>EMPLOYEES</b>	
<b>Employees</b>	<b>Legal Name (First &amp; Last) (Please Print Clearly)</b>
Full Time Supervisor Landscape Maintenance	
Full Time Supervisor Snow Maintenance	

### **7.1.3 Mandatory Response Time**

It is a mandatory requirement of this contract that the Company authorized representative be personally available to attend meetings and to respond to inquiries within 24 hours of the Technical Authority's or the Contracting Authorities request. Also in accordance with Statement of Work, Section 1, Special Conditions, clause 2.4, it is mandatory to provide an Emergency response and onsite service within one (1) hour of receiving a call 24 hours a day, 7 days a week.

## **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**

2035 (2020-05-28), General Conditions - Services, apply to and form part of the Contract.

## **7.3 Security Requirement**

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

**7.3.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level.

## **7.4 Term of Contract**

### **7.4.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive. (*leave blank until contract award*)

### **7.4.2 Option to Extend Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional consecutive twelve (12) month periods each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cris Hill  
Title: Supply Specialist  
Address: Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
4th Floor, 140 O'Connor Street, L'Esplanade Laurier, East Tower  
Ottawa, Ontario K1A 0S5  
Telephone: 613-296-3573  
E-mail address: [cris.hill@pwgsc.gc.ca](mailto:cris.hill@pwgsc.gc.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 Technical Authority** *"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: 180 Kent St., 18<sup>th</sup> floor (*revise as required*)  
Ottawa, ON  
K1A 0S5  
Cellular: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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**

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cellular: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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**7.5.4 Specific Person(s) – Landscape Supervisor**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Supervisor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**7.5.5 Specific Person(s) – Snow Removal Supervisor**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

Supervisor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cellular Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**7.6 Proactive Disclosure of Contracts with Former Public Servants (A3025C – 2020-05-04)**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

**7.7 Payment**

**7.7.1 Limitation of Expenditure**

The Contractor will supply the goods and services under the Contract to an estimated **total expenditure** that must not exceed \$ **(to be determined)** (Applicable Taxes Extra) of which \$ **(to be determined)** (Applicable Taxes extra) is for goods and/or services enumerated or described in **Pricing Schedule 1 & 2**, and \$ **(to be determined)** (Applicable Taxes extra) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in **Pricing Schedule 3, 4 & 5**.

**7.7.2 Basis of Payment - Firm Prices and "As and When"**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- (a) **Landscaping** will be paid in accordance with **Pricing Schedule 1**, upon submission of invoice at the end of each calendar month as per SACC Clause 2035-16 (standard payment period is 30 days) from May through October for each Landscaping season.
- (b) **Snowfall up to 254 cm** will be paid in accordance with **Pricing Schedule 2** in the percentages shown below upon submission of invoice at the end of each calendar month as per SACC Clause 2035-16 (standard payment period is 30 days) from November through April for the snow season as follow:

**Snow Seasons**

November = 5% of the Firm Lot Price  
December = 20% of the Firm Lot Price  
January = 25% of the Firm Lot Price  
February = 25% of the Firm Lot Price  
March = 20% of the Firm Lot Price  
April = 5% of the Firm Lot Price

**(c) ``As and When Requested`` Work**

Any costs incurred for **"Snowfall in Excess of 254 cm"**, **"Special Operations"** and for **"Extra Work"** shall be paid, on an "as and when requested" basis, in accordance with **Pricing Schedule 3, 4 & 5**, after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted.

Canada's total liability under the "as and when requested" portion of the Contract shall not exceed \$\_\_\_\_\_ (to be determined). (Applicable Taxes extra)

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) it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority whichever comes first.

In the event that the notification refers to inadequate funds, the Contractor must provide to the Contracting Authority, in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing by the Contracting Authority, prior to their incorporation into the work.

**7.7.3 Basis of Pricing**

**See Annex `B` - Basis of Pricing**

**7.7.4 2035 16 (2014-09-25) Payment period**

1. Canada's standard payment period is 30 days. The payment period is measured from the date an invoice in acceptable form and content is received in accordance with the Contract or the date the Work is delivered in acceptable condition as required in the Contract, whichever is later. A payment is considered overdue on the 31st day following that date and interest will be paid automatically in accordance with the section 17.
2. If the content of the invoice and its substantiating documentation are not in accordance with the Contract or the Work is not in acceptable condition, Canada will notify the Contractor within 15 days of receipt. The 30-day payment period begins upon receipt of the revised invoice or the replacement or corrected Work. Failure by Canada to notify the Contractor within 15 days will only result in the date specified in subsection 1 to apply for the sole purpose of calculating interest on overdue accounts.

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**7.7.5 Determination of Cost - Addition or deletion of work**

The Department may from time to time, require changes to the areas to be maintained due to operational requirements, on-site projects, or construction of new areas to be maintained or deletion of areas to be maintained; the Firm Price will be adjusted accordingly based on 80% of the Firm Price shown in Pricing Schedule 1 and/or 2 (adjust accordingly), as follows:

Firm Price break down for the calculation of additional or deletion of m<sup>2</sup> :

- 20% of the original firm price remains unchanged. **Operating Cost**
- 80% of the original firm price for the calculation of addition or deletion:

The increase or decrease in the monthly firm price for the areas added or deleted is based on 80% of the firm price and will be calculated by dividing the firm price for snow removal by the number of square meters listed in Annex \_\_\_\_ Snow Removal Site Plan and then multiplied by the square meter area to be added or deleted.

**Example:**

A Contract in Year 1 (firm price of \$65,000.00) with a total area of **2,805m<sup>2</sup>**, from which a reduction of **358m<sup>2</sup>** must be applied effective January 1<sup>st</sup>:

PERIOD OF CONTRACT November 1 <sup>st</sup> to April 30 <sup>th</sup>	ANNUAL FIRM PRICE
Year 1	\$ 65,000.00
Option Year 1	\$ 74,000.00
Option Year 2	\$ 78,000.00

Price breakdown for the calculation of deletion :

	Year 1	Option Year 1	Option Year 2
20% of Firm Price	\$13,000.00	\$14,800.00	\$15,600.00
80% of Firm Price	<b>\$52,000.00</b>	\$59,200.00	\$62,400.00

Formula: **\$52,000.00** (80% of the \$65,000.00) / 2,805m<sup>2</sup> = \$18.54 x 358m<sup>2</sup> = \$6,637.32 (total reduction based on the total firm price.)

Price breakdown reduction (Snow Only) effective January 1<sup>st</sup>:

- January = \$6,637.32 @ 25% = \$1,659.33
- February = \$6,637.32 @ 25% = \$1,659.33
- March = \$6,637.32 @ 20% = \$1,327.46
- April = \$6,637.32 @ 5% = \$331.87

**Total Reduction = \$4,977.99**

Verification of the price breakdown: \$6,637.32 x 75% (remaining period to apply the reduction, beginning January 1<sup>st</sup>) = \$4,977.99



#### 7.7.6 SACC Manual Clauses

A9116C (2007-11-30) T1204 – Information Reporting by Contractor

A9117C (2007-11-30) Direct Request by Customer Department

C0710C (2007-11-30) Time and Contract Price Verification

#### 7.8 Invoicing Instructions - Maintenance Services

1. All invoices are to be mailed or emailed to the Technical Authority as per the Front Page of the contract and must include the following:
  - a) Company name and address;
  - b) Contract Number;
  - c) Description of work which has been completed and for which payment is being claimed;
  - d) Location of work and the person who requested the service;
  - e) All reports identified in the Statement of Work.
  - f) All taxes are to be listed as separate items.
2. **Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract. Failure to submit the correct information may result in the rejection of the invoice for processing.**

The invoices for "Landscaping" shall be submitted at the end of each calendar month from May to October for each year, in accordance with Basis of Payment Clause hereafter.

Any costs incurred for "Snowfall up to 254 cm" (**Nov – April**), "Snowfall in excess of 254 cm" (**Nov – April**), , "Snowfall outside the Snow Season", "Special Operations" and for "Extra Work" must be invoiced after completion, inspection and acceptance of the work performed at the end of the calendar month in which the work has been performed and accepted in accordance with Basis of Payment clause hereafter. These costs are to be denoted as separate items on the monthly invoice.

The Contractor must distribute the invoices as follows:

The original invoices and all required documentation must be forwarded to the following address for certification and payment.

Invoices are to be made out and mailed to:  
Public Works and Government Services Canada  
180 Kent Street, 18<sup>th</sup> Floor  
Ottawa, Ontario, K1A 0S5

**or by email as a PDF to:** \_\_\_\_\_@tpsgc-pwgsc.gc.ca (*Identify TA at Contract Award*)

Payment will only be made on receipt of satisfactory invoices duly supported by any specified documents called for under this contract.

#### 7.8.1 ELECTRONIC PAYMENT

The Contractor accepts to be paid by Electronic Payment:

Direct Deposit (Domestic and International)

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

Email for Direct Deposit info: \_\_\_\_\_

### **7.8.2 Inspection and Acceptance (D5328C 2014-06-26)**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **7.8.3 Monthly Payment (H1008C - 2008-05-12)**

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.

## **7.9 Certifications**

### **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 2035 (2020-05-28);
- (c) Annex "A", Statement of Work
- (d) Annex "B", Basis of Pricing
- (e) Annex "C", Security Requirements Check List (SRCL)
- (f) Annex "D", Site Plan
- (g) Annex "E", Sample Extra Work Quote
- (h) Annex "H" Snow Clearing Daily Maintenance Schedule & Landscape Daily Maintenance Schedule System
- (i) Annex "I" Pesticide Records Keeping
- (j) The Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

## **7.12 Insurance Requirements**

### **7.12.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.12.2 Commercial General Liability Insurance (G2001C – 2018-06-21)**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

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- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**7.13 Dispute Resolution**

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

**7.14 Cellular Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

**7.15 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

**7.16 Pre-Commencement Meeting**

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical.

The Contractor is to supply the Technical Authority with an electronic copy of its Plan of Operation and safety policy as required by the applicable Provincial Occupational Safety and Health Regulations and Salt Management Plan prior to Pre-commencement.

## GROUNDS MAINTENANCE SPECIFICATIONS

### **SECTION 1 SCOPE**

#### **1. Purpose**

The purpose of this Statement of Work (SOW) is to provide HMCS Carleton, 79 Prince of Wales Drive, Ottawa, ON with year round grounds maintenance services.

### **SECTION 2 GENERAL**

#### **2.1 Pesticides**

1.1 The Contractor will comply with the Treasury Board Personnel Policy Manual, Chapter 2-15 Pesticide Directive, <https://www.njc-cnm.gc.ca/directive/d7/v23/s260/en#s260-tc-tm> and the Federal and Provincial Regulations. No pesticides shall be used or stored on-site unless prior written approval from the Technical Authority is received. The Contractor must provide advance notice to the Technical Authority when the spraying will occur so that follow up inspections can be scheduled.

#### 1.2 Documentation

The Contractor must be licensed to work in the Province of Ontario. The Contractor shall provide a valid copy of company's Pesticide Operator license for the Province of Ontario. The Contractor's technicians must be in possession of a valid Pesticide Applicators - Landscape license for the Province of Ontario.

The Contractor must complete, in its entirety, the Pesticide Records Keeping System form (PestRec) and any/all other required documentation immediately following the implementation of any pest control measures. Pesticide Records Keeping System forms must be submitted within one (1) working day following any pesticide applications (aquacide, horticultural vinegar, etc.). Copies of the required documents will be available in the PWGSC office located at 180 Kent, Ottawa.

Locations sprayed must be very detailed on the form to ensure the Technical Authority can do the necessary follow up inspections. If there is insufficient space on the form for the details of the locations sprayed, another sheet may be attached.

#### **2.2 Response Time**

The Contractor will advise the Technical Authority of the telephone number, including cellular, where their Supervisors can be reached twenty-four (24) hours per day seven (7) days per week in the event of an emergency.

The Contractor must take corrective action of any deficiencies in the service of this Contract within one (1) hour of notification.

The Contractor will not refuse any call or service requested by the Technical Authority or his/her authorized representative such as, the National Service Call Centre (NSCC), relating to snow and ice removal.

### **2.3 Sustainable Landscaping**

The Contractor will follow a sustainable approach to materials and methodologies used in the landscape maintenance so as to reduce greenhouse gas emissions, protect public health through safe management of potentially hazardous substances and to protect soils and groundwater.

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on-site is properly maintained. The Contractor will utilize electric equipment when feasible to reduce carbon emissions and noise pollution. The Contractor will clean equipment prior to bringing it on-site to prevent transportation of invasive species.

The Contractor will follow best salt management practices.

### **2.4 Working Hours**

The site is operational twenty-four (24) hours per day, seven (7) days per week.

### **2.5 Addition or deletion of work**

The Department may from time to time, require changes to the zones to be maintained due to operational requirements, on-site projects, or construction of new zones to be maintained or deletion of zones to be maintained.

### **2.6 Garbage Receptacles and Cigarette Butt Stops**

All cigarette butt stops will be emptied daily year round.

The Department has the right at any time to add or remove garbage cans to any location(s) on-site, accordingly to the needs of the users or the client at no additional cost to the Department. If however, garbage cans are added for a limited time special event on the site and the Contractor is required to maintain them during the special event, then a Call-Up will be issued for that additional work.

### **2.7 Pick up Litter**

The entrances and grounds must be free of litter year round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by May 15.

### **2.8 Disposal Costs**

The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from the sites within the terms of the Contract.

### **2.9 Damages**

The Contractor must tour the site with the Technical Authority at the beginning of the season. The Contractor is to request pictures of all damages on-site from the Technical Authority. At the end of the season, another joint inspection will be carried out.

The Contractor must immediately report to Technical Authority all damages on-site caused by the Contractor's personnel, equipment or by a third party. Any damages caused by the Contractor will be repaired at the Contractor's cost and within a mutually agreed timeframe. All repairs will be completed to the satisfaction of the PWGSC Site Authority. The Contractor must receive confirmation from the Technical Authority that repairs are have been approved.

## **2.10 Maintenance schedules and contractor inspections**

The Snow Clearing Daily Maintenance Schedules and Landscape Daily Maintenance Schedules must be kept by the Contractor to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Supervisor on a daily basis from November 1 to April 15 and weekly basis from April 16 to October 31 with the required copies sent via email to the Technical Authority at the end of the month with the invoice.

## **2.11 Identification**

The company employees and vehicles must be clearly identified with company name and/or logo.

## **2.12 Vehicles**

All vehicles used on the site must be licensed by the Provincial Department of Transportation (DOT), clean and meet provincial safety standards. Parking and driving on turf is to be avoided. All motorized vehicles must have the required safety features and be in good working order. The Contractor must supply a list of all equipment required for site operations complete with the make, model, Vehicle Identification Number (VIN) and licence numbers.

## **2.13 Plan of Operation**

The Contractor must submit in writing at the pre-commencement meeting, an operating plan indicating the following items:

1. Description of methodologies, techniques, and timing of maintenance used to provide the required services. The timing of maintenance must be detailed to allow for follow up inspections by the Technical Authority.
2. How equipment breakdowns or labour shortages will be addressed.
3. List of equipment and vehicles; (with vehicle identification numbers and license plate numbers).
4. List of equipment that is electric
5. Administrative resources and capability
6. Description of Contractor's approach to responding to requests from the Technical Authority
7. Quality control methods of services to be provided including identifying the back up Full Time Supervisor who must meet the same qualifications as the regular Full Time Supervisor.

The Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work

Contractor agrees the levels of staff and equipment agreed to in the approved Plan of Operation will be maintained and available throughout the life of the maintenance contract. The Technical Authority must be notified of any changes to the equipment list.

Contractor must advise the Technical Authority in writing if there is any change made to the site, within one (1) business day after the change has been made, which may affect the maintenance as per the terms and conditions of the Contract.

## **2.14 Additional Work**

The Contractor must have written approval from the Technical Authority, in the form of a Call-Up, in advance of performance of any extra work and removal of snow in excess of two hundred and fifty four (254) cm or outside of the regular season.



## 2.15 Health and Safety

1. The Contractor will have to submit a site-specific Health and Safety Plan at the pre-commencement meeting. A sample list of potential items to be included in the site specific Health and Safety plan has been included as a reference guide but is not limited to:

- .1 A site-specific safety hazard assessment;
- .2 Safety and health risk or hazard analysis for site tasks and operation;
- .3 The use of personal protective equipment;
- .4 procedures to be implemented during emergency situations;
- .5 All necessary staff certifications must be attached to the plan including but not limited to chain saw certifications, Arborist certification, Workplace Hazardous Materials Information System (WHMIS), Occupational Health and Safety (OHS) Awareness Training for Workers and Supervisors, and First Aid in order for the staff to be eligible to work under this contract. All necessary MSDS/SDS sheets for all products used on-site must also be attached to the plan.

*Example: Anticipated H&S plans to include a traffic control plan where work is conducted in or next to a road.*

2. Annually, submit an updated copy of the Contractor's Health and Safety Plan. Ensure that the Health and Safety Policy and the Violence and Harassment Policy are both dated and signed to confirm that they have been reviewed annually as required.

### 3. General Conditions

- .1 Continue to implement, maintain, and enforce plan until final demobilization from site.
- .2 Relief from or substitution for any portion or provision of reviewed site-specific health and safety plan must be submitted to the Technical Authority in writing, either accepting or requesting improvements.
- .3 Update health and safety plan as required.

### 4. Responsibility

- .1 The Contractor must be responsible for safety of persons and property on-site and for the protection of persons off-site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of the Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise the Technical Authority verbally and in writing.

### 5. Correction

- .1 Immediately address health and safety noncompliance issues identified by the Technical Authority.
- .2 Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.
- .3 The Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

6. Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

## 7. Training

The Contractor will provide a training report with supporting documented proof to demonstrate staff have received training to operate and maintain equipment they utilize on-site. Staff must have received training on Best Salt Management practices and winter maintenance training must include, but not be limited to: anti-icing and de-icing products and technologies, salt management plans, proper plowing techniques, equipment maintenance and calibration, material selection to mitigate environmental impacts, mitigating blowing snow and winter maintenance management. Staff must date and sign the documentation that they have received the training. The Contractor will provide the Technical Authority with updated training records for all staff training during the life of this contract.

### 2.16 Supervisor

The Full time Supervisor will be the Technical Authority's main contact person for issues related to the work described in the Statement of Work. The Supervisor is authorized by the firm to provide the requested quotes to the Technical Authority **within 48 hours from the receipt of the request**. The Supervisor will meet with the Technical Authority on-site as required **during the hours of 07:30 hrs. to 12:00 noon and 13:00 hrs. to 15:30 hrs.** The Technical Authority will forward the inspection reports to the Supervisor who will ensure that all the deficiencies are corrected. The Supervisor will advise the Technical Authority of any issues on-site which may impact service delivery or which require action from the Technical Authority.

The Supervisor that is identified for the landscape requirement can be the same person or a different person than the Supervisor for the snowfall removal requirement.

The full time Supervisor must inspect the sites daily or more frequently as required, for the Section 3 requirements and weekly or more frequently as required, for the Section 4 requirements to ensure all contractual obligations are being met.

## **SECTION 3 SNOW REMOVAL**

### 3.1 Stock piling

Snow will be stock piled in the designated snow dump areas indicated in the attached Site Plan. Piled snow must not encroach on any parking spaces or obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with moving and stock piling snow in the snow dump areas. The Contractor is responsible for managing the snow dump areas to ensure the areas are utilized to their maximum capacity. The Contractor may be required to blow or pile the snow higher in the snow dump area to maximize the use of this space, at their cost, if required by the Technical Authority.

### 3.2 Safety

The Contractor is responsible to treat all main roads, parking lots and walks as illustrated in the attached Site Plan to ensure that they are safe for vehicle and pedestrian traffic. The Contractor must also ensure that vehicle access to and from the property and municipal roads is free of hazards that may interfere with safe flow of traffic. The Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor must act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

### **3.3 Clear snow and ice from building entrances, roads, parking lots**

Building entrances, emergency exits, sidewalks, steps, doorways, ramps and parking for disabled persons, must be free of snow and ice to bare pavement to their full width by 07:00 A.M., seven (7) days a week. If snow accumulation occurs after this time, clearing of these zones will commence once there is an accumulation of four (4) cm. During ice forming conditions, ice-control agents will be applied to these zones as needed. Gas shut off valves and vents located on all buildings must be maintained clear of snow for access. All storage bins, sea containers and roof ladders must be accessible.

Roads, gates, ramps, loading dock zones, parking lots, access to main roads, and emergency vehicle routes will be clear of snow and ice to bare pavement to their full width by 07:00 A.M., 7 days a week. If snow accumulation occurs after this time, clearing will commence once there is an accumulation of five (5) cm. During ice forming conditions, ice control agents will be applied as required.

### **3.4 Ice-control agents**

The Contractor must submit a Salt Management Plan. The Salt Management Plan must be submitted at the pre-commencement meeting. This plan will be reviewed by the Site Authority and Technical Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the site and the required services as outlined in the Statement of Work. The Salt Management Plan must outline under the Best Practices section what products will be used and under what conditions.

Ice melter such as Landscaper's Choice, Geomelt or Ecosalt is to be used on steps, doorways, ramps, and walkways. Products such as sand, white salt, treated salt such as Thawrox, and liquids such as Caliber M1000 and M2000 to be added to the treated salt are to be used in the parking lot and roads as per the approved Salt Management Plan.

Excess ice-control agents will be removed when requested by the Technical Authority.

Storage boxes for ice-control agents will be provided by DND. Ice-control agent level in bins are to be verified and maintained as required. The Contractor will distribute the storage boxes prior to first snow fall as directed by the Technical Authority. The Contractor will store storage boxes for ice-control agents at his facility after the final thaw in the spring, no later than May 15.

At the end of the snow removal season, the Contractor must report the amount of salt and other ice-control agents used on- site. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by May 15.

### **3.5 Clear snow from fire route, fire hydrants, standpipes, and fuel filler pipes, and generator**

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants, and fuel filler pipes clear to a diameter of two hundred and fifty (250) cm. The area around the generator must also be kept free of snow as indicated on the Site Plan.

### **3.6 Clear snow from garbage and recycling dumpsters**

Keep access to garbage and recycling dumpsters clear of snow and ice at all times.

### **3.7 Clear snow from directional signs**

Directional signage must be free of snow obstruction.

### **3.8 Snow piles**

Blown, plowed or piled snow is to be kept away from obstacles, including but not limited to, trees, shrubs, flower beds, planters, fences and walls of buildings.

Snow piled temporarily, with the written approval of the Technical Authority, will be removed within 24 hours after storm. Temporary snow piles must not obscure or impede visibility for vehicular or pedestrian traffic.

### **3.9 Snow coverage on grass**

A minimum of fifteen (15) cm of snow must be left on the grass where snow is removed or pushed.

### **3.10 Delineate the walkways, approaches, catch basins and curbs**

Walkways, approaches, catch basins and curbs must be delineated prior to first snow fall to provide guides for snow clearing. Snow markers will be removed with spring thaw.

### **3.11 Catch Basins and Culverts**

Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

### **3.12 Repairs**

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by May 15. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by May 15<sup>th</sup>. Repairs to buildings, walkways, turf zones, removal of ice-control agents, replacement of damaged shrubs and trees due to snow removal damage will be completed by May 15.

## **SECTION 4 LANDSCAPE:**

### **4.1 General Cleanup**

#### **1. Clear drains, catch basins**

Drains and catch basins must be free of all ice, litter, leaves, soil, or anything which interferes with the free flow of runoff water.

#### **2. Sweeping**

All paved zones including parking lots, walkways, ramps for disabled persons, loading dock zones, and paved roads must be free of litter, dirt, sand and grit, by sweeping with a sweeper vacuum. The sweeping will be done in by May 15 or as directed by the Technical Authority. All debris, grit and dust must be removed and disposed off-site.

#### **3. Fence Clearing**

All compound and perimeter fences shall be free of all vines, grass, suckers, and shrubs.

### **4.2 Turf**

#### **1. Spring raking**

Grass must be raked, as required, in spring no later than May 15 to allow for ease of air and water penetration, and to remove ice-control agents, snow mold and organic/inorganic debris.

#### **2. Mowing grass**

Grass levels must be maintained at a uniform height between seven (7) cm and ten (10) cm with no grass trimmings present on flower beds, walkways, paved or crushed stone zones. Mowing

and trimming must be completed as a single operation. Mowers and line trimmers must not be used around base of trees and shrubs.

### **3. Trim grass edges of beds and other turf edges**

Turf edges must be clearly defined by June 30 to maintain design layout and to ensure no overgrowth of beds, walkways and curbs.

## **4.3 Garden Beds**

### **1. Shrub beds**

Shrub beds must be free of visible weeds and cultivated to allow for moisture and other nutrient penetration. In beds where there is mulch, the Contractor is responsible to supply and install mulch to maintain it to a depth of eighty (80) mm. Only shredded natural white cedar mulch, approved by the Technical Authority is to be used on-site.

### **2. Deadwood from shrubs**

There must be no dead, diseased or broken branches or dead flower heads in shrubs.

### **3. Pruning shrubs**

Prune deciduous shrubs once a year. Remove up to 25% of older branches at ground level to force new shoots. Shearing is not acceptable. Maintain natural shape of species.

### **4. Replacing shrubs and perennials**

Replace shrubs and perennials that, in the opinion of the Technical Authority, are no longer acceptable due to maintenance practices during the term of this contract. Replace with the same species and the same size as the plants next to the replacements or as directed in writing by the Technical Authority.

### **5. Cultivate garden beds**

Garden beds and planters must be cultivated to ensure removal of weeds and debris. Nutrient materials must be added to ensure optimum flower display and plant vigour.

### **6. Maintain garden beds**

Garden beds must be maintained to ensure faded blooms and weeds are removed. Dead, damaged, diseased or missing plants must be replaced. Ensure that the soil is kept moist and friable. Divide perennials and replant when requested by the Technical Authority.

## **4.4 Trees**

### **1. Prune suckers, dead, diseased or broken branches of trees**

Written approval from the Technical Authority must be received before proceeding with any tree pruning work. Trees must be pruned to remove suckers, dead, diseased, or broken branches, and crossed or rubbing branches. Pruning work will be restricted to a maximum height of four (4) metres unless a certified arborist is undertaking the work.

**All work over the height of four (4) metres must be conducted by a certified arborist.** A Call-Up will be issued for all work over four (4) metres. All tree work conducted by the arborist must follow the *Arborist Industry Safe Work Practices*.

### **2. Dead or dangerous trees**

All dead or dangerous trees up to two hundred (200) mm Diameter at Breast Height (DBH) must be removed to ground level as directed in writing by the Technical Authority.

### **3. Branch clearance**

There is to be a minimum clearance of tree branches; four (4) metres over roadways and two (2) metres over walkways.

### **4. Mulched tree rings and mulched tree beds**

Supply and install mulch to maintain existing mulch rings and mulched tree beds around tree bases to a depth of eight (8) cm. Mulch should not be in contact with tree trunk. Mulched areas must be free of visible weeds. Remove grass or vegetation within a twenty (20) cm diameter around the trunk of all other trees. Only shredded natural white cedar mulch, approved by the Technical Authority, may be used on-site.

### **5. Hazardous conditions**

Report any conditions detrimental to plant health or public safety.

### **6. Replace tree**

Replace all trees that according to the Technical Authority have lost their aesthetic value due to improper maintenance during the term of this Contract. The Contractor must remove the unacceptable tree at the request of the Technical Authority, and replace it with one of the same species and size up to a maximum of ninety (90) mm diameter for a deciduous tree and three hundred (300) cm high for conifers.

## **4.5 Watering**

### **1. Water garden beds, shrubs, trees and grass**

All existing vegetation must be watered as required to ensure plants receive enough moisture to sustain optimum aesthetic value and maintain vigour throughout the growing season.

## **4.6 Pest Control**

### **1. Insects and disease**

Monitor all vegetation for the presence of pest and disease. Notify the Technical Authority of any infestations. Use Integrated Pest Management practices such as traps, water blast, physical removal or pruning. Do not apply any registered chemical control unless approved in writing by the Technical Authority. Keep records of plant condition, positive pest identification and corrective actions taken to combat pest and disease. Send completed PestRec forms to the TA.

## **4.7 Winter Preparation**

Advise the Technical Authority when the work is scheduled so an inspection can be conducted to verify the tasks have been completed.

### **1. Garden beds**

Garden beds must be prepared for winter by trimming perennials, weeding and raking the soil.

### **2. Remove fallen leaves**

Leaves must be mulched or raked and removed from site whenever fallen leaf accumulation exceeds 40% of a square metre of any surface. All mulched leaves must be spread evenly to avoid damages to the turf. If the Technical Authority determines that the quantity of mulched leaves is excessive the Contractor will be directed to rake and dispose of all mulched leaves off-site.

## **SECTION 5 EXTRA WORK**

The Contractor will provide services and materials for extra work on an “as and when requested” basis where charges must be made for actual materials used, actual hours of a labourer and/or actual equipment with operator costs.

Estimates or amendments to estimates for extra work are to be provided by the Contractor to the Technical Authority within two (2) working days as per the sample format. A Call-Up must be obtained from the Technical Authority prior to conducting any extra work.

Additional hours and materials must have prior approval from the Technical Authority. The Call-Up will then be amended to reflect the additional hours and materials.

Advise the Technical Authority when the Call-Up work will be completed so an inspection can be conducted to verify the tasks have been completed as per the Statement of Work on the Call-Up.

### **1. Plant Material Extra Work**

The Contractor may be requested to supply and install trees, shrubs, perennials, and annuals including tropical plants. These plants may be to replace dead or missing plants from existing beds, planters or green roofs. The maintenance of any new gardens beds, trees, planters or green roofs added to the site will be amended into the contract as required.

The trees and shrubs must have a one year warranty. If a tree or shrub has to be replaced under warranty, then the one year warranty will commence again when the replacement tree or shrub is planted.

The extra work for the trees may include creating a soil saucer ring for a year, stakes and guy wires and tree guards to protect the trees from rodents. Following the first year, the soil saucer, stakes and guy wires are to be removed and a mulch tree ring is to be installed.

Amendments to the soil or growing media or additional soil or growing media may be required as extra work. Watering of all new plant material until established is an extra work requirement. Fertilizing plant material may be requested as extra work. Supplying and installing mulch on any new or existing beds not covered in the Statement of Work will be extra work. There may be weeding requirements as extra work.

### **2. Interlock stone, patio stone, permeable stone, and stack wall stone Extra Work**

The Contractor may be requested to lift and relay interlock or patio stones. This work will include fixing the base to ensure that there is 12” of compacted base, edging, and any replacements for broken interlock or patio stones. The Contractor must ensure that there is no pooling of water on the surface and that water drains away from any buildings.

The Contractor may be requested to replace broken patio stones or interlock on existing walkways, entrances and patios. This does not include stones that are broken due to the Contractors maintenance operations on site.

### **3. Aggregates, Top Soil, Mulch Extra Work**

The Contractor may be requested to supply and install gravel, river rock, stone dust, sand, top soil, growing media or mulch.



#### **4. Road and Parking Lot Repair Extra Work**

The Contractor may be requested to repair roads and parking lots which includes asphalt cold patch repairs, adding gravel and grading.

#### **5. Tree, Brush and Shrub Extra Work**

The Contractor may be requested to remove dead or diseased trees, stump grind, chip wood, remove encroaching brush and trees from roads and sidewalks, prune trees, remove tree stakes, install mulch rings or mulch under grouping of trees and shrubs, and fertilize trees and shrubs.

#### **6. Turf Extra Work**

The Contractor may be requested to aerate, top dress, over seed, fertilize existing turf. The Contractor may be requested to supply and install seed or sod or repair damaged turf areas. This work will include the proper preparation of the area such as levelling or adding top soil, watering and fertilizing. This work will be warranted until acceptance by the Technical Authority after two cuts.

The Contractor may be requested to do additional mowing, line trimming or flail mowing.

#### **7. Material Supply and Install Extra Work**

The Contractor may be requested to supply and install items such as but not limited to garbage cans, cigarette butt holders, ashtrays, planters, tree guards, fencing, curbs, jersey barriers, salt storage boxes and speed bumps (may be temporary).

#### **8. Weed Control Extra Work**

The Contractor may be requested to spray weeds including poison ivy or oak on site. Spraying of moss and removal of moss on green roofs may be requested.

#### **9. Pest Control Extra Work**

The Contractor may be requested to provide additional pest control services such as putting dog hair in ground hog holes, back filling ground hog holes, and removal of dead birds.

#### **10. Extra Services**

The Contractor may be requested to provide extra services such as but not limited to snow removal, moving planters, salt storage boxes, fences, and garbage cans, painting or repairing benches and garbage receptacles, sweeping, pressure washing, watering, garbage pick-up and removal outside of regular litter, and repair fences.



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**Annex B – Financial Bid – Pricing Basis**

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of Applicable Taxes is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive and no further consideration will be given to the bidder.

It is **MANDATORY** that the bidders submit firm prices/rates prices excluding GST/HST for the five (5) year period of the contract for all items listed hereafter (**Pricing Schedules 1, 2, 3, 4 and 5**).

The evaluation will be based on the Lowest Responsive Bid Price, a combination of the overall lowest total bid of which 80% will be for the firm pricing (**Pricing Schedule 1 and 2**) and 20% on the "as & when" (**Pricing Schedule 3, 4 and 5**)

**Pricing Schedule 1: Landscape Maintenance**

Provide firm all inclusive lot price per month including labour, supervision, material, equipment, transportation, overhead, profit and all related cost (excluding HST/GST) for Landscape Maintenance in accordance with the **Statement of Work** attached at Annex A. The prices proposed for each month shall reflect the volume of work anticipated for that Month.

Location: 79 Prince of Wales	
<b>1.1 YEAR 1 - MAY 1 TO OCTOBER 31, 2021</b>	
<b>Period</b>	<b>Firm Monthly Rate</b>
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.1 SUB-TOTAL:</b>	<b>\$ _____</b>

Location: 79 Prince of Wales	
<b>1.2 OPTION YEAR 1 - MAY 1 TO OCTOBER 31, 2022</b>	
<b>Period</b>	<b>Firm Monthly Rate</b>
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.2 SUB-TOTAL:</b>	<b>\$ _____</b>

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Location: 79 Prince of Wales	
<b>1.3 OPTION YEAR 2 - MAY 1 TO OCTOBER 31, 2023</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.3 SUB-TOTAL:</b>	<b>\$ _____</b>

Location: 79 Prince of Wales	
<b>1.4 OPTION YEAR 3 - MAY 1 TO OCTOBER 31, 2024</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.4 SUB-TOTAL:</b>	<b>\$ _____</b>

Location: 79 Prince of Wales	
<b>1.5 OPTION YEAR 4 - MAY 1 TO OCTOBER 31, 2025</b>	
Period	Firm Monthly Rate
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____
<b>1.5 SUB-TOTAL:</b>	<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 1: \$ \_\_\_\_\_**

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**Pricing Schedule 2: Snow Removal Services up to 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) and shall include all Snow Removal requirements up to a total accumulation of 254 cm of snowfall per snow season as defined below in accordance with the **Statement of Work** attached at Annex A.

Location: 79 Prince of Wales				
SNOW SEASON - NOVEMBER 1 TO APRIL 30 SNOWFALL UP TO 254 CM				
YEAR 1 2021/2022 LOT PRICE	OPTION YEAR 1 2022/2023 LOT PRICE	OPTION YEAR 2 2023/2024 LOT PRICE	OPTION YEAR 3 2024/2025 LOT PRICE	OPTION YEAR 4 2025/2026 LOT PRICE
\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year	\$ _____ Per year

All Years - SNOWFALL UP TO 254 CM GRAND TOTAL for Price Schedule 2: \$ \_\_\_\_\_

**Pricing Schedule 3:**

**3.1. Snowfall in excess of 254 cm**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal in excess of 254 cm as recorded by Environment Canada at the MacDonald-Cartier Airport from November 1 to April 30, on an "as and when requested" basis only in accordance with the Statement of Work attached at Annex A.

\* Estimated centimeters per period is for evaluation purposes only.

Location: 79 Prince of Wales					
SNOW SEASON - NOVEMBER 1 TO APRIL 30			SNOWFALL IN EXCESS OF 254 CM		
Period	YEAR 1 2021/2022 LOT PRICE	OPTION YEAR 1 2022/2023 LOT PRICE	OPTION YEAR 2 2023/2024 LOT PRICE	OPTION YEAR 3 2024/2025 LOT PRICE	OPTION YEAR 4 2025/2026 LOT PRICE
Rate per cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm
* Estimated centimetres	50/cm	50/cm	50/cm	50/cm	50/cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.1 Sub-Total:					\$ _____

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**3.2. Snowfall outside the Snow Season**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Snow Removal services required on an “as and when requested” basis only, in accordance with the Statement of Work attached at Annex A., outside the snow season (November 1 to April 30) as recorded by Environment Canada at MacDonald Cartier Airport for each snowfall.

\* Estimated centimeters per period is for evaluation purposes only.

Location: 79 Prince of Wales SNOWFALL OUTSIDE THE SNOW SEASON					
Period	YEAR 1 2021/2022 LOT PRICE	OPTION YEAR 1 2022/2023 LOT PRICE	OPTION YEAR 2 2023/2024 LOT PRICE	OPTION YEAR 3 2024/2025 LOT PRICE	OPTION YEAR 4 2025/2026 LOT PRICE
Rate per cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm	\$ _____/cm
*Estimated centimeters	10/cm	10/cm	10/cm	10/cm	10/cm
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>3.2 Sub-Total:</b>					<b>\$ _____</b>

**All Locations, All Years - GRAND TOTAL for Price Schedule 3. (3.1 + 3.2): \$ \_\_\_\_\_**

**Pricing Schedule 4: Special Operations (Landscape Only)**

Provide firm all inclusive rates including labour, supervision, material, equipment, transportation, overhead, profit and all related costs (excluding HST/GST) for Special Operations on an “as and when requested” basis only. The Special Operations are to be performed in accordance with the Statement of Work attached at Annex A.

“Estimated Frequency” per year is for evaluation purposes only.

Location: 79 Prince of Wales			
4.1 YEAR ONE (1): MAY 1 TO OCTOBER 31, 2021			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.1</b>			<b>\$ _____</b>

Location: 79 Prince of Wales			
4.2 OPTION YEAR ONE (1): MAY 1 TO OCTOBER 31, 2022			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.2</b>			<b>\$ _____</b>

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4.3 OPTION YEAR TWO (2): MAY 1 TO OCTOBER 31, 2023			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.3</b>			<b>\$ _____</b>

Location: 79 Prince of Wales			
4.4 OPTION YEAR THREE (3): MAY 1 TO OCTOBER 31, 2024			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.4</b>			<b>\$ _____</b>

Location: 79 Prince of Wales			
4.5 OPTION YEAR FOUR (4): MAY 1 TO OCTOBER 31, 2025			
Operation	Price per Operation	x Estimated Frequency =	Extended Price
a) Additional mowing outside the growing season	\$ _____	x 1 =	\$ _____
<b>SUB-TOTAL 4.5</b>			<b>\$ _____</b>

**All Locations, All Years - GRAND TOTAL for Price Schedule 4 (4.1 - 4.5): \$ \_\_\_\_\_**

**Pricing Schedule 5: Extra Work**

The Contractor will provide services for extra work on an “as and when requested” basis only where charges shall be made for actual hours of equipment with operator or labourer with tools in accordance with the **Statement of Work** attached at Annex A.

\* Estimated quantity of hours per year is for evaluation purpose only.

\*\* The Extended Price is calculated by multiplying the hourly rate for the “Equipment & Operator” by the “Estimated hours” per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

Firm all inclusive rates including labour, supervision, equipment, transportation, overhead, profit and all related costs (excluding HST/GST). Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

**Our firm hourly rate for Equipment and Operator shall be:**

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**5.1 (1) One 4-wheel drive loader with a minimum 3.08 m<sup>3</sup> (4 yd<sup>3</sup>) bucket or larger and an operator.**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (1) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (2) One dump truck with a minimum 11.46m<sup>3</sup> (15yd<sup>3</sup>) dump box with an operator.**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (2) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (3) One water truck and an operator.**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1(3) SUB-TOTAL:</b>					<b>\$ _____</b>

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**5.1 (4) One backhoe with 1 m<sup>3</sup> (1.31 yd<sup>3</sup>) bucket with an operator.**

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
<b>Equipment &amp; Operator</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1(4) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (5) One 4x4 Pick up truck with an operator.**

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
<b>Equipment &amp; Operator</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (5) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (6) One skidsteer with an operator.**

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
<b>Equipment &amp; Operator</b>	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1(6) SUB-TOTAL:</b>					<b>\$ _____</b>

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**5.1 (7) One tractor/truck with attachments and an operator (including but not limited to flail mower, rotary brush cutter, rototiller, wood chipper, 7' deck power-driven or gravity aerator, 7' deck hydraulic or power-driven slit/dimple seeder).**

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (7) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (8) One double drum 48" lawn roller with an operator.**

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	__10__	__10__	__10__	__10__	__10__
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (8) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (9) Self Contained Sweeper/Vacuum with operator**

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
<b>Equipment &amp; Operator</b>	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	__10__	__10__	__10__	__10__	__10__
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (9) SUB-TOTAL:</b>					<b>\$ _____</b>



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**5.1 (10) Heavy Duty Professional Quality Stump Grinder with operator (capable of grinding trees up to 48" in diameter)**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___ 10 ___	___ 10 ___	___ 10 ___	___ 10 ___	___ 10 ___
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (10) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (11) mini excavator (Kubota KX-41 or equivalent) with operator**

LOCATION: ALL SITES					
Equipment & Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
*Estimated quantity of hours per year	___ 10 ___	___ 10 ___	___ 10 ___	___ 10 ___	___ 10 ___
Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (11) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.1 (12) one Boom truck with operator**

Equipment with Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (12) SUB-TOTAL:</b>			<b>\$ _____</b>		

**5.1 (13) one Tandem hooklift truck with operator**

Equipment with Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (13) SUB-TOTAL:</b>			<b>\$ _____</b>		

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**5.1 (14) One Certified Arborist with tools/equipment**

Equipment with Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (14) SUB-TOTAL:</b>			<b>\$ _____</b>		

**5.1 (15) One walk-behind 2'-3' deck hydraulic slit/dimple seeder or power-driven aerator with operator**

Equipment with Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (15) SUB-TOTAL:</b>			<b>\$ _____</b>		

**5.1 (16) One stand-on 2-3' deck power-driven aerator with operator**

Equipment with Operator	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	10	10	10	10	10
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.1 (16) SUB-TOTAL:</b>			<b>\$ _____</b>		

**All Years - GRAND TOTAL for Price Schedule 5.1 (1-14) \$ \_\_\_\_\_**

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE HOURLY RATE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**

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**5.2 Labour: Our firm hourly rate per qualified labourer with hand tools for landscaping services shall be. This rate will include adequate supervision.**

\* “Estimated hours” per year is for evaluation purposes only.

\*\* The “Extended Price” is calculated by multiplying the hourly rate for the labourer with hand tools by the Estimated hours” per year (Example: Hours, Year 1, \$5.00 hourly rate x estimated hours 10 = \$50.00)

LOCATION: ALL SITES					
5.2(i) Regular Hours 08:00 to 17:00 Monday to Friday	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	____ 10 ____	____ 10 ____	____ 10 ____	____ 10 ____	____ 10 ____
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.2(i) SUB-TOTAL:</b>					<b>\$ _____</b>

LOCATION: ALL SITES					
5.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	____ 10 ____	____ 10 ____	____ 10 ____	____ 10 ____	____ 10 ____
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.2(ii) SUB-TOTAL:</b>					<b>\$ _____</b>

**5.3 MATERIALS:** Materials will be charged at our laid-down cost plus a mark-up of:

\* “Estimated expenditure” per year is for evaluation purpose only.

LOCATION: ALL SITES					
	YEAR 1 2021/2022 RATE	OPTION YEAR 1 2022/2023 RATE	OPTION YEAR 2 2023/2024 RATE	OPTION YEAR 3 2024/2025 RATE	OPTION YEAR 4 2025/2026 RATE
Mark-up	_____ %	_____ %	_____ %	_____ %	_____ %
*Estimated expenditure:	\$5000.00	\$5000.00	\$5000.00	\$5000.00	\$5000.00
** Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>5.3 SUB-TOTAL:</b>					<b>\$ _____</b>

**All Years - GRAND TOTAL for Price Schedule 5. (5.1 + 5.2 + 5.3): \$ \_\_\_\_\_**

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For Evaluation Purposes

\*\* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.  
GC 227 "Call-up Against a Contract".

**AUTHORIZATION FOR DELIVERY:**

The consignee shall request delivery of goods/services identified in Pricing Schedule 3, 4, and 5 on form GC 227.

The identified users shall order goods and services either on form **PWGSC-TPSG GC 227** "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form **PWGSC-TPSG GC 227** or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, period of service, contract number, name of authorized person and signature.

**Sum of Pricing Schedules**

Pricing Schedule 1: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 2: **GRAND TOTAL** \$ \_\_\_\_\_ =

**(A) Total Firm Price** \$ \_\_\_\_\_

Pricing Schedule 3 : **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 4: **GRAND TOTAL** \$ \_\_\_\_\_ +

Pricing Schedule 5: **GRAND TOTAL** \$ \_\_\_\_\_ =

**(B) Total "as & when" Price** \$ \_\_\_\_\_

**TOTAL BID PRICE** \$ \_\_\_\_\_ = (A) Total Firm Price +  
(B) Total "as & when" Price.

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.  
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION**



SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction		Real Property	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Year-round grounds maintenance services for 79 Prince of Wales drive, Ottawa ON.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : \_\_\_\_\_

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

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

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



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Lougheed, Angela	Horticultural Technician	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-513-7636	613-513-7636	angela.lougheed@tpsgc-pwgsc.gc.ca
		Date
		2020/01/13

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Digitally signed by Lamontagne, stephen Date: 2020.01.14 13:51:59 -05'00'
Lamontagne, Stephen	SO		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-576-3611	--	stephen.lamontagne@pwgsc-tpsgc.gc.ca	

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

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

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

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Digitally signed by Leconte, Denis Date: 2020.01.15 13:03:20 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

**Denis Leconte**

Contract Security Program / Programme de la sécurité des contrats

Industrial Organization Security Services / Services de la sécurité industrielle des organisations

Industrial Security Sector / Secteur de la sécurité industrielle

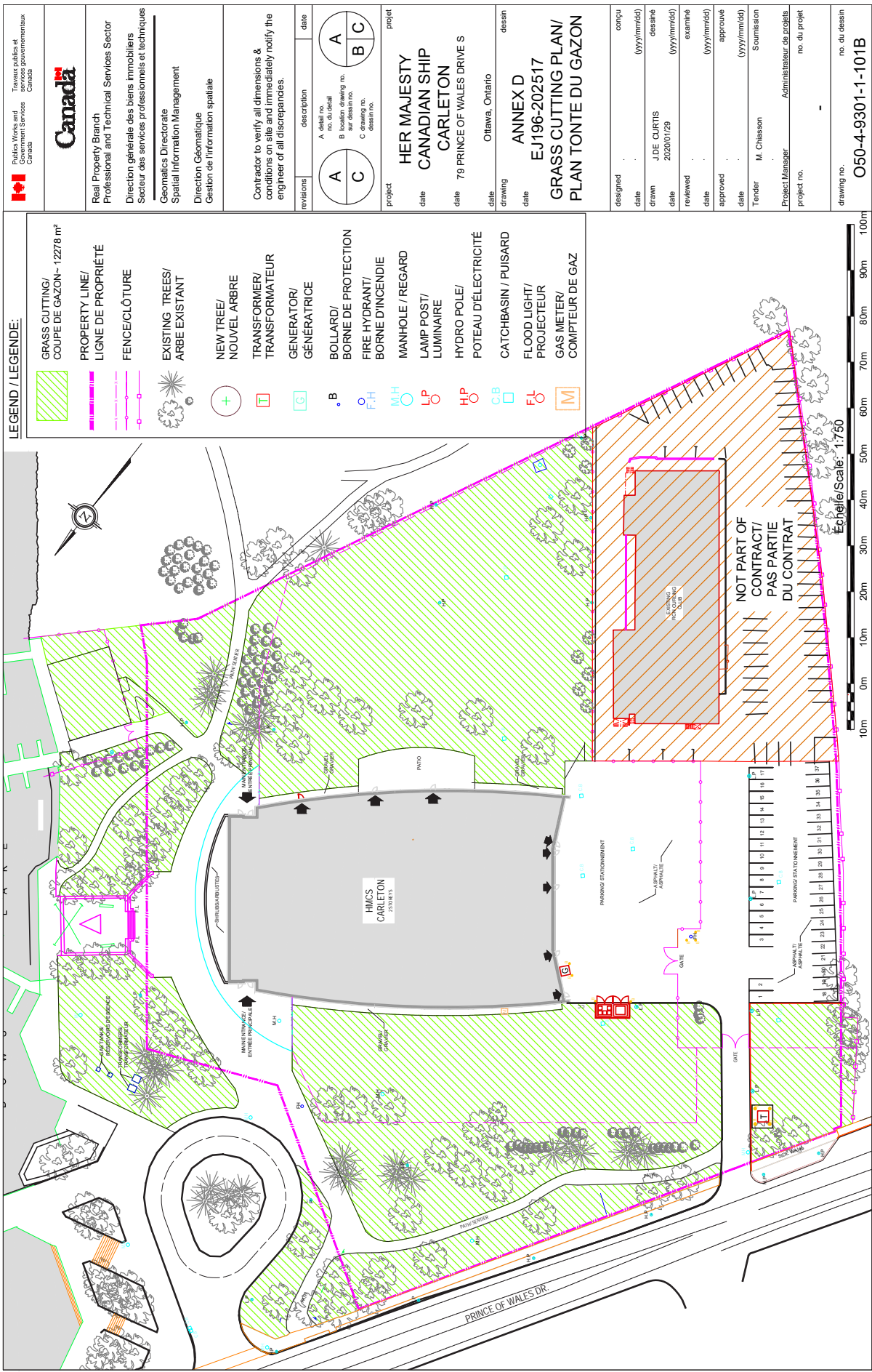
Public Services and Procurement Canada / Services publics et de l'Approvisionnement

(613) 952-7907

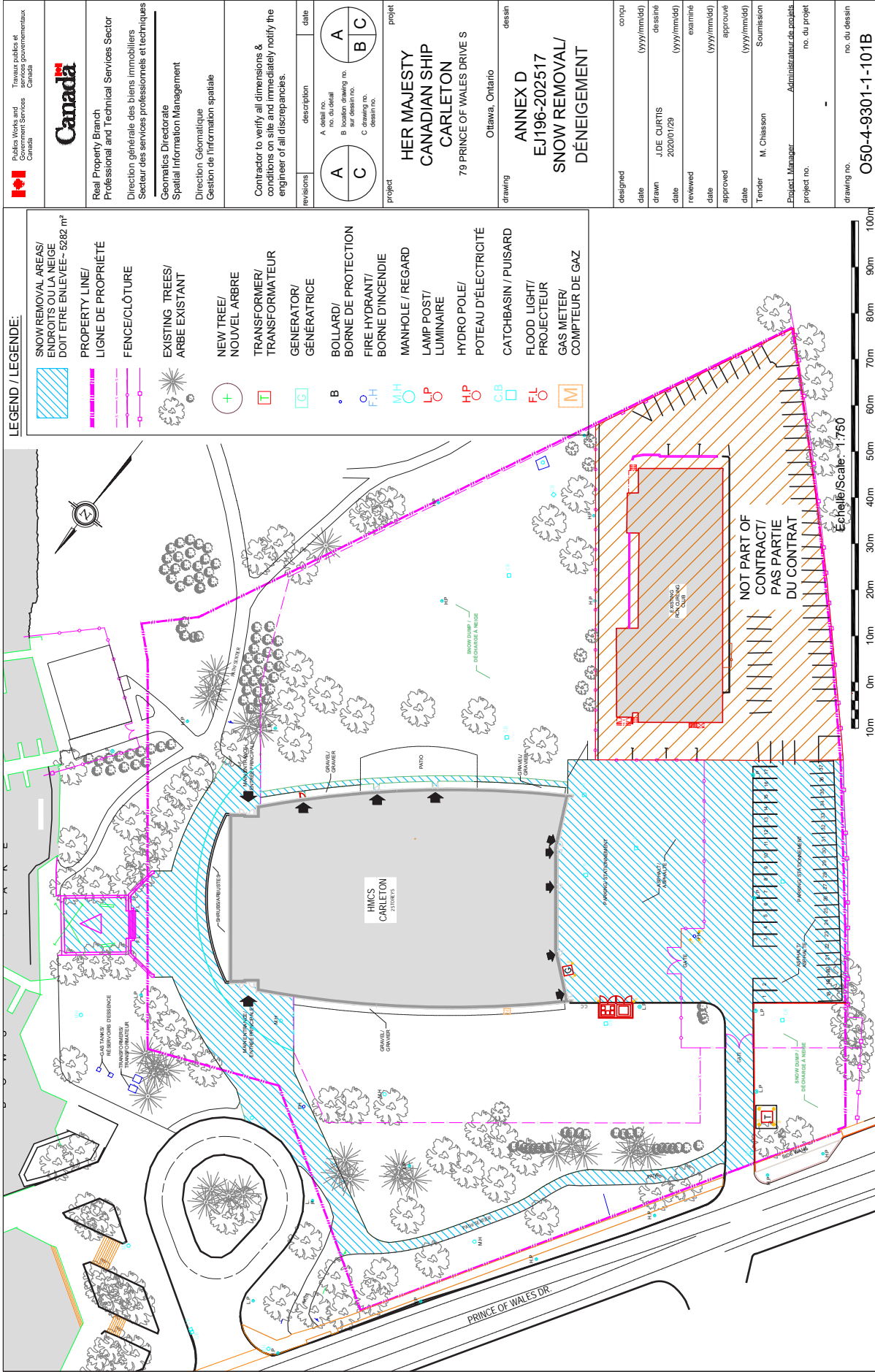
[Denis.Leconte@tpsgc-pwgsc.gc.ca](mailto:Denis.Leconte@tpsgc-pwgsc.gc.ca)



Annex D (E) - Grass Cutting Plan EJ196-202517/A



Annex D (E) - Snow Removal EJ196-202015/A



Annex E (E) EJ196-202517/A  
Sample Quote form for Extra Work Category

Contract Number:  
Location of work:  
Description of work:

Date:

	Estimated	Hourly Rate	Total
Services:			
Labour	2	\$30.00	\$60.00
Backhoe	2	\$95.00	\$190.00
			\$250.00
	13 % HST on Services		\$32.50
	Total Services		\$282.50
Materials:			
3 - 3 gallon Spirea ' Goldflame'	3	\$10.00	\$30.00
5 yards topsoil	5	\$16.00	\$80.00
Mulch	4	\$45.00	\$180.00
	Subtotal		\$290.00
	10 % Mark-up on Materials		\$29.00
	Subtotal		\$319.00
	13% HST on Materials and mark-up:		\$41.47
	Total Materials		\$360.47
	Total Services and Materials		\$642.97



Annex F (E) EJ196-202517/A

**Hazard Assessment**  
**Évaluation des dangers**

Performed By - Effectué par Angela Lougheed				Date (Y-A-MM-D-J) 2020-01-14	Project No. - N° de projet EJ196-202517
Project Description - Description de projet Year-round grounds maintenance services at HMCS Carleton, 79 Prince of Wales Drive					
Project Manager - Gestionnaire de projet Angela Lougheed					
Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises	
Lifting Hazard (Material Handling) Danger lié au levage d'objets (Manutention)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Manually, using the appropriate lifting procedure; do not lift excessive loads; Manuellement en utilisant la procédure de levage appropriée, ne pas soulever de charges excessives; <input checked="" type="checkbox"/> If the load is too heavy, seek assistance from another worker; Si la charge est trop lourde, obtenir l'aide d'un autre travailleur; <input type="checkbox"/> Use the appropriate lifting equipment/devices; Utiliser un équipement/appareil de levage approprié; <input type="checkbox"/> Lifting certification if the load is greater than 5 tonnes; Attestation de levage si la charge est supérieure à 5 tonnes; <input type="checkbox"/> Other: Autre :	
Hoarding Danger lié à la palissade de chantier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> The hoarding must rest on a solid base, and must be high enough to limit access to workers only; La palissade doit reposer sur base solide et suffisamment élevée pour limiter l'accès aux travailleurs seulement; <input type="checkbox"/> Do not place heavy materials on the hoarding; Ne pas appuyer de matériel lourd sur la palissade; <input type="checkbox"/> Other: Autre :	
Environment Hazard (Asbestos/Lead/Mold) Danger lié à l'environnement (amiante/plomb/moisissure)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Report on designated substances submitted to the contractor; Rapport sur les substances désignées remis à l'entrepreneur; <input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place; Fiches signalétiques accessibles aux travailleurs - mesures préventives en place; <input type="checkbox"/> Control contaminant concentration in the ambient air; Contrôle de la concentration des contaminants dans l'air ambiant; <input type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière <input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes <input type="checkbox"/> Other: Autre :	
Dust Danger lié à la poussière	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Reduce dust generated on the work site (tools, appropriate equipment, wet process, other ...) Réduire la poussière générée dans le lieu de travail (outils, équipement approprié, procédé humide, autre ...) <input type="checkbox"/> Vacuum dust at the source/increase ventilation; Aspiration poussières à la source/augmenter la ventilation; <input checked="" type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Airtight Goggles <input type="checkbox"/> Visor EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes étanches <input type="checkbox"/> Visière <input type="checkbox"/> Other: Autre :	
Confined Space Espace clos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>Mandatory:</b> Assess hazards of the confined space prior to entry. <b>Obligatoire :</b> Évaluation des risques de l'espace clos avant l'entrée. <input type="checkbox"/> Evaluate air quality prior to entry; Évaluation de la qualité de l'air avant l'entrée; <input type="checkbox"/> Entry permit if the confined space is high risk; Permis d'entrée si espace clos à risques élevés; <input type="checkbox"/> "Confined space entry" training certification; Attestation de formation « Entrée en espace clos »; <input type="checkbox"/> Other: <input type="checkbox"/> Lockout <input type="checkbox"/> Hot work permit Autre : <input type="checkbox"/> Cadenassage <input type="checkbox"/> Permis travail à chaud	

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Electrical Danger lié à l'électricité	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div>NOTE: No live electrical work. NOTE : Aucun travail électrique sous tension.</div> <div> <input checked="" type="checkbox"/> <b>Mandatory:</b> Work performed by an electrician or qualified person.  <b>Obligatoire :</b> Travail fait par un électricien ou une personne qualifiée. </div> <div> <input type="checkbox"/> Lockout sheet prepared/validated for all electrical work +  Fiche de cadenassage rédigée/validée pour tout travail électrique + </div> <div> <input type="checkbox"/> PWGSC form 13 to inform PFM;  Formulaire TPSGC 13 pour informer le PFM; </div> <div> <input type="checkbox"/> Other:  Autre : </div>
Fall Hazards Danger de chute	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<div> <input type="checkbox"/> Roof work: protected area (guardrails, barriers/red tape) at +6 ft from the edge of the roof; OTHERWISE, safety harnesses are required:  Travaux sur toit : zone protégée (garde-corps, barricade/ruban rouge) à +6 pi du bord du toit; SINON Harnais de sécurité : </div> <div> <input type="checkbox"/> Safety harness: work at heights of more than 10 ft and on any lifting device;  Harnais de sécurité : travaux en hauteur à plus de 10 pi du sol dans tout appareil de levage; </div> <div> <input type="checkbox"/> Ladders, work platforms, scaffolding used safely;  Échelle, plateforme de travail, échaffaudage utilisés sécuritairement; </div> <div> <input type="checkbox"/> "Working at Heights" training certification;  Attestation de formation « Travail en hauteur »; </div> <div> <input type="checkbox"/> Other:  Autre : </div>
Chemical Hazards Danger chimique	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div> <input checked="" type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place;  Fiches signalétiques accessibles aux travailleurs - mesures préventives en place; </div> <div> <input checked="" type="checkbox"/> WHMIS training certification;  Attestation de formation « SIMDUT »; </div> <div> <input checked="" type="checkbox"/> PPE; <input type="checkbox"/> Respirator <input type="checkbox"/> Goggles <input type="checkbox"/> Visor  EPI; <input type="checkbox"/> Respirateur <input type="checkbox"/> Lunettes <input type="checkbox"/> Visière </div> <div> <input type="checkbox"/> Gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Boots  Gants <input type="checkbox"/> Combinaison <input type="checkbox"/> Bottes </div> <div> <input type="checkbox"/> Other:  Autre : </div>
Shoring Protection Danger lié à l'étalement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div> <input type="checkbox"/> Setup/teardown of shoring in accordance with specifications;  Montage/démontage des étalements en respectant les devis; </div> <div> <input type="checkbox"/> Other:  Autre : </div>
Explosion Hazard Danger d'explosion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div> <input type="checkbox"/> "Handling/use of explosives" certification;  Attestation « Manutention/utilisation d'explosifs »; </div> <div> <input type="checkbox"/> Hot work permit;  Permis de travail à chaud; </div> <div> <input type="checkbox"/> Control ventilation, quantity of product used;  Contrôler la ventilation, la quantité de produit utilisée; </div> <div> <input type="checkbox"/> Material safety data sheets accessible to workers - preventive measures in place;  Fiches signalétiques accessibles aux travailleurs - mesures préventives en place; </div> <div> <input type="checkbox"/> Other:  Autre : </div>
Traffic Hazard Danger lié à la circulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div> <input type="checkbox"/> Traffic plan + flagger;  Plan de circulation + signaleur; </div> <div> <input type="checkbox"/> Signs/barriers/pedestrian crossings identified;  Enseignes/barrières/traverse de piétons identifiées; </div> <div> <input checked="" type="checkbox"/> Other:  Autre : be aware of traffic entering/exiting parking lot </div>
Trenching Tranchée	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div> <input checked="" type="checkbox"/> Review applicable regulatory depths requirements and where required, notify the authorities having jurisdiction (i.e. Ontario: depth &gt; 1.2 m = MOL Notification required)  Réviser les règlements applicable concernant la profondeur et lorsque requis, aviser les autorités compétentes ( ex: en Ontario profondeur plus de 1.2 m = aviser le ministère de travail) </div> <div> <input type="checkbox"/> If depth + 1.2 m = 45-degree slope on each side OR caisson  Si profondeur + 1.2 m = pente de 45 degrés chaque côté OU caisson </div> <div> <input type="checkbox"/> Other:  Autre : </div>

Hazard Danger	Yes Oui	No Non	N/A S.O.	Specific Safety Measures Mesures de sécurité précises
Others (Specify) Autres (préciser)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>Mandatory:</b> Corrective measures must comply with provincial AND federal regulations for workplace health and safety  <b>Obligatoire :</b> Les mesures correctives doivent respecter la réglementation provinciale ET fédérale en matière de santé et sécurité du travail</p> <p><input type="checkbox"/> Other: Autre :</p>

Tasks Tâches	Specific Safety Measures Mesures de sécurité précises
Swing Stage Échaffaudage volant	<p><input type="checkbox"/> Annual: Visual inspection of anchor points by an engineer Annuellement : Inspection visuelle des points d'ancrage par un ingénieur</p> <p><input type="checkbox"/> 5 years: Pull test on adhesive anchors 5 ans : Pull test sur ancrages adhésifs</p> <p><input type="checkbox"/> Prior to use, equipment inspection by a competent worker Avant utilisation, inspection de l'équipement par un travailleur compétent</p> <p><input type="checkbox"/> "Swing stage" training certification Attestation formation pour « échaffaudage volant »</p> <p><input type="checkbox"/> Mandatory PPE: safety harness + bungee + independant cable EPI obligatoire : harnais de sécurité + bungee + câble indépendant</p> <p><input type="checkbox"/> Appropriate design, construction and use Conception, construction et utilisation adéquates</p> <p>Appropriate maintenance of equipment, materials and protective devices  <a href="http://www.labour.gov.on.ca/english/hs/pubs/alerts/c22.php">http://www.labour.gov.on.ca/english/hs/pubs/alerts/c22.php</a></p> <p><input type="checkbox"/> Entretien adéquat de l'équipement, des matériaux et des appareils de protection  <a href="http://www.labour.gov.on.ca/french/hs/pubs/alerts/c22.php">http://www.labour.gov.on.ca/french/hs/pubs/alerts/c22.php</a></p>
Elevating work platform (Basket, Scissor Lift) Plate-forme de travail élévatrice (nacelle, élévateur ciseau)	<p><input type="checkbox"/> Inspection report completed prior to use Rapport d'inspection complété avant utilisation</p> <p><input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur</p> <p><input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone Délimitée : ruban jaune ou rouge/barrière/barricade</p> <p><input type="checkbox"/> Supervisor to monitor the area Surveillant pour contrôler la zone</p> <p><input type="checkbox"/> Building access during lifting = Pedestrian protection via scaffolding Accès à l'édifice lors de la levée = Protection piétons par un échaffaudage</p> <p><input type="checkbox"/> Other: Autre :</p>
Lifting a Worker with a Crane Levage d'un travailleur avec une grue	<p><input type="checkbox"/> Crane capacity OK Capacité de la grue OK</p> <p><input type="checkbox"/> Cage for lifting workers compliant and certified Cage pour lever les travailleurs conforme et certifiée</p> <p><input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur</p> <p><input type="checkbox"/> Lift plan signed by engineer and submitted to PWGSC Plan de levage signé par un ingénieur et remis à TPSGC</p> <p><input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone délimitée : ruban jaune ou rouge/barrière/barricade</p> <p><input type="checkbox"/> Supervisor to monitor area Surveillant pour contrôler la zone</p> <p><input type="checkbox"/> Other: Autre :</p>

Tasks Tâches	Specific Safety Measures Mesures de sécurité précises
Lifting Materials Levage de matériel	<input type="checkbox"/> Ensure crane capacity is sufficient Capacité de la grue OK <input type="checkbox"/> Operator certification card Carte d'attestation de l'opérateur <input type="checkbox"/> If load is greater than 5 tons, lift plan must be signed by engineer and submitted to PWGSC Si la charge est plus de 5 tonnes, Plan de levage doit être signé par ingénieur et remis à TPSGC <input type="checkbox"/> Restricted area: yellow or red tape/barrier/barricade Zone délimitée : ruban jaune ou rouge/barrière/barricade <input type="checkbox"/> Supervisor to monitor area Surveillant pour contrôler la zone <input type="checkbox"/> Building access during lifting = Pedestrian protection via scaffolding Accès à l'édifice lors de la levée = Protection piétons par un échaffaudage <input type="checkbox"/> Other: Autre :

**NOTE:** This form proposes safety measures to help assess hazards, but it cannot predict all work site situations. Please consult a Construction Health and Safety Coordinator if you have trouble identifying measures to be implemented to reduce risks.

**NOTA :** Ce formulaire propose des mesures de sécurité pour aider la personne à faire l'évaluation des risques mais il ne peut prévoir toutes les situations de travail. Veuillez consulter un coordonnateur, santé et sécurité des chantiers si vous avez de la difficulté à identifier les mesures à mettre en place pour réduire le risque.

**ANNEX G**  
**EJ196-202517/A**

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY  
BOARD OF DIRECTORS OF THE BIDDER**

### NOTE TO BIDDERS

**WRITE BOARD OF DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



SNOW CLEARING DAILY MAINTENANCE SCHEDULE							
SITE: _____ CONTRACT NO.: <u>EJ196-202517</u> WEEK OF: _____							
This is to verify that the following areas are clear (c) fallen or drifting snow and ice, and/or have been salted (s) or sanded (sn) - including the use of chip stone as per Section 2 of this contract.							
LOCATION	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
	Note timeframe work completed - including ice control measures.						
Sidewalks & Handicap Ramps							
Roadways, ramps & gates							
Parking Lots							
Fire Routes, hydrants, standpipes							
Doorways and emergency exits to buildings, sea containers and portables.							
A. C. Units or other mechanical areas							
Culverts, drains, downspouts							
Loading Docks							
Fuel Filler Pipes & Pumps							
Roof ladders							
Refuse Bins							
Litter Picked Up							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LANDSCAPE DAILY MAINTENANCE SCHEDULE							
SITE: _____		CONTRACT NO.: EJ196-16-2505			WEEK OF: _____		
This is to verify that the following operations have been performed as per specifications. Please indicate time work completed.							
TASK LIST	SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
Raking							
Garbage Pickup							
Sweeping Parking Lots & Roads							
Sweeping Walkways							
Clearing Catch basins							
Cultivating Beds							
Mulching							
Pruning Trees & Shrubs							
Weeding Beds							
Trimming							
Watering							
Mowing Turf							
Pest Control							
Remarks:							
Supervisor's Initials							
Time Supervision Completed							

DATE:

NAME OF SUPERVISOR:

CONTRACTOR'S SIGNATURE:

# Annex I EJ196-202517/A

## Pesticides Records Keeping System

### PFO/PFM INFORMATION

Submitted by (First & Last Name) \_\_\_\_\_

Contract Number (JO/WO): \_\_\_\_\_

Date of Last Contract Evaluation \_\_\_\_\_

☐ Reason for Application:

☐ Cosmetic:

☐ Operational:

### LICENSEE INFORMATION

Company Name

Province

License Class

License Number

Expiry Date

RPP Fit Tested

RPP Exp. Date

### APPLICATION INFORMATION

Date Action Occured

PCP Registration Number

Amount of Product Used

Application Rate:

Target Pest - SEE TABLE 1

Application Sites

Application Site Description (indoor, outdoor, grass, along fences, etc.)

## Annex I EJ196-202517/A

Purpose

Application Area/Unit – SPECIFY UNIT TO INCLUDE M3, HA, M2, SPOT SPRAY ETC.

Supervisor/Inspector

Method of Application – SEE TABLE 2

Temperature (°C)

Wind Speed (KM/Hour)

Wind Direction

General Weather Condition

Unusual Circumstances

Relative Humidity (%)

Pesticide Storage Location

Reports

Annex J  
Covid-19 Questionnaire and Site Visit Attendance  
Request for Proposal (RFP) EJ196-202517/A  
Landscape Maintenance and Snow Removal  
79 Prince of Wales Cris Hill FK258

COVID-19 QUESTIONNAIRE TO BE COMPLETED AT THE SITE VISIT  
**(FOR INFORMATION ONLY)**  
**(The contracting authority will complete the form during the site visit.)**

File number: EJ196-202517/A

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Representative: \_\_\_\_\_

Email address : \_\_\_\_\_

Participants Telephone/Cell Phone number: \_\_\_\_\_

Checked in to Site Visit: Yes ( ) No ( ) Confirmed by Contracting Authority \_\_\_\_\_

Checked out of Site Visit: Yes ( ) No ( ) Confirmed by Contracting Authority \_\_\_\_\_

**COVID-19 questions – Do you have any of the following new or worsening symptoms?**

- |  |                |
|--|----------------|
| 1. Fever/chills :  | Yes ( ) No ( ) |
| 2. Cough:  | Yes ( ) No ( ) |
| 3. Difficulty breathing/shortness of breath                          | Yes ( ) No ( ) |
| 4. Sore throat/Difficulty  | Yes ( ) No ( ) |
| 5. Runny nose (unrelated to seasonal allergies)                      | Yes ( ) No ( ) |
| 6. Loss of taste or smell  | Yes ( ) No ( ) |
| 7. Not feeling well, headache, unexplained tiredness an muscle aches | Yes ( ) No ( ) |
| 8. Nausea, vomiting, diarrhea, abdominal pain                        | Yes ( ) No ( ) |

**In the last 14 days, have you had close physical contact with a person who:**

- |   |                |
|---|----------------|
| 9. Was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing | Yes ( ) No ( ) |
| 10. Has returned from travel outside of Canada in the last 14 days.                                 | Yes ( ) No ( ) |
| 11. Was a confirmed or probable case of COVID-19?   | Yes ( ) No ( ) |
| 12. In the last 14 days, have you travelled outside of Canada?                                      | Yes ( ) No ( ) |

**If you have answered YES to any of these questions, please return home and self-isolate.  
Visit [OttawaPublicHealth.ca/COVIDCentre](https://www.ottawapublichealth.ca/COVIDCentre) for more information about getting tested.  
If you are feeling unwell, contact your health care provider or call Telehealth Ontario at  
1-866-797-0000 to speak to a registered nurse.**

[https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19\\_Employee\\_Screening\\_Questionnaire\\_EN.pdf](https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_EN.pdf)