



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions -
TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

"CE DOCUMENT COMPORTE DES EXIGENCES
RELATIVES À LA SÉCURITÉ"

Extend Closing Date/Prolonger la date de clôture
to/a Sept 1/21

Snow Removal - Déneigement Uplands

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services

Division (FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

Title - Sujet Snow Removal CFSU Uplands Déneigement USFC Uplands	
Solicitation No. - N° de l'invitation EJ196-202671/A	Amendment No. - N° modif. 002
Client Reference No. - N° de référence du client 20202671	Date 2021-07-29
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-258-80164	
File No. - N° de dossier fk258.EJ196-202671	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Daylight Saving Time EDT on - le 2021-09-01 Heure Avancée de l'Est HAE	
F.O.B. - F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Hill, Cris	Buyer Id - Id de l'acheteur fk258
Telephone No. - N° de téléphone (613) 296-3573 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

Request for Proposal (RFP) Solicitation Amd 002
EJ196-202671/A
Snow Removal Service
CFSU Uplands - Cris Hill FK258

Solicitation Amendment 002 is raised to (1) Extend closing date and (2) Revise SOW as follows

(1) **Extend the closing date**

The closing date is extended to September 1, 2021 at 2:00pm

(2) **Revise SOW** – See attached

NOTE: Another Solicitation Amendment will follow shortly with the Site Visit minutes along with Questions and Answers asked at the site visit or sent in after the site visit.

GROUNDS MAINTENANCE SPECIFICATIONS

SECTION 1 SCOPE

1. Purpose

The purpose of this Statement of Work (SOW) is to provide Canadian Forces Support Unit (CFSU) Uplands, Ottawa, Ontario, with snow removal services.

SECTION 2 GENERAL

2.1 Response Time

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

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

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

2.2 Sustainable Landscaping

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

In order to reduce carbon emissions and noise pollution, equipment will only be used as required. The Contractor will select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on-site is properly maintained. All gas-powered equipment used on site must either meet the current EPA standards for gas engines or Tier 4 final diesel engines.

The Contractor will follow best salt management practices.

2.3 Working Hours

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

2.4 Addition or deletion of work

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

2.5 Pick up Litter

The entrances and grounds must be free of litter. Litter includes cigarette butts, grit as well as organic and inorganic debris. After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by April 30.

2.6 Disposal Costs

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

2.7 Damages

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

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

2.8 Maintenance schedules and contractor inspections

The Snow Clearing Daily Maintenance Schedules will be maintained to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Supervisor or back-up Supervisor on a daily basis from November 1 to April 30 with the required copies sent via email to the Technical Authority at the end of the month with the invoice.

2.9 Identification

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

2.10 Vehicles

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

2.11 Plan of Operation

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

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

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

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

2.12 Additional Work

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

2.13 Health and Safety

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

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

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

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

3. General Conditions

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

4. Responsibility

- .1 The Contractor must be responsible for safety of persons and property on-site and for the protection of persons off-site and environment to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of the Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

.3 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise the Technical Authority verbally and in writing.

5. Correction

.1 Immediately address health and safety noncompliance issues identified by the Technical Authority.

.2 Provide the Technical Authority with written report of action taken to correct noncompliance of health and safety issues identified.

.3 The Technical Authority may stop work if noncompliance of health and safety regulations is not corrected.

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

7. Training

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

2.14 Supervisor

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

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

2.15 Bilingual Signage

The Contractor must ensure that all signage, provided by the Contractor, is in both official languages. This includes, but is not limited to: A frame boards, tapes, barricades, temporary and permanent signage.

SECTION 3 SNOW REMOVAL

3.1 Stock piling

Snow will be stockpiled on this site in areas indicated by the Technical Authority as well as the CFSU Uplands site plan. Piled snow must not encroach on any parking spaces or obscure the visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with moving and stock piling snow in the snow dump areas indicated in the CFSU Uplands site plan or designated stock pile areas as indicated by the Technical Authority. The Contractor may be required to blow or pile snow higher in the snow dump area to maximize the use of these spaces, at their cost, if required by the Technical Authority.

3.2 Safety

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

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

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

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

Priority of clearance – unless otherwise directed by the Technical Authority

Level One- Building 512, Building 555 (Bluenose), Building 465, and Building 16 must be cleared by 6:30 A.M. Roads and parking lots immediately surrounding these buildings must also be cleared by 6:30 A.M as per site plan.

Level Two - All other areas to be cleared by 07:00 A.M.

Gravel roads and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Packed snow will not exceed 5cm on the gravel roads and gravel parking lots.

Snow banks to all intersections are to be winged back to enable clear vehicular visibility.

Building 512 fenced area compound is to be cleared of snow and ice to bare pavement during regular business hours, Monday – Friday, 6:30 A.M. – 3:00 P.M. If the snow fall occurs outside of regular business hours, weekends or statutory holidays, the Contractor must ensure the snow and ice is cleared the following business day during the above times. All the other doors, parking lots, and sidewalks are to follow the regular statement of work. The slope in the parking lot of Building 512 is not optimal therefore extra salting may be required. The Contractor can gain access to the compound through an intercom system. For access to clear the emergency exits inside the compound, a key is obtained from the security office inside the building.

The Ammo Depot is to be cleared of snow and ice during regular business hours, Monday- Friday from 7:00 A.M. to 3:00 P.M. If the snow fall happens outside regular business hours during the regular work week the Contractor must ensure snow and ice is cleared the following business day at the above times. If a major snow fall (6 cm or more) happens during weekends or statutory holidays, the Contractor is to call the duty phone, I/C Ammo 343-548-3105, one and a half hours prior to arrival to arrange access to the Ammo Depot. Maintenance during weekends and statutory holidays must occur between 7:00 A.M. to 3:00 P.M. as required. For the snowfalls less than 6 cm, maintenance will occur during regular business hours, Monday to Friday.

A card will be provided to the Contractor for access to the Building 559 (30th Field) compound for snow removal and ice control. The smaller fenced portion of the compound is accessible by going through the building during regular business hours 7:00 A.M. to 3:00 P.M. to clear the emergency exits and walkways.

The Contractor will be provided with a key and code to access the Bluenose compound.

Hangar 14 compound (250 Convair Private) is accessible with a key after regular work hours.

The Contractor must clear snow and ice inside the fenced compound of Building 368, McGill Compound. A key for the gate will be provided to the Contractor.

The Compound on the south east side of Croil Private between DeNiverville and The Paul Benoit Driveway is accessed with a key obtained from the tenants at Hangar 14.

The Canadian Forces Housing Authority row housing area (124, 128, 132 McGill Private) is to be cleared of ice and snow on all driveways, sidewalks, boiler access areas, gas and hydro meters.

Clear ice and snow around lift station hatches and access control panels to a width of 1 meter for lift stations located on corners of Breadner and DeNiverville, DeNiverville and Tylee, Sampson between Curtis and Haylett.

3.4 Ice-control agents

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

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

Excess ice-control agents will be removed when requested by the Technical Authority. Storage boxes for ice-control agents will be provided by CFSU Uplands. Ice-control agent level in bins are to be verified and maintained as required. The Contractor will distribute the storage boxes prior to first snow fall as directed by the Technical Authority.

At the end of the snow removal season, the Contractor must report the amount of salt and other ice-control agents used on-site. All grass zones must be free of ice-control agents by April 30. All paved zones including parking lots, walkways, ramps for disabled persons, loading dock zones, and paved roads must be free of litter, dirt, sand and grit. This will be achieved by sweeping with a sweeper vacuum. All debris, grit and dust must be removed and disposed off-site.

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

Keep fire routes, including routes to standpipes and access to fire hydrants clear of snow and ice at all times. Keep fire hydrants and fuel filler pipes clear to a diameter of two hundred and fifty (250) cm.

3.6 Clear snow from garbage and recycling dumpsters

Keep access to garbage and recycling dumpsters clear of snow and ice at all times. Snow must be hand-cleared from inside of dumpster enclosures at the following locations: Hangar 11 (190 Clear Skies Private), Building 559 (307 De Niverville Private), and Building 471 (330 Croil Private).

3.7 Clear snow from directional signs

Directional signage must be free of snow obstruction.

3.8 Snow piles

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

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

3.9 Snow coverage on grass

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

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

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

3.11 Catch Basins and Culverts

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

3.12 Snow Fencing

Contractor may provide and install snow fencing as tree protection and wind break prior to first freeze up and removed with spring thaw.

3.13 Repairs

Repairs to signs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by April 30. Repairs to curbs damaged by winter snow clearing will be completed to satisfaction of the Technical Authority by April 30. Repairs to buildings, walkways, turf zones, removal of ice-control agents, replacement of damaged shrubs and trees due to snow removal damage will be completed by April 30.

3.14 Sweeping

All paved zones including parking lots, walkways, ramps for disabled persons, loading dock zones, and paved roads must be free of litter, dirt, sand and grit, by sweeping with a sweeper vacuum. The sweeping will be done by April 30th or as directed by the Technical Authority. All debris, grit and dust must be removed and disposed off-site.

SECTION 4 EXTRA WORK

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

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

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

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

4.1 Aggregates, Top Soil, Mulch Extra Work

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

4.2 Road and Parking Lot Repair Extra Work

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

4.3 Material Supply and Install Extra Work

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

4.4 Extra Services

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