



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Veterans Affairs Canada  
Procurement & Contracting –  
Attn: Shawn Hughes  
[Shawn.Hughes@veterans.gc.ca](mailto:Shawn.Hughes@veterans.gc.ca)

**REQUEST FROM PROPOSAL  
AMENDMENT**

**DEMANDE DE PROPOSITION  
MODIFICATION AU CONTRAT**

*Proposal To: Veterans Affairs Canada*

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

*Proposition aux: Anciens Combattants Canada*

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

**Instructions: See Herein  
Instructions : Voir aux présentes**

**Comments - Commentaires**

**Vendor/Firm Name and address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office – Bureau de distribution**  
Veterans Affairs Canada  
Procurement & Contracting  
Charlottetown, PEI  
Canada

<b>Title – Sujet</b> Cemetery Maintenance- Manitoba	
<b>Solicitation No. – N° de l'invitation</b> 3000729212	<b>Date</b> 2021-08-10
<b>Amendment No. – No Modif: 002</b>	
<b>GETS Reference No. – N° de reference de SEAG</b> -	
<b>File No. – N° de dossier</b>	<b>CCC No. / N° CCC - FMS No. / N° VME</b>
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le (2021-08-19)</b>	<b>Time Zone</b> <b>Fuseau horaire</b> CST
<b>F.O.B. - F.A.B.</b> <i>Plant-Usine:</i> <input type="checkbox"/> <i>Destination:</i> <input type="checkbox"/> <i>Other-Autre:</i> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions</b> à: Shawn Hughes	<b>Buyer Id – Id de l'acheteur</b>
<b>Telephone No. – N° de téléphone :</b> (902) 314-9010	<b>FAX No. – N° de FAX</b> N/A
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  See Herein	

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

Amendment 002 is raised to make the following changes:

**Delete the following:** 1.2 Summary in its entirety.

**Insert the following:**

## **1.2 Summary**

### **Description**

VAC has identified a number of repairs to Veterans' grave markers, located in zones MB09, MB10, MB11, Makaroff Cemetery, MB14 and MB16 to be completed in 2021/2022 in Manitoba. See attached list for summary of cemeteries and required repairs.

Zone 1: Gimli MB14 Area and Peguis/Koostatak MB15

Zone 2: Area Neepawa MB10 Area and Makaroff Cemetery

Zone 3: Swan River MB16 Area

Zone 4: Hillside Cemetery, Portage la Prairie

Zone 5: Winnipeg and MB11 Area

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.

**Delete the following:** 6.4 Term of Contract in its entirety.

**Insert the following:**

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

### **6.4.2 Delivery Date**

All deliverables must be received on or before November 1, 2022

### **6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery points specified at Attachment 5 – List of Repairs and Cemeteries.

**Delete the following:** Annex “A” Statement of Work for Repairs to Veteran’s Grave Markers in its entirety.

**Insert the following:**

## **Annex “A”**

### **Statement of Work for Repairs to Veterans’ Grave Markers**

Manitoba Cemetery Maintenance 2021/2022

#### **Background**

Veterans Affairs Canada (VAC) is responsible for the care and maintenance of more than 220,000 Veterans’ grave markers across Canada. The work to maintain these markers includes cleaning, aligning and replacing foundations of existing markers, and replacing broken and illegible markers.

#### **Location of Work**

VAC has identified a number of repairs to Veterans’ grave markers, located in zones MB09, MB10, MB11, Makaroff Cemetery, MB14 and MB16 to be completed in 2021/2022 in Manitoba. See attached list for summary of cemeteries and required repairs.

Zone 1: Gimli MB14 Area and Peguis/Koostatak MB15

Zone 2: Area Neepawa MB10 Area and Makaroff Cemetery

Zone 3: Swan River MB16 Area

Zone 4: Hillside Cemetery, Portage la Prairie

Zone 5: Winnipeg and MB11 Area

#### **Contracting Requirements**

1. The Contractor must provide all labour, material and equipment necessary for the supply, delivery and installation of the deliverables in the List of Repairs/Cemeteries attached to this document.
2. The Contractor must complete all repairs in accordance with specifications contained in Sections 4 and 5 of the *Veterans Affairs Canada National Technical Maintenance Manual* (see attachments to this document). Pinning instructions are included as an attachment.
3. The Contractor must remove all waste from the property and dispose of it in accordance with any applicable federal, provincial, regional and municipal laws. The Contractor will destroy and dispose of an existing marker in the case of its replacement, ensuring there is no remaining inscription information visible.
4. The Contractor must complete any required landscaping, including seeding or re-sodding, to ensure that gravesites are returned to their original state.
5. The Contractor must provide templates of all new markers to the VAC Project Authority listed at the end of this document for approval prior to fabrication.

6. The Contractor must take an individual photo of each cleaned or repaired marker and any newly installed markers (where applicable) as specified in the Photo Guidelines (see attached). There is no requirement for the Contractor to take photos of the markers prior to completing the repairs.

The Contractor must save the photos in a photo folder on a cloud storage website (FTP site, GoogleDrive, DropBox, etc.) and send the link to the VAC Project Authority, once all the repairs have been completed. Any photos not taken in accordance with the Photo Guidelines must be re-done at the expense of the Contractor.

7. The Contractor and workers must conduct themselves as professionals and comply with all terms and conditions of the cemetery, including hours of operation. If there is a funeral or church service in the immediate vicinity, the Contractor must cease work until the end of the service. The work area must be left in a tidy state at the end of each day.
8. If the Contractor is required to provide notice to a cemetery prior to starting any work, the VAC Project Authority will provide the Contractor with contact information upon contract award. Failure to coordinate with the cemetery owners may lead to being denied permission to enter the premises.

### **Additional Contracting Information**

1. Once the contract is awarded, the VAC Project Authority will provide the Contractor with contact information for the cemetery, if known, and a detailed list of markers requiring repair, including the name and date of death on each marker, the type of repairs required, GPS coordinates (if available) and inscription information for any new markers (when applicable, as per Contracting Requirements #5 above).

### **Ownership and Control**

1. All information (personal or otherwise) which is used, processed, handled, stored, and recorded by the Contractor for the purposes of fulfilling the requirements of the Contract, regardless of the format, medium and physical characteristics, remains under the ownership and control of VAC.
2. All applicable Federal legislation applies in all circumstances, even when such information is in the sole custody of the Contractor.
3. In accepting this contract, the Contractor acknowledges that VAC maintains ownership and control over all personal information and any other information that is collected, created, captured, received, used, processed, handled, stored, and recorded by the Contractor when fulfilling the requirements outlined in the Contract.
4. Upon delivery of the final requirements of the contract, the Contractor will ensure that all information referenced above is returned to the Project Authority.

### **Timeline and Payment**

1. In order to ensure Veterans' markers are in good condition prior to November 11<sup>th</sup>, (Remembrance Day), all work must be completed by November 1, 2022.
2. In the event that work is delayed due to unforeseen circumstances, the Contractor must contact the Project Authority without delay to discuss the possibility of revised time lines. No work can be completed after November 1, 2022 without written approval from the VAC Project Authority.

**Attachments**

- 1 - National Technical Maintenance Manual, Section 4
- 2 - National Technical Maintenance Manual, Section 5
- 3 - Pinning instructions
- 4 - Specifications for taking photos of repaired/new markers
- 5 - List of cemeteries and required repairs/new markers

All Other Terms and Conditions Remain the Same.