



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid Fax: 1-877-558-2349

Bid E-mail Address:

pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca

attention: Lorraine Fletcher

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address may not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

Title: Maintenance of lawns and landscaped grounds and waste removal – Chambly Canal NHS	
Solicitation No.: 5P300-20-0214A	Date: March 10, 2021
Client Reference No.: 10201293	
GETS Reference No.: NA	

Solicitation Closes: At: 2:00 pm On: March 31, 2021	Time Zone: EDT
--	--------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Lorraine Fletcher
Telephone No.: 343-585-4712
Email Address: lorraine.fletcher@canada.ca
Destination of Goods, Services, and Construction: Parks Canada Agency Quebec Waterways FU 1899 boul. de Périgny Chambly, QC J3L 4C3

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is pc.receptiondessoumissionssest-bidreceivingeast.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.receptiondessoumissionssest-bidreceivingeast.pc@canada.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>

TABLE OF CONTENTS

PART 1 – INFORMATION AND INSTRUCTIONS	5
1.1. SECURITY REQUIREMENTS	5
1.2. STATEMENT OF WORK	5
1.3. OPTIONAL SITE VISIT	5
1.4. DEBRIEFINGS.....	5
PART 2 – BIDDER INSTRUCTIONS	6
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	6
2.2. SUBMISSION OF BIDS	6
2.3. ENQUIRIES – BID SOLICITATION	6
2.4. APPLICABLE LAWS	7
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 – BID PREPARATION INSTRUCTIONS	8
3.1. BID PREPARATION INSTRUCTIONS.....	8
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1. EVALUATION PROCEDURES	9
4.2. BASIS OF SELECTION	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1. CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	10
PART 6 – RESULTING CONTRACT CLAUSES	12
6.1. SECURITY REQUIREMENTS	12
6.2. STATEMENT OF WORK	12
6.3. STANDARD CLAUSES AND CONDITIONS	12
6.4. TERM OF CONTRACT	12
6.5. AUTHORITIES	13
6.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
6.7. PAYMENT	14
6.8. INVOICING INSTRUCTIONS.....	15
6.9. CERTIFICATIONS AND ADDITIONAL INFORMATION	16
6.10. APPLICABLE LAWS	16
6.11. PRIORITY OF DOCUMENTS.....	16
6.12. SACC MANUAL CLAUSES	16
6.13. INSURANCE REQUIREMENTS.....	16
6.14. INSPECTION AND ACCEPTANCE.....	16
ANNEX “A”	17
STATEMENT OF WORK.....	17
ANNEX “B”	40
BASIS OF PAYMENT	40
ANNEX “C”	46
ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS).....	46

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

ANNEX “D” TO PART 4 OF THE BID SOLICITATION	48
TECHNICAL REQUIREMENTS	ERROR! BOOKMARK NOT DEFINED.
ANNEX “E” TO PART 5 OF THE BID SOLICITATION.....	50
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM	50
ANNEX “F” TO PART 5 OF THE BID SOLICITATION.....	52
FORMER PUBLIC SERVANT	52
ANNEX “G” - TASK AUTHORIZATION	54

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3. Optional Site Visit

No site visits are planned for this contract due to the Covid-19 pandemic.

As the site is always open to the public, you are invited to familiarize yourself with the site as requested in Annex "A" art. 1.2.2. You may also refer to Appendix "I" - Landscaped ground and Garbage bin location. Furthermore, most of the site is available on the Google Map site in Street view from the canal.

1.4. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2020-05-28), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The only acceptable email address for responses to bid solicitations is pc.receptiondessoumissionsesest-bidreceivingeast.pc@canada.ca.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) working days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4. Applicable Laws

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

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.

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

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Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex “B” Basis of Payment.

Section III: Certifications

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

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria specified at **Annex “D” to Part 4 of the Bid Solicitation.**

4.1.2. Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

4.2. Basis of Selection

4.2.1. Basis of Selection – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex “E” to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex “F” to Part 5 of the Bid Solicitation** prior to contract award.

5.2.3. 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.4. Additional Certifications Precedent to Contract Award

5.2.4.1. Status and Availability of Resources

SACC *Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

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.

5.2.4.2. Education and Experience

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 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. There is no security requirement applicable to the Contract.

6.2. Statement of Work

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

6.2.1. Task Authorization Process

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form.

6.2.2. Canada' Obligation - Portion of the Work – Task Authorizations

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

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4. Term of Contract

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to November 30, 2021 inclusive.

The operational periods vary from April to November each year depending on seasonal temperature variations.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period 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 thirty (30) calendar 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.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Fletcher
A/Contracting Officer,
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East, Cornwall, Ontario, K6H 6S2

Telephone: 343-585-4712

E-mail address: lorraine.fletcher@canada.ca

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

6.5.2. Project Authority

The Project Authority for the Contract is:

***** to be provided at contract award *****

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

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
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NHS

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is: (to be included with your bid)

Representative's Name:		
Representative's Title:		
Vendor/ Firm Name:		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment – Firm price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm price, as specified in Annex "B" for a cost of \$ _____ *** to be provided at contract award ***. Customs duties included and Applicable Taxes are extra.

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

6.7.2. Basis of Payment – Firm Unit Price(s)– Task Authorizations

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

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

6.7.3. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$9,999.99 Applicable Taxes included, inclusive of any revisions.

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

6.7.4. Limitation of Expenditure

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

6.7.5. Monthly Payment

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

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

6.8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions with the monthly maintenance report detailed in Appendix III of the Contract.. Invoices cannot be submitted until all work identified in the invoice is completed and all maintenance service request reports for the work identified in the invoice are received by the Project Authority.
2. Invoices must be distributed as follows:

- a. The original invoice along with the monthly report must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9. Certifications and Additional Information

6.9.1. 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.

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

6.11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2020-05-28), General Conditions – Services (Medium Complexity);
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) Annex “G”, Task Authorization;
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

6.12.1 Government Site Regulations

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

6.13. Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

6.14. Inspection and Acceptance

The Project 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.

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5P300-20-0214/A

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Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

ANNEX "A"

STATEMENT OF WORK

PARKS CANADA AGENCY Quebec Waterways

WORK INSTRUCTIONS

MAINTENANCE OF LAWNS AND LANDSCAPED GROUNDS AND WASTE REMOVAL (grounds and waste receptacles)

CHAMBLY CANAL National Historic Site of Canada

TABLE OF CONTENTS

SECTION 1

GENERAL INSTRUCTIONS

- 1.0 Use of terms
- 1.1 Summary work description
- 1.2 Plans
- 1.3 Use of premises
- 1.4 Supervision and skilled labour
- 1.5 Personnel work attire
- 1.6 Equipment, material and labour
- 1.7 Proof of execution
- 1.8 Environmental protection
- 1.9 Reference standards

SECTION 2

WORK PERFORMANCE INSTRUCTIONS

- 2.0 General
- 2.1 Spring clean-up
- 2.2 Lawn mowing and trimming
- 2.3 Maintenance of footpaths and areas
- 2.4 Maintenance and pruning of hedges, trees, bushes and shrubs
- 2.5 Dead leaves removal (autumn)
- 2.6 Removal of waste and garbage
- 2.7 Mowing of rough lands
- 2.8 General work related to landscaping
- 2.9 Repairs (provisional amount for materials)

APPENDICES

- I: Area plans for bids
- II: Waste removal schedules 2021 to 2025
- III: Monthly work performance certificate (proof of execution) and approval of additional work or on request
- IV: Monthly cost breakdown (example)
- V: Keys

1.0 Use of terms

- .1 In these instructions, **“Parks Canada”** means the Parks Canada Agency (Quebec Waterways).
- .2 **“Project Manager”** means the Parks Canada Technical Services Representative or the latter’s designated representative(s).
- .3 **“Contractor”** means the company selected to perform all the work described in this document, in accordance with the instructions provided therein.
- .4 Words, expressions and abbreviations with known technical or professional meanings shall be taken as such in these instructions and this plan.

1.1 Summary work description

- .1 The work that is the subject of this contract includes, but is not limited to, the following:

Maintenance of the lawns and landscaped grounds of the **Chambly Canal** (approximately 418,840,0m²), located in Chambly, Quebec, including: all grassed and rough lands, paved areas (footpaths, parking lots, bicycle path, sidewalks, trails, etc.), plant beds, hedges, trees, bushes, shrubs and related works located within those areas, as shown on the plans.

- .2 More particularly, the work includes:
Planned work for Chambly Canal site
 - a) Spring cleaning
 - b) Lawn mowing and trimming (174,592m²)
 - c) Maintenance of footpaths and paved areas
 - d) Maintenance and pruning of hedges, trees, bushes and shrubs
 - e) Removal of fallen leaves
 - f) Removal of waste and garbage (grounds and waste receptacles)
 - g) Mowing of rough lands (243 745m²)

Work as and when requested (Task authorization)

- h) Specific lawn mowing on demand
 - i) Cleaning and washing of site furnishings on demand
 - j) Mowing of wasteland on demand
 - k) Cleaning of ditches at the foot of dikes
- .3 Overall, the contract includes all the work described in the work plans and instructions, as well as those necessary to ensure the proper progress and completion of the work, even if not specifically stated.
 - .4 The Contractor agrees to provide, at its own cost and expense, all permits, certificates, licences, authorizations and rights required under the applicable laws, codes and regulations.
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1.2 Plans

- .1 The attached plans: Location of landscaped grounds and garbage cans inclusive and these work instructions are complementary.
- .2 The surface dimensions of the lawns and rough lands shown on the work plans and instructions are approximate. The Contractor is responsible for verifying on-site all relevant information in order to take it into account in its bid preparation.

1.3 Use of premises

- .1 The Contractor shall abide by all provisions of the *National Parks Act* in its execution of the work included in this contract.
- .2 The Contractor shall comply with all relevant Parks Canada regulations, including, but not limited to, regulations relating to safety, environmental protection, parking and traffic control.
- .3 The Contractor shall observe the maximum speed limit on the site which is **10 km/h**, in order to prevent bodily harm to Parks Canada employees and the general public.
- .4 The Contractor shall not operate on the roads or engineering works a loaded vehicle, machinery or equipment whose weight and/or size exceeds the established legal limits, without the prior written authorization of the Project Manager.
- .5 The Project Manager may reduce the weight limit and even prohibit, temporarily or permanently, all vehicle operation on roads and engineering works, if in the Project Manager's opinion, such operation could cause damage to any part of those roads or engineering works.

1.4 Supervision and skilled labour

- .1 Upon demand, **a competent gardener-horticulturalist shall be assigned to all skilled labour**. The gardener must have horticultural training, or the equivalent, and a minimum of three (3) years' experience in the maintenance of lawns and landscaped grounds.
Before beginning specialized work, a curriculum vitae shall be provided to confirm the gardener's competence.
This requirement/resource may come from within the organization and/or be subcontracted.
- .2 A supervisor shall be on site during the work, and shall have a communication system allowing the Parks Canada Representative to communicate with him/her at all times during work hours (*cellular telephone*). The supervisor shall be authorized to receive on behalf of the Contractor all orders, directives or other communications given under this contract.
- .3 The work supervisor shall immediately notify Parks Canada of any accident or incident that has caused material damage to Parks

Canada property or that of a third party. The supervisor shall also report any injury, etc., sustained by employees and/or site users. The supervisor shall also report any anomalies found (sinking ground, holes, vandalism, breakages, squatters, etc.).

- .4 At the request of the Project Manager, the Contractor shall suspend any supervisor it considers guilty of incompetence or misconduct, and shall immediately replace such supervisor with another deemed acceptable by the Project Manager.

1.5 Personnel work attire

- .1 All employees of the Contractor shall by suitably and appropriately attired and wear personal protective equipment as required for the work to be done, such as safety boots, goggles, gloves, reflective vest, etc. (Bare torsos will not be tolerated.)
- .2 All employees of the Contractor shall be unexceptionable in their dealings with the public.
A telephone number shall be provided to the Contractor so that the Contractor and its employees may provide it to the public for all communications.

1.6 Equipment, materials and labour

- .1 All materials and equipment used by the Contractor shall be of a type approved by the Project Manager and in good working order at the start of the work.
- .2 The minimum equipment required for the lawn maintenance work is:
- a) **Three (3) manual rotary mowers** 53 cm in width.
 - b) **Three (3) tractors fitted with rotary or push reel mowers** of 150 cm or more in width, mounted to the front or rear of the tractor.
 - c) **Three (3) fuel-powered lawn trimmers** (*nylon cord only*).
- .3 Because accessibility may be problematic when cutting grass on steep slopes in rough lands, the Contractor should use adapted equipment, such as tractors fitted with a mounted extendable arm equipped with a mower, and/or any other safe methods. Flail mowers and reapers are not permitted for maintenance of lawns; nor are tractor-mounted mowers.
- .4 The tractor-mowers must be equipped with low-pressure floatation-type tires specially designed for use on grassy areas, and must not exceed 900 kg unless approved by the Project Manager.

- .5 **The Contractor shall ensure that it has a sufficient number of qualified personnel to operate the various types of equipment and to complete the work within the prescribed time frames and the appropriate tools for minor repairs.**
- .6 **The Contractor shall also ensure that it has the equipment required to address any equipment breakages and to complete the work within the prescribed time frames.**

NOTE: *In order to protect the environment, we must advise you that only equipment operating on a four-stroke engine shall be permitted for the maintenance of our lawns and landscaped grounds.*

Should any existing equipment used by the Contractor become obsolete during the term of this contract, it shall be replaced by equipment that meets the above criterion.

The Contractor's road equipment shall be clearly identified. It is strictly prohibited to park trucks or trailers on the grounds to be maintained. Vehicle traffic on lawns shall be restricted and safe.

1.7 Proof of execution and approval of additional work or on demand

- .1 **The contractor must have the monthly work performance certificate initialed on the work site for each item of the schedule or each unit of this schedule by the Project Manager of Parks. (Parks Canada form- see Appendix III)**
These certificates need to be signed by the foreman of Parks Canada and the Contractor at the end of each month and joined to the monthly billing statement.

1.8 Environmental protection

- .1 It is forbidden to dispose of waste (e.g. grass cuttings, garbage, broken glass, animal excrements, etc.) or volatile materials, such as petroleum products (e.g. oil, fuel) by discharging them into a waterway, city sanitary drain system or storm sewer, or any other location that could harm the environment.
- .2 The Contractor shall at all times comply with federal and provincial, municipal regulations, as well as with all other recognized organizations devoted to the protection of the environment.

1.9 Reference standards

- .1 BNQ0605-200/2001 – ENTRETIEN ARBORICOLE ET HORTICOLE (or most recent version)
- .2 This standard establishes the regulations, techniques and specifications on regard of all aspects of arboricultural and horticultural maintenance.

- .3 This document is available cost-free at:
www.bnq.qc.ca/fr/boutique/documents-offerts-gratuitement.html

2.0 General

- .1 This section specifies the requirements for the maintenance of the lawns and landscaped grounds of the **Chambly Canal National Historic Site of Canada**.
- .2 The Contractor shall expect to amend its work schedule for locations where organized activities take place without additional fees. These amendments shall be submitted to the Contractor in a reasonable time frame, in writing by a task authorization as required. (example: trim a particular area on a different day than the day scheduled due to an event)
- .3 The work shall be accomplished with care so as to keep the landscaped grounds very clean. Each of the processes described below shall be performed regularly and completed within a reasonable time frame.
- .4 It is understood that grounds cleaning and lawn mowing shall also be done in hard-to-reach places.
- .5 The area of rough lands may be increased or decreased during the term of this contract, permanently or temporarily, with associated cost adjustments.
(example: area not accessible due to a construction site and/or leased area)

2.1 Spring clean-up

- .1 Spring cleaning shall begin as soon as weather and ground conditions at the site are favourable, and/or two (2) days following the request by the Project Manager, and shall be completed by **APRIL 30 each year (depending of weather conditions)**.
The Contractor shall notify the Project Manager before beginning this work.
- .2 Spring cleaning consists of:
- a) The removal of all waste and garbage from all areas stipulated in this contract, including the Canal banks up to the water line.
 - b) **Raking, sweeping and removal of sand, stones, paper, refuse, branches and leaves and other waste on the roads, parking lots, sidewalks, footpaths, ripraps, paved areas, lawns, rough lands, plant beds, foot bridges, embankments along the canal, wharfs, lock areas, remnants, and various other structures.**
 - c) Light spading and hoeing to a depth of five (5) to eight (8) centimetres of all fallow and cultivated surfaces at the entries of the canal, on the sites of locks 1-2-3 and 9.

- d) Cleaning and washing with soap and water of all benches, picnic tables and waste receptacles.
- .3 All debris, waste and other refuse collected shall be removed from the site. At no time shall it remain on the site.
- .4 The approximate number of benches, picnic tables and waste receptacles distributed on the premises is:
- 70 benches**
 - 66 picnic tables**
 - 58 waste receptacles**
 - 12 recycling bins**

NOTE: *Specific instructions or priorities may be given by Parks Canada prior to the start of the spring clean-up work for certain areas and/or certain surfaces.*

2.2 Lawn mowing and trimming

Area: (±96 321 square metres)

- .1 **The landscaped grounds to be maintained under this contract are located on either side of the Chambly Canal. The different surfaces are represented by different shaded areas on the plans.**
- .2 Start the first grass-cutting operation of the growing season in the two (2) days following the request by the Project Manager. Continue the work as per the established schedule until the end of the growth season, as per the instructions of the Project Manager (*see item 2.2.4, below*) and authorized by the same. The operation shall be carried out without a break, and shall be completed within five (5) established working days from **Monday to Friday**.
- .3 Unless otherwise stipulated, grass shall be cut to a height varying between six (6) and (7) centimetres.
- .4 Grass shall be cut an estimated seventeen (17) times, according to the following schedule, as needed:
- **4 cuts in MAY**
 - **4 cuts in JUNE**
 - **2 cuts in JULY**
 - **2 cuts in AUGUST**
 - **3 cuts in SEPTEMBER**
 - **2 cuts in OCTOBER**

NOTE: *This schedule may be altered by the Project Manager without changing the unit price. The Contractor shall obtain the prior approval and signature of the supervisor before any additional cutting operation, or else it will not be remunerated. (Parks Canada form – see Appendix III)*

- .5 **Clean each lawn before each cut:** remove all waste and garbage, such as stones, papers, bottles, broken glass, tree branches, animal excrement, etc.
- .6 No visible windrows shall be left on the lawns.
- .7 **Immediately sweep up and remove accumulated cut grass** from asphalt or concrete areas, areas covered with stone screening, and all plant beds, fallow areas, ripraps, picnic table bases, etc. **Cut grass shall not be disposed of in the canal.**
- .8 Mower blades shall be adjusted and sharpened at every mowing or as often as required to obtain a clean cut at the recommended height at all times. A regular check will be made by the Project Manager.
- .9 **Grass shall not be cut on rainy days and/or when the grass is wet.**
- .10 At every mowing, cut the grass to the specified height at the following locations:
 - a) Near fences, trees, structures, buildings, benches, picnic tables, waste receptacles, bicycle racks, posts, lampposts, embankments, ripraps, sidewalks and any other obstacles on the site, as well as on slopes that are inaccessible with a mower, cutting shall be done with a powered lawn trimmer (*nylon cord only*).
- .11 Should grass cutting adversely affect enjoyment of the site by the general public or cause any nuisance, the Contractor shall suspend its operations or redirect them to another location.
- .12 At all times during grass cutting operations, the Contractor shall take into account the number of visitors on the site, and Parks Canada shall not entertain any claim by the Contractor resulting from the Contractor's inability to do the work because of the presence of such visitors.
- .13 **At all times during grass cutting operations, the Contractor shall take into account public safety by reducing speed and directing the outfall of its mower in a safe manner.**
- .14 **After a grass cutting operation, the Contractor shall complete and have the Parks Canada Project Manager sign the monthly work performance certificate.**
(*Parks Canada form – see Appendix III*)

NOTE: *The Contractor shall take into account the potential presence of invasive species (ragweed, poison ivy and giant hogweed) in its assessment and method for mowing and trimming lawns along embankments. The appropriate personal protective equipment shall be worn while dealing with the above mentioned invasive species.*

The Contractor and his employees shall possess the appropriate knowledge to recognize these type of plants.

2.3 Maintenance of footpaths and paved areas

- .1 Remove all vegetation growing on footpaths, parking lots, sidewalks, trails and wharfs, as well as areas with the following finishes: stone screening, asphalt, concrete, interlocking paving stones, riprap and any other finish found within the boundaries of the grounds to be maintained.

The Contractor shall notify the Project Manager before beginning the work.

Frequency: **Two (2) times per year**

1st maintenance completed by the 1st week of June

2nd maintenance completed by the 1st week of August

- .2 Sweep roads, parking lots and accesses to them, sidewalks, interlock pavement, wharfs, remnants, etc.

Frequency: **One (1) time per week and/or as needed.**

2.4 Maintenance and pruning of hedges, trees, bushes and shrubs

On the sites of locks 1-2-3 and 9

- .1 Light spading and hoeing to a depth of five (5) to eight (8) centimetres all surfaces within the perimeters surrounding the shrub beds as well as the isolated shrubs. Keep these areas in good state and free from weeds at all times.
- .2 Widen the perimeter as needed to keep it fifteen (15) centimeters from the dripping of the shrubs.

NOTE: Notify Parks Canada Project Manager of any damage or acts of vandalism on the parks' plantations.

- .3 Using properly sharpened tools, keep hedges, trees, bushes and shrubs healthy and give them an attractive appearance; their natural shape and growth pattern should be respected.
This work will be supervised by your gardener- horticulturalist.
The Contractor shall notify and obtain approval from the Project Manager before proceeding with this operation.
 - a) Trim flowering shrubs, either in the spring or following blooming, depending on their variety and particular needs
 - b) Trim hedges periodically to levels and shapes prescribed by the Project Manager; preserve the greater part at the base by gradually tapering towards the top, which shall have a slightly rounded shape. Cut individual protruding branches to preserve the overall shape of the hedge.

- c) Prune evergreens in June, cutting only the current year's shoots.
- .4 Remove all dead or broken limbs to a maximum height of eight (8) metres, no matter what the cause of the breakage (*with the exception of a major disaster*). Cutting shall always be done as close as possible to the bole or junction of the main branch, in accordance with best known practices.
- .5 Every year, gradually remove the lower branches so that the lower third portion of the tree is free of branches, up to a height of two (2) to two-and-a-half (2 1/2) metres has been cleared, with the exception of Lombardy poplars and evergreens. Also cut branches that damage the bark by rubbing against it.
- .6 Remove one (1) or two (2) of the oldest branches on older shrubs to preserve a nicely shaped plant with young, healthy branches. Pruning generally takes place after annual flowering.
- .7 Trim tree branches to maintain, at all times, a clearance of two and a half (2½) metres above the multi-purpose and pedestrian paths, as well as a horizontal clearance of one hundred and twenty (120) centimetres on each side.
- .8 Trim tree branches to maintain, at all times, a clearance of two (2) metres above the tops of the lampposts.
- .9 Do not allow any branch re-growth at the base of trees.
** eliminate all snag in accordance with best known practices

Frequency: **Two (2) times per year**

1st maintenance completed by the 2nd week of June

2nd maintenance completed by the 4th week of August

NOTE: *The surface of the hedges and/or shrubs may be reduced following massive/selective cuts within the contract term.*

2.5 Dead leaves removal (autumn)

- .1 Collect and dispose of the dead leaves from trees and shrubs on all areas covered by the contract.
The Contractor shall notify and obtain approval from the Project Manager before proceeding with this operation.

Frequency: **One (1) time per year (late autumn)**

NOTE: *Fallen leaves shall not be disposed of in the canal and/or rivers, or blown in the wooded areas or rough lands.*

2.6 Removal of waste and garbage (grounds and waste receptacles)

- .1 **Pick up all waste and garbage** of all kinds (*e.g. stones, papers, garbage, animal excrement, broken glass, branches, bags left behind by users and other waste*) found on all the areas covered by this contract, regardless of origin, including on the banks up to the water line (*except for that from work done by Parks Canada employees or other contractors*).
- .2 **Empty all waste receptacles** and remove waste from the site accordingly to environmental regulations. Every waste receptacle shall be emptied at every pick-up date. New bags shall be installed at every pick-up, independently of the volume of waste in the receptacles. The contractor shall provide the polythene bags required for the duration of the contract, at the frequency described below.
- .3 Empty all recycling bins and remove the bags from the site in accordance with the environmental standards in force. Each recycling bin must be emptied each day of collection. New bags lining the recycling bins must be replaced if the bag is soiled or smells badly. The Contractor must provide polythene bags for each type of recycling bin.

NOTE: At any time during the contract term, garbage collection work may be suspended or the frequency reduced based on Parks Canada's plan for managing waste on different sites.

- .4 **The work specified at the articles 2.7.1 and 2.7.2 shall be accomplished the same day that is indicated on the waste removal schedule (appendix II). The work shall be accomplished entirely before noon (12:00pm) at the frequency indicated below:**

NOTE: Parks Canada desire to maintain a clean and proper environment for its users therefore, it will not tolerate any derogation to the articles 2.7.1, 2.7.2 and 2.7.3. Any lack in accomplishing these articles will carry out the first default of contract (refer to article 2.0 Contract enforcement).

Waste collection frequency:

YEAR 2021

Total number of time: 82 times

YEAR 2022 1st option year

Total number of time: 86 times

YEAR 2023 2nd option year

Total number of time: 86 times

YEAR 2024 3rd option year

Total number of time: 86 times

YEAR 2025 4th option year

Total number of time: 85 times

2.7 Mowing of rough lands

Area: (223 063 square metres)

- .1 The rough lands are separated in two categories (one cut) and (two cuts) and are identified and located on the plans.

Cut grass to a height of nine (9) to ten (10) centimetres.

- a. Carry out the first mowing of rough lands identified in the location plan by “rough lands (two cuts)”. The first mowing in mid-July on an approximate total of 227,835 m2.
- b. Carry out the second rough lands mowing on the areas identified by “rough land (two cuts) and “rough land (one cut)” on the location plan at the end of October on an approximate total of 243,746 m2.
- .2 Parks Canada reserves the right to add one (1) additional mowing of rough lands due to operational reasons.
- .3 The equipment that can be used are:

Rough lands shall be mown using a nylon cord brush cutter, adapted equipment and equipment appropriate for steep slopes. Because accessibility may be problematic when cutting grass on some area and steep slopes, the Contractor should use adapted equipment, such as tractors fitted with a mounted extendable arm equipped with a mower, flail mower and/or any other safe methods approved by the Project Manager.

NOTE: *The Contractor shall take into account the potential presence of invasive species (ragweed, poison ivy and giant hogweed) in its assessment and method for mowing rough lands. The appropriate personal protective equipment shall be worn while dealing with the above mentioned invasive species. The Contractor and his employees shall possess the appropriate knowledge to recognize these type of plants.*

2.8 Labor, normal working hours from 8:00 a.m. to 4:30 p.m. Monday to Friday for general landscaping work (as and when requested / Task Authorization)

- .1 The contractor must obtain the signed approval of the Project Manager before proceeding with the work. (Parks Canada form – see Appendix III).
- .2 Labor will be provided by the Contractor and must be fully qualified to perform the work in accordance with specifications and following the instructions of the Project Manager.

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

NOTE: *The work shall take into account the safety of site users.*

2.9 Repair (provisional amount for materials: earth, sod, gravel, etc) related to landscaping (as and when requested / Task Authorization)

- .1 The Contractor shall obtain the approval of the Project Manager before purchasing materials. (earth, peat, gravel, etc.) for repair work.
- .2 The Contractor will provide instructions, notices and signs to notify the administrator and land users of the work in progress.
- .3 The Contractor will provide the instruments, tools and all materials (earth, sod, gravel, ect.) necessary for maintenance or repair in connection with the landscaping maintenance covered by the contract. He will also provide lifting devices, measuring instruments and specialized machinery required to carry out the work and carry out its task, as needed.
- .4 Parks Canada Agency reserves the right to decide on the quality of materials; this decision will be final and without appeal.

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APPENDIX I - Plans

<https://drive.google.com/file/d/1LMowVyHSJ3V2YQuVMIKzk24Yjm5PohWI/view?usp=sharing>

APPENDIX II – Calendar

2021 TO 2025 CALENDAR FOR LAWN AND LANDSCAPE GROUND MAINTENANCE CONTRACT FOR CHAMBLY CANAL

= COLLECTION OF GARBAGE AND RECYCLING BINS

*The dates and the number of removals are subject to change in function of provincial holidays and Parks Canada needs.

YEAR 2021

April						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
July						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
October						
MON	TUES	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May						
MON	TUES	WED	THUR	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August						
MON	TUES	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
MON	TUES	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
September						
MON	TUES	WED	THUR	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Total collection for the year: 82

Solicitation No.:
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YEAR 2022

April						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
MON	TUES	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
MON	TUES	WED	THUR	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May						
MON	TUES	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
MON	TUES	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
MON	TUES	WED	THUR	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total collection for the year: 86

Solicitation No.:
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YEAR 2023

April						
MON	TUES	WED	THUR	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
July						
MON	TUES	WED	THUR	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
October						
MON	TUES	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May						
MON	TUES	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
August						
MON	TUES	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
September						
MON	TUES	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Total collection for the year: 86

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

YEAR 2024

April						
MON	TUES	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
July						
MON	TUES	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
October						
MON	TUES	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May						
MON	TUES	WED	THUR	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
MON	TUES	WED	THUR	FRI	SAT	SUN
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
September						
MON	TUES	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Total collection for the year: 86

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

YEAR 2025

April						
MON	TUES	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
July						
MON	TUES	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
October						
MON	TUES	WED	THUR	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May						
MON	TUES	WED	THUR	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August						
MON	TUES	WED	THUR	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
MON	TUES	WED	THUR	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
September						
MON	TUES	WED	THUR	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Total collection for the year: 85

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

APPENDIX III – Work Performance (example)

APPENDIX III

Contractor:		MONTHLY WORK PERFORMANCE CERTIFICATE AND ADDITIONAL AND/OR ON REQUEST WORK APPROVAL FORM CONTRACT-XXXX MAINTENANCE OF LAWNS AND LANDSCAPED GROUNDS AT THE CHAMBLY CANAL															
WORK PLANNED	APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		
Article 2.2 Spring clean-up	Date(s)	Init.	Date(s)	Init.													
Article 2.3 Lawn mowing and trimming			Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	Date(s)	Init.			
Article 2.4 Maintenance of footpaths and paved areas			Date(s)	Init.			Date(s)	Init.									
Article 2.5 Maintenance and pruning of hedge, trees, bushes and shrubs					Date(s)	Init.			Date(s)	Init.							
Article 2.6 Dead leaves removal															Date(s)	Init.	
Article 2.7 Waste and garbage removal (ground and waste receptacles)	Enter collection/removal dates :																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Article 2.8a and 2.8b Mowing of rough lands					Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	Date(s)	Init.	
Comments:			Additional and/or on request work approval									Monthly approbation					
			Supervisor:									Supervisor:					
			Contractor:									Contractor:					
			Date:									Date:					

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

APPENDIX IV – Monthly cost breakdown (example)

202X MONTHLY COST BREAKDOWN (example)
MAINTENANCE OF LAWNS AND LANDSCAPED GROUNDS
Chambly Canal - National Historic Site of Canada
CONTRACT : #

APPENDIX IV

ARTICLE	DESCRIPTION Work planned	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	TOTAL
2.2	Spring clean-up	XXX,XX \$								XXX,XX \$
2.3	Lawn mowing and trimming (17 times)		4 x XXX,XX \$	4 x XXX,XX \$	2 x XXX,XX \$	2 x XXX,XX \$	3 x XXX,XX \$	2 x XXX,XX \$		XXX,XX \$
			XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$		
2.4	Maintenance of footpaths and paved areas		XXX,XX \$		XXX,XX \$					XXX,XX \$
2.5	Maintenance and pruning of hedge, trees, bushes and shrubs			XXX,XX \$		XXX,XX \$				XXX,XX \$
2.6	Dead leaves removal (autumn)								XXX,XX \$	XXX,XX \$
2.7	Garbage & recycling removal (77 times) (ground and waste receptacles)		24 x XXX,XX \$	22 x XXX,XX \$	23 x XXX,XX \$	23 x XXX,XX \$	22 x XXX,XX \$	10 x XXX,XX \$		XXX,XX \$
			XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$		
2.8	Mowing of rough lands					1 x XXX,XX \$			1 x XXX,XX \$	XXX,XX \$
						XXX,XX \$			XXX,XX \$	
SUBTOTALS OF THE SEASON :		XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$	XXX,XX \$

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

APPENDIX V – Keys

APPENDIX V

**Signature file
Keys transfer**

Project : _____

Title: _____

Building: _____

Adress: _____

Contractor: _____

Keys: _____

This form officialize the keys transfer for the contract duration.

The contractor is responsible of the keys. No copies should be made at any time.
Keys will be given back to Parks Canada at the end of the contract.

Contractor representative :

Parks Canada representative :

Name

Name

Signature

Signature

Date

Date

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

ANNEX "B"

BASIS OF PAYMENT

Contractor name: _____

Address: _____

Date: _____

The price quoted includes all costs incurred in the performance of the work as indicated in work instructions. Costs include: skilled labour, equipment, materials, permits, transportation and all other general costs to the company, such as: administration, liability insurance and other incidental expenses.

The areas comprised in the planned work below can be increased or diminished (ex. construction work, rented lots, etc.). The financial adjustment shall be done proportionately to the unit cost paid for the area mentioned in the work instructions.

YEAR 2021 – contract award to November 30, 2021

REF. NUM	WORK DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
	Planned Work				
2.2	Spring cleaning	Global	1	\$	\$
2.3	Lawn mowing and trimming	Unit	17	\$	\$
2.4	Maintenance of footpaths and paved areas	Unit	2	\$	\$
2.5	Maintenance and pruning of hedges, trees, bushes and shrubs	Unit	2	\$	\$
2.6	Removal of fallen leaves	Unit	1	\$	\$
2.7	Removal of waste and garbage (grounds and waste receptacles)	Unit	82	\$	\$
2.8.1 a	Mowing of rough lands «Rough (mowed twice)»	Unit	1	\$	\$
2.8.1 b	Mowing of rough lands «Rough (mowed twice)» and «Rough (mowed once)»	Unit	1	\$	\$
	SUB TOTAL - PLANNED WORK				\$

REF. NUM.	WORK ON REQUEST DESCRIPTION (task authorizations)	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
2.9	Labour hour, normal working hours from 08:00 to 16:30 Monday to Friday for general work related to lawn maintenance	\$/h	40	\$	\$
2.10	Repairs (provisary fund for materials like soils, peat, gravel, etc....) related to lawn maintenance	5,000 \$	Profit margin.....%		\$
	SUB-TOTAL WORK ON REQUEST				\$

TOTAL COST for YEAR 2021 (applicable taxes extra)	\$
--	----

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

Year 2022 - March 15 to November 30, 2022 (1st option year)

REF.	WORK DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
	<i>Planned Work</i>				
2.2	Spring cleaning	Global	1	\$	\$
2.3	Lawn mowing and trimming	Unit	17	\$	\$
2.4	Maintenance of footpaths and paved areas	Unit	2	\$	\$
2.5	Maintenance and pruning of hedges, trees, bushes and shrubs	Unit	2	\$	\$
2.6	Removal of fallen leafs	Unit	1	\$	\$
2.7	Removal of waste and garbage (grounds and waste receptacles)	Unit	86	\$	\$
2.8.1 a	Mowing of rough lands «Rough (mowed twice)»	Unit	1	\$	\$
2.8.1 b	Mowing of rough lands «Rough (mowed twice)» and «Rough (mowed once)»	Unit	1	\$	\$
	<i>SUB TOTAL - PLANNED WORK</i>				\$

REF.	WORK ON REQUEST DESCRIPTION (task authorizations)	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
2.9	Labour hour, normal working hours from 08:00 to 16:30 Monday to Friday for general work related to lawn maintenance	\$/h	40	\$	\$
2.10	Repairs (provisary fund for materials like soils, peat, gravel, etc....) related to lawn maintenance	5,000 \$	Profit margin.....%		\$
	<i>SUB-TOTAL WORK ON REQUEST</i>				\$

TOTAL COST for YEAR 2022 (applicable taxes extra)	\$
--	----

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

Year 2023 - March 15 to November 30, 2023 (2nd option year)

REF. NUM.	WORK DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
	<i>Planned Work</i>				
2.2	Spring cleaning	Global	1	\$	\$
2.3	Lawn mowing and trimming	Unit	17	\$	\$
2.4	Maintenance of footpaths and paved areas	Unit	2	\$	\$
2.5	Maintenance and pruning of hedges, trees, bushes and shrubs	Unit	2	\$	\$
2.6	Removal of fallen leaves	Unit	1	\$	\$
2.7	Removal of waste and garbage (grounds and waste receptacles)	Unit	86	\$	\$
2.8.1 a	Mowing of rough lands «Rough (mowed twice)»	Unit	1	\$	\$
2.8.1 b	Mowing of rough lands «Rough (mowed twice)» and «Rough (mowed once)»	Unit	1	\$	\$
	<i>SUB TOTAL - PLANNED WORK</i>				\$

REF. NUM.	WORK ON REQUEST DESCRIPTION (task authorizations)	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
2.9	Labour hour, normal working hours from 08:00 to 16:30 Monday to Friday for general work related to lawn maintenance	\$/h	40	\$	\$
2.10	Repairs (provisary fund for materials like soils, peat, gravel, etc....) related to lawn maintenance	5,000 \$			\$
	<i>SUB-TOTAL WORK ON REQUEST</i>				\$

TOTAL COST for YEAR 2023 (applicable taxes extra)	\$
--	----

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

Year 2024 - March 15 to November 30, 2024 (3rd option year)

REF. NUM.	WORK DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
	<i>Planned Work</i>				
2.2	Spring cleaning	Global	1	\$	\$
2.3	Lawn mowing and trimming	Unit	17	\$	\$
2.4	Maintenance of footpaths and paved areas	Unit	2	\$	\$
2.5	Maintenance and pruning of hedges, trees, bushes and shrubs	Unit	2	\$	\$
2.6	Removal of fallen leaves	Unit	1	\$	\$
2.7	Removal of waste and garbage (grounds and waste receptacles)	Unit	86	\$	\$
2.8.1 a	Mowing of rough lands «Rough (mowed twice)»	Unit	1	\$	\$
2.8.1 b	Mowing of rough lands «Rough (mowed twice)» and «Rough (mowed once)»	Unit	1	\$	\$
	<i>SUB TOTAL - PLANNED WORK</i>				\$

REF. NUB.	WORK ON REQUEST DESCRIPTION (task authorizations)	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
2.9	Labour hour, normal working hours from 08:00 to 16:30 Monday to Friday for general work related to lawn maintenance	\$/h	40	\$	\$
2.10	Repairs (provisary fund for materials like soils, peat, gravel, etc....) related to lawn maintenance	5,000 \$			\$
	<i>SUB-TOTAL WORK ON REQUEST</i>				\$

TOTAL COST for YEAR 2024 (applicable taxes extra)	\$
--	----

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

Year 2025 - March 15 to November 30, 2025 (4th option year)

REF. NUM.	WORK DESCRIPTION	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
	<i>Planned Work</i>				
2.2	Spring cleaning	Global	1	\$	\$
2.3	Lawn mowing and trimming	Unit	17	\$	\$
2.4	Maintenance of footpaths and paved areas	Unit	2	\$	\$
2.5	Maintenance and pruning of hedges, trees, bushes and shrubs	Unit	2	\$	\$
2.6	Removal of fallen leaves	Unit	1	\$	\$
2.7	Removal of waste and garbage (grounds and waste receptacles)	Unit	85	\$	\$
2.8.1 a	Mowing of rough lands «Rough (mowed twice)»	Unit	1	\$	\$
2.8.1 b	Mowing of rough lands «Rough (mowed twice)» and «Rough (mowed once)»	Unit	1	\$	\$
	SUB TOTAL - PLANNED WORK				\$

REF. NUM.	WORK ON REQUEST DESCRIPTION (task authorizations)	UNITS	QUANTITY	UNIT COST	TOTAL (\$)
2.9	Labour hour, normal working hours from 08:00 to 16:30 Monday to Friday for general work related to lawn maintenance	\$/h	40	\$	\$
2.10	Repairs (provisary fund for materials like soils, peat, gravel, etc....) related to lawn maintenance	5,000 \$			\$
	SUB-TOTAL WORK ON REQUEST				\$

TOTAL COST for YEAR 2025 (applicable taxes extra)	\$
--	----

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

SUMMARY	TOTAL
Total amount for Year 2021 – contract award to November 30, 2021	\$
Total amount for Year 2022 - March 15 to November 30, 2022 (Option year 1)	\$
Total amount for Year 2023 - March 15 to November 30, 2023 (Option year 2)	\$
Total amount for Year 2024 - March 15 to November 30, 2024 (Option year 3)	\$
Total amount for Year 2025 - March 15 to November 30, 2025 (Option year 4)	\$
GRAND TOTAL (before tax)	\$

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

ANNEX “C”

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
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Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

ANNEX “D” TO PART 4 OF THE BID SOLICITATION

Mandatory technical criteria

Mandatory technical criteria	Yes	No	If yes, provide details and a reference to the relevant section of the proposal
<p>M1 TRAINING AND EXPERIENCE– HORITCULTURAL LANDSCAPER or horticulture and gardening</p> <p>The person proposed as horticultural landscaper must have:</p> <ol style="list-style-type: none"> 1. Training in gardening and horticultural or technical training in landscape and in ornamental horticulture and environmental technology or equivalent. (training from an old program or from another province). 2. At least three (3) year of experience in the maintenance of lawn and landscaping. <p>Note : The curriculum vitae of this person must be attached to the submission for verification of qualifications..</p>			
<p>M2 - TRAINING AND EXPERIENCE–BIDDER</p> <p>The Bidder must demonstrate in a precise and detailed manner that it has the experience for the execution of one or more contracts of similar complexity and scope (± 20%) for a cumulative duration of at least five (5) consecutive seasons, and with a minimum of two (2) different clients.</p> <p>The information that the contractor <u>must</u> provide with his tender :</p> <ul style="list-style-type: none"> - Name and contact information of organizations, companies or clients - The name, title, phone number and email address of the client's reference. - The location of the project or contract. - A detailed description of the project and contract. - The approximate number of square meters included in the contract. - The dollar value of the project or contract. - The duration of the project or contract and the period of execution. - A letter of reference for each project. <p>Note: Contacts provided by the contractor may be contacted to confirm the information provided.</p>			

<p>M3 –EQUIPMENT</p> <p>The bidder must provide a list with a detailed description of the equipment they will need to perform the work. The equipment must be in good working order and could be inspected by Parks Canada staff. The equipment must be located in one location at the time of inspection. The list of equipment to be provided by the contractor must include:</p> <ul style="list-style-type: none">- Detailed description of the equipment- Description of accessories- Number of identical equipment or accessories- Year of purchase			
<p>M4 – CURRICULUM VITAE</p> <p>The bidder must demonstrate that they have the experience to perform the work. They must provide the detailed curriculum vitae of <u>the person proposed as horticultural gardener</u> and <u>supervisor</u> with the following information:</p> <ul style="list-style-type: none">- Name- Position- Years of experience- Previous experience- Projects that they worked on <p>For the curriculum vitae of the person proposed as a gardener horticulturist, proof of training is required.</p> <p>For the supervisor, we consider the information provided in criteria «M2 training and experience – supervisor» sufficient.</p>			

ANNEX “E” TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder’s or Offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier’s Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier’s Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier’s Procurement Business Number (optional):		

List of Names

Name	Title

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

ANNEX “F” TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

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

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)

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

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

By providing this information, 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

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

Solicitation No.:
5P300-20-0214/A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.12.03.20

Client Reference No.:
10201293

Title:
Maintenance of lawns and landscaped grounds and waste removal – Chambly canal
NHS

ANNEX “G” - TASK AUTHORIZATION

Task Authorization Autorisation de tâche

Instruction for completing the form PC - T5 - Task Authorization

Instruction pour compléter le formulaire PC - T5 - Autorisation de tâche

Contract Number

Enter the PC contract number.

Numéro du contrat

Inscrire le numéro du contrat de PC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (GST/HST Extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

2. Authorization(s):

The client and/or PC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PC and provide the signed original and a copy as detailed in the contract.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Autorisation(s) :

Le client et (ou) PC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à PC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) PC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract

Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de PC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de PC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PC Contracting Authority - Autorité contractante de PC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date