



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

PWGSC/TPSGC Acquisitions Bid Receiving  
Box/Boîte de Réception des Soumissions  
Bid Receiving Box/Boîte de Récepti  
1st Floor/1ère étage, Suite 1212  
100-1045 Main Street  
Moncton  
New Brunswick  
E1C 1H1  
Bid Fax: (506) 851-6759

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Snow/Ice Control & Grass Cutting Snow/Ice Control & Grass Cutting - Barrack Green Armour & HMCS Brunswicker, SJ	
<b>Solicitation No. - N° de l'invitation</b> W6898-220570/A	<b>Date</b> 2021-12-02
<b>Client Reference No. - N° de référence du client</b> W6898-220570	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-046-6088	
<b>File No. - N° de dossier</b> MCT-1-44118 (046)	<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> Atlantic Standard Time AST <b>on - le 2021-12-21</b> Heure Normale de l'Atlantique HNA	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> LeBlanc (MCT), Kristelle	<b>Buyer Id - Id de l'acheteur</b> mct046
<b>Telephone No. - N° de téléphone</b> (506) 377-7458 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RPOU Gagetown Det Gagetown 5 CDSB GAGETOWN Bldg 18 238 CHAMPLAIN AVENUE OROMOCTO New Brunswick E2V4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Acquisitions NB/PEI (Moncton Office) – Bureau  
d'acquisitions N.-B./Î.-P.-É. (Moncton)  
1045 Main Street / 1045, rue Main  
Moncton  
New Bruns  
E1C 1H1

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

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS .....	2
1.3 EPOST CONNECT SERVICE .....	2
1.4 COVID-19 VACCINATION REQUIREMENT .....	2
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>2</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	2
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 BID CHALLENGE AND RECOURSE MECHANISMS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>7</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	7
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>8</b>
6.1 SECURITY REQUIREMENTS .....	8
6.2 STATEMENT OF WORK.....	9
6.3 STANDARD CLAUSES AND CONDITIONS.....	9
6.4 TERM OF CONTRACT .....	9
6.5 AUTHORITIES .....	10
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	11
6.7 PAYMENT .....	11
6.8 INVOICING INSTRUCTIONS .....	12
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS .....	12
6.12 SACC MANUAL CLAUSES .....	13
6.13 DISPUTE RESOLUTION.....	13
6.14 INSURANCE - SPECIFIC REQUIREMENTS.....	13
<b>ANNEX "A" STATEMENT OF WORK.....</b>	<b>16</b>
<b>ANNEX "B" BASIS OF PAYMENT .....</b>	<b>17</b>
<b>ANNEX "C" EVALUATION CRITERIA AND BASIS OF SELECTION.....</b>	<b>21</b>
<b>ANNEX "E" COMPLETE LIST OF EACH INDIVIDUAL WHO ARE CURRENTLY DIRECTORS AND/OR OWNERS OF THE BIDDER.....</b>	<b>23</b>
<b>ANNEX "F" DEFINITIONS OF COVID-19 VACCINATION.....</b>	<b>24</b>
<b>ANNEX "G" COVID-19 VACCINATION REQUIREMENT CERTIFICATION .....</b>	<b>26</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The work covered under this Service Contract comprises the furnishing of all labour, materials, tools and equipment required to provide Snow and Ice Control (SNIC) and Grass Cutting/Landscape Maintenance at the Barrack Green Armoury, located at 60 Broadview Avenue, Saint John, New Brunswick and HMCS Brunswicker Naval Reserve, located at 1 Navy Way, Saint John, New Brunswick, when requested and as specified in Job No. L-S255-9301/8.

This Service Contract will extend from 01 May 2022 to 30 April 2023, with two one-year option periods.

First option year – 01 May, 2023 to 30 April, 2024  
Second option year- 01 May 2024 to 30 April, 2025

### **1.2 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.

### **1.3 epost Connect service**

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

### **1.4 COVID-19 Vaccination requirement**

The requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid-non-responsive.

## **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>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days  
Insert: 90 days

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

### 2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
A0220T	Evaluation of Price Bid	2014/06/26
C9000T	Pricing	2010/08/16

### 2.2 Submission of Bids

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

PWGSC Acquisitions, Bid Receiving Box  
1st Floor, Suite 1212  
100-1045 Main Street  
Moncton, NB E1C 1H1

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in New Brunswick/Prince Edward Island (NB/PEI) the email address is:

[TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca)

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

Facsimile number: (506) 851-6759

### 2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

*(Derived from - Provenant de: A9076T, 2007/05/25)*

### 2.3 Former Public Servant

#### Former Public Servant - Competitive Bid

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

---

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

- 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.

*(Derived from - Provenant de: A3025T, 2020/05/04)*

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **2.6 Bid Challenge and Recourse Mechanisms**

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

---

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

Section I: Financial Bid  
Section II: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Financial Bid ( 1 hard copies)  
Section II: Certifications ( 1 hard copies)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013/11/06), Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

## **Section II: Certifications**

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

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

Evaluation Procedures and Basis of Selection Bids will be evaluated in accordance with the Evaluation Criteria and Basis of Selection specified in Annex "C" and Basis of Payment specified in Annex "B". Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

## **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](#) website

---

(<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

## **5.1.2 Additional Certifications Required with the Bid**

### **5.1.2.1 COVID-19 vaccination requirement certification**

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

## **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 provided 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.

### **5.2.2 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.

## **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

### Statement of Work - Contract

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

## 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.

### 6.3.2 Supplemental General Conditions

4013 Compliance with on-site measures, standing orders, policies and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

## 6.4 Term of Contract

This Service Contract will extend from 01 May 2022 to 30 April 2023.

### 6.4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 2 additional 1 year period(s) under the same conditions. The Contractor agree 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 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.

*(Derived from - Provenant de: A9009C, 2008/12/12 )*

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

---

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Kristelle LeBlanc  
Title: Supply Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: 1045 Main Street, 4<sup>th</sup> Floor  
Moncton, New Brunswick  
E1C 1H1  
  
Telephone: (506) 377-7458  
Facsimile: (506) 851-6759  
E-mail address: Kristelle.leblanc@pwgsc-tpsgc.gc.ca

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

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

#### Details will be provided in any resulting contract

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail: \_\_\_\_\_.

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

*(Derived from - Provenant de: A1030C, 2007/05/25 )*

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

---

### 6.5.3 Contractor's Representative (Offeror please complete)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### 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.

*(Derived from - Provenant de: A3025C, 2020/05/04)*

### 6.7 Payment

#### 6.7.1 Basis of Payment.

##### Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

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

*(Derived from - Provenant de: C0207C, 2013/04/25)*

#### 6.7.2 Limitation of price

SACC Manual clause C6000C (2017/08/17) Limitation of price

#### 6.7.3 Payment

SACC Manual clause H1008C (2008/05/12) Monthly Payment

---

#### 6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

*(Derived from - Provenant de: H3027C, 2016/01/28 )*

#### 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

*(Derived from - Provenant de: H5001C, 2008/12/12 )*

#### 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 **New Brunswick**.

#### 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);
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) the Contractor's bid dated \_\_\_\_\_ *(insert date of bid)*

## 6.12 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16

## 6.13 Dispute Resolution

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

## 6.14 Insurance - Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (7) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

*(Derived from - Provenant de: G1001C, 2013/11/06 )*

---

## Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

- 
- o) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

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

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

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

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

*(Derived from - Provenant de: G2001C, 2018/06/21 )*

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "A" Statement of Work**

Specifications JOB No. L-S255-9301/8  
(See Attached)

## ANNEX "B" Basis of Payment

Note: It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal. **Zero dollars or "included" will not be considered a price.** Bidders must provide individual prices for each item and or designation. The estimated quantity enter in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

### FIRST YEAR: MAY 01, 2022 to APRIL 30, 2023

No.	CLASS OF SERVICE	Unit of Measure	Est. Quantity	Price per Unit	Est. Total Price
1	Price per month for Snow & Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways, & walkways including application of ice control mixture, after each snow or ice event or as required at Barrack Green Armoury as shown in Annex A of the Specification for the months of October to the end of April.	Per Month	7		
2	Price per month for Snow & Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways, & walkways including application of ice control mixture, after each snow or ice event or as required at HMCS Brunswicker Naval Reserve as shown in Annex B of the Specification for the months of October to the end of April.	Per Month	7		
3	Price per hour for a loader to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.	Per Hour	150		
4	Price per hour for a tandem dump truck to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.	Per Hour	150		
5	Price per month for Grass Cutting Services on all areas at Barrack Green Armoury as shown in Annex C of the Specification for the months of May to end of September.	Per Month	5		
6	Price per month for Grass Cutting Services on all areas at HMCS Brunswicker Naval Reserve as shown in Annex D of the Specification for the months of May to end of September.	Per Mont	5		
7	Unit price for Grass Cutting Services at Barrack Green Armoury as shown in Annex C of the Specification as and when requested by the Engineer.	Per Occurrence	5		
8	Unit price for Grass Cutting Services at HMCS Brunswicker Naval Reserve as shown in Annex D of the Specification as and when requested by the Engineer.	Per Occurrence	5		
9	Hourly rate for Landscape Maintenance Services as and when requested by the Engineer.	Per Hour	40		

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

No.	CLASS OF SERVICE	Unit of Measure	Est. Quantity	Price per Unit	Est. Total Price
10	Hourly rate for a two (2) meter Rotary Field Mower with operator as and when requested by the Engineer	Per Hour	40		
11	All product and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up, estimated at \$5,000. The Contractor is to submit a percent of mark-up for tendering purposes: _____ % <b>Allowance + Mark-up = Total Price</b>	Allowance	5,000	Mark-up in \$ _____	Allowance + Mark-up = \$ _____
<b>Total Estimated Amount used for Evaluation First Year</b>					

**FIRST OPTION YEAR: MAY 01, 2023 to APRIL 30, 2024**

No.	CLASS OF SERVICE	Unit of Measure	Est. Quantity	Price per Unit	Est. Total Price
1	Price per month for Snow & Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways, & walkways including application of ice control mixture, after each snow or ice event or as required at Barrack Green Armoury as shown in Annex A of the Specification for the months of October to the end of April.	Per Month	7		
2	Price per month for Snow & Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways, & walkways including application of ice control mixture, after each snow or ice event or as required at HMCS Brunswicker Naval Reserve as shown in Annex B of the Specification for the months of October to the end of April.	Per Month	7		
3	Price per hour for a loader to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.	Per Hour	150		
4	Price per hour for a tandem dump truck to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.	Per Hour	150		
5	Price per month for Grass Cutting Services on all areas at Barrack Green Armoury as shown in Annex C of the Specification for the months of May to end of September.	Per Month	5		
6	Price per month for Grass Cutting Services on all areas at HMCS Brunswicker Naval Reserve as shown in Annex D of the Specification for the months of May to end of September.	Per Mont	5		
7	Unit price for Grass Cutting Services at Barrack Green Armoury as shown in Annex C of the Specification as and when requested by the Engineer.	Per Occurrence	5		
8	Unit price for Grass Cutting Services at HMCS Brunswicker Naval Reserve as shown in Annex D of the Specification as and when requested by the Engineer.	Per Occurrence	5		

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

No.	CLASS OF SERVICE	Unit of Measure	Est. Quantity	Price per Unit	Est. Total Price
9	Hourly rate for Landscape Maintenance Services as and when requested by the Engineer.	Per Hour	40		
10	Hourly rate for a two (2) meter Rotary Field Mower with operator as and when requested by the Engineer	Per Hour	40		
11	All product and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up, estimated at \$5,000. The Contractor is to submit a percent of mark-up for tendering purposes: _____ % <b>Allowance + Mark-up = Total Price</b>	Allowance	5,000	Mark-up in \$ _____	Allowance + Mark-up = \$ _____
<b>Total Estimated Amount used for Evaluation First Option Year</b>					

**SECOND OPTION YEAR: MAY 01, 2024 to APRIL 30, 2025**

No.	CLASS OF SERVICE	Unit of Measure	Est. Quantity	Price per Unit	Est. Total Price
1	Price per month for Snow & Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways, & walkways including application of ice control mixture, after each snow or ice event or as required at Barrack Green Armoury as shown in Annex A of the Specification for the months of October to the end of April.	Per Month	7		
2	Price per month for Snow & Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways, & walkways including application of ice control mixture, after each snow or ice event or as required at HMCS Brunswick Naval Reserve as shown in Annex B of the Specification for the months of October to the end of April.	Per Month	7		
3	Price per hour for a loader to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.	Per Hour	150		
4	Price per hour for a tandem dump truck to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.	Per Hour	150		
5	Price per month for Grass Cutting Services on all areas at Barrack Green Armoury as shown in Annex C of the Specification for the months of May to end of September.	Per Month	5		
6	Price per month for Grass Cutting Services on all areas at HMCS Brunswick Naval Reserve as shown in Annex D of the Specification for the months of May to end of September.	Per Month	5		
7	Unit price for Grass Cutting Services at Barrack Green Armoury as shown in Annex C of the Specification as and when requested by the Engineer.	Per Occurrence	5		

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

No.	CLASS OF SERVICE	Unit of Measure	Est. Quantity	Price per Unit	Est. Total Price
8	Unit price for Grass Cutting Services at HMCS Brunswicker Naval Reserve as shown in Annex D of the Specification as and when requested by the Engineer.	Per Occurrence	5		
9	Hourly rate for Landscape Maintenance Services as and when requested by the Engineer.	Per Hour	40		
10	Hourly rate for a two (2) meter Rotary Field Mower with operator as and when requested by the Engineer	Per Hour	40		
11	All product and materials will be invoiced at the Contractor's wholesale cost plus a percentage for mark-up, estimated at \$5,000. The Contractor is to submit a percent of mark-up for tendering purposes: <u>                    </u> % <b>Allowance + Mark-up = Total Price</b>	Allowance	5,000	Mark-up in \$ <u>          </u>	Allowance + Mark-up = \$ <u>          </u>
<b>Total Estimated Amount used for Evaluation Second Option Year</b>					

<b>TOTAL for First Year</b>	
<b>TOTAL for First Option Year</b>	
<b>TOTAL for Second Option Year</b>	
<b>GRAND TOTAL AMOUNT OF CONTRACT INCLUDING OPTION YEARS</b>	

## **ANNEX "C" Evaluation criteria and Basis of Selection**

**Bids received will be assessed in accordance with the entire requirement of the bid solicitation.**

### **1. Evaluation Criteria**

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within Seven (7) days and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within Seven (7) days and prior to award of Service Contract, the bidder shall be required to provide proof of Liability Insurance in the amount of \$2,000,000.00.
5. The Contractor will be an established Groundskeeping Service Company with a minimum of three (3) years experience in Commercial Snow and Ice Control and Grass Cutting/Landscape Maintenance. Proof will be required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.
6. All snow and ice control equipment operators must be trained in the proper operation of the Contractors snow and ice control machinery and equipment.
7. All grass cutting equipment and trimmer operators must be trained in the proper operation of the Contractors grass cutting machinery and equipment
8. All employees must be trained in proper fueling methods, spill control and mandatory use of personal protective equipment.
9. Within Seven (7) days and prior to award of Service Contract the contractors will present, a list of all equipment that they propose to use for the Snow and Ice Control Service. The equipment list is to include the manufacturer's name, model, and capacity.
10. Prior to award of this Service Contract, the Contractor will make arrangements with the Engineer for inspection of their equipment. If the equipment does not meet the approval of the Engineer the Contractor will replace the equipment to the satisfaction of the Engineer before award of this Service Contract
11. All equipment will be maintained in first class condition at all times throughout this Service Contract. The equipment will be inspected frequently and must be maintained to the satisfaction of the Engineer.

### **2. A0069T (2007/05/25) Basis of Selection - Mandatory Requirements Only**

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

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

---

#### ANNEX "D" ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)



## ANNEX "F" DEFINITIONS OF COVID-19 VACCINATION

### **Fully Vaccinated - COVID-19 (supplier personnel delivering services in Canada as of October 6, 2021)**

Supplier personnel are considered fully vaccinated 14 days after they have either:

- Received both doses of a Health Canada authorized vaccine that requires 2 doses to complete the vaccination series (as of September 16, 2021): Pfizer-BioNTech Comirnaty COVID-19 vaccine, Moderna Spikevax COVID-19 vaccine, or AstraZeneca Vaxzevria COVID-19 vaccine.
- Received mixed dose vaccination series are accepted as long as it aligns with NACI Recommendations on the use of COVID-19 vaccines.
- Received 1 dose of a Health Canada authorized vaccine that only requires 1 dose to complete the vaccination series (as of September 16, 2021): Janssen (Johnson & Johnson) COVID-19 vaccine.
- For current residents of Quebec only, have had a laboratory-confirmed COVID-19 infection followed by at least 1 dose of a Health Canada authorized COVID-19 vaccine.

Definition will be adjusted if and as required when the National Advisory Committee on Immunization (NACI) makes any future recommendations.

### **Fully Vaccinated - COVID-19 (supplier personnel delivering services outside of Canada as of October 6, 2021)**

Supplier personnel are considered fully vaccinated 14 days after they have either:

- Received 1 additional dose of an mRNA vaccine at least 28 days after a complete or incomplete course/series of a non-Health Canada authorized vaccine.
- Met the definition for fully vaccinated in the jurisdiction in which they currently reside.
- Received 3 doses of any COVID-19 vaccine regardless if they are Health Canada authorized vaccines or non-Health Canada authorized vaccines.

Definition will be adjusted if and as required when the National Advisory Committee on Immunization (NACI) makes any future recommendations.

### **Partially vaccinated**

For the purpose of this Policy "partially vaccinated" refers to supplier personnel who have received 1 dose of a Health Canada authorized vaccine, but who have not received a full vaccination series, and do not meet the definition of fully vaccinated.

### **Personnel**

Means all persons employed by the supplier or conducting work for or on behalf of the supplier, including but not limited to, subcontractors, subcontractors' employees, consultants and agents.

### **Supplier**

For the purpose of this Policy Notification, the term 'supplier' includes bidders, contractors, offerors, and suppliers (in the context of Supply Arrangements).

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

---

**Vaccination**

Vaccination is the term used for receiving a vaccine, usually through an injection.

**Vaccine**

A vaccine is a substance used to stimulate the immune system and provide immunity against one or several diseases, prepared from the causative agent of a disease, its products, or a synthetic substitute, treated to act as an antigen without inducing the disease.

**Workplace**

Means a place of work owned or operated by the Government of Canada where employees of the Government of Canada are engaged in work for the Government of Canada.

## ANNEX "G" COVID-19 VACCINATION REQUIREMENT CERTIFICATION

### COVID-19 Vaccination Requirement Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of \_\_\_\_\_ (*name of business*) pursuant to \_\_\_\_\_ (*insert solicitation number*), warrant and certify that all personnel that \_\_\_\_\_ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6898-220570/A  
Client Ref. No. - N° de réf. du client  
W6898-220570

Amd. No. - N° de la modif.  
File No. - N° du dossier  
MCT-1-44118

Buyer ID - Id de l'acheteur  
MCT046  
CCC No./N° CCC - FMS No./N° VME

---

### Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



**DEPARTMENT OF NATIONAL DEFENCE  
REAL PROPERTY OPERATIONS  
DETACHMENT (GAGETOWN)  
5 CDSB GAGETOWN**

**SPECIFICATION**

**SERVICE CONTRACT  
SNOW AND ICE CONTROL AND GRASS  
CUTTING/LANDSCAPE MAINTENANCE  
BARRACK GREEN ARMOURY, SAINT JOHN, NB  
HMCS BRUNSWICKER, SAINT JOHN, NB  
01 MAY 2022 TO 30 APRIL 2023  
WITH AN OPTION TO RENEW TWO ONE-YEAR PERIODS**

  
Designed by

  
Fire Inspector

  
Project O

  
Engineering O

PF No:

Job No: L-S255-9301/8

Date: 2021-06-01

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	10
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	3
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>Annexes</u>		
Annex A	Barrack Green Armoury Snow Site Plan	1
Annex B	HMCS Brunswicker Snow Site Plan	1
Annex C	Barrack Green Armoury Grass Site Plan	1
Annex D	HMCS Brunswicker Grass Site Plan	1

**END OF SECTION**

## **1 GENERAL**

### **1.01 DESCRIPTION OF WORK**

- .1 The work covered under this Service Contract comprises the furnishing of all labour, materials, tools and equipment required to provide Snow and Ice Control (SNIC) and Grass Cutting/Landscape Maintenance at the Barrack Green Armoury and HMCS Brunswicker Naval Reserve when requested and as specified herein.
- .2 Barrack Green Armoury is located at 60 Broadview Avenue, Saint John, New Brunswick.
- .3 HMCS Brunswicker Naval Reserve is located at 1 Navy Way, Saint John, New Brunswick.
- .4 All deliveries associated with this contract must comply with all Government of Canada legislation, policies, and directives. These include, but are not limited to, the Official Languages Act, Canadian Labour Code, National Building Code of Canada, Defence Production Act, Government Contracting Regulations, and others.

### **1.02 DURATION OF CONTRACT**

- .1 This Service Contract will extend from 01 May 2022 to 30 April 2023, with two one-year option periods.

### **1.03 REFERENCES**

- .1 Canada Labour Code Part II.
- .2 The New Brunswick Occupational Health and Safety Act, (Latest Edition).
- .3 The Canadian Electrical Code, (Latest Edition).

### **1.04 QUALIFICATIONS**

- .1 The Contractor will be an established Groundskeeping Service Company with a minimum of three (3) years experience in Commercial Snow and Ice Control and Grass Cutting/Landscape Maintenance.
- .2 All snow and ice control equipment operators must be trained in the proper operation of the Contractors snow and ice control machinery and equipment.
- .3 All grass cutting equipment and trimmer operators must be trained in the proper operation of the Contractors grass cutting machinery and equipment.
- .4 All employees must be trained in proper fueling methods, spill control and mandatory use of personal protective equipment.

### **1.05 ENGINEER**

- .1 The Engineer as defined and stated in this specification will be the Officer Commanding Real Property Operations Detachment (Gagetown) or a designated

representative. The address of the Engineer is:  
\_\_\_\_\_  
\_\_\_\_\_  
Contracts Office  
Real Property Operations Det Gagetown  
Building B-18  
238 Champlain Avenue  
P.O. Box 17000 Station Forces  
Oromocto, NB E2V 4J5  
Tel: (506) 422-2677  
Fax: (506) 422-1248

#### **1.06 DOCUMENTS REQUIRED**

- .1 Maintain at the job site one copy each of the following:
  - .1 Specifications; and
  - .2 Addenda.

#### **1.07 CONTRACTOR'S USE OF SITE**

- .1 Work site access will be as directed by the Engineer.
- .2 Movement around the site is subject to restrictions laid down by the Engineer.
- .3 Do not unreasonably encumber the site with materials or equipment.
- .4 On-site storage of snow and ice control and grass cutting equipment will be at the discretion of and determined by the Engineer.

#### **1.08 POWER AND WATER**

- .1 DND can provide, free of charge, temporary electric power and water for the purposes of this agreement.
- .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code, (Latest Edition).
- .3 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

#### **1.09 CODES AND STANDARDS**

- .1 Perform work to and enforce safety measures in accordance with the Canadian Labour Code Part II and the New Brunswick Occupational Health and Safety Act.
- .2 Contractor must be registered with WorkSafeNB.
- .3 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.

- .4 The Contractor will take all necessary precautions to protect and prevent damage to all vehicles, trees, structures, surrounding property and installations. Damage to property and installations caused by the Contractor will be repaired without delay to the satisfaction of the Engineer. Damage to any vehicles will be the Contractors responsibility.
- .5 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.

#### **1.10 TEMPORARY STRUCTURES**

- .1 The Contractor will furnish and maintain all equipment such as temporary ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will remain their property and will be removed by them from the site on completion of the work.

#### **1.11 CLEAN UP**

- .1 On completion of all work, the Contractor will remove all surplus equipment and debris. The site must be left in a clean and tidy condition which meets the satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.

#### **1.12 SCOPE OF WORK**

- .1 The Snow and Ice Control (SNIC) Service will include, as a minimum:
  - .1 clear all snow from, and apply an ice control mixture to all roadways, parking areas, vehicle compounds, fire hydrants, doorways and walkways within the gray shaded boundary area as shown on Annex A and B after each snow or ice event or as required from the month of October to the end of April.
  - .2 removal of snow from DND property and dispose of at a Provincially approved site as and when requested by the Engineer.
- .2 Ice control mixture is to consist of a mixture of one 9.7 kg bag of calcium chloride and one 9.7 kg bag of sodium chloride to .75 cubic metres of sand at a rate of 60 to 120 mL per m<sup>2</sup>.
- .3 The Contractor will be responsible to maintain all areas shown in Annex A and B passable and safe for vehicular and pedestrian traffic at all times from the months of October to the end of April on a (7) seven day per week basis, Sunday to Saturday inclusive.
- .4 The Contractor will install snow stakes at locations of obstructions within the service area that may interfere with the Snow and Ice Control process or may be damaged by equipment.
  - .1 Snow stakes must be installed before the ground freezes and well in advance of the first anticipated snowfall.
  - .2 Snow stakes may be made from wood or metal and must be long enough to extend above the anticipated depth of snow in the area. The top 150mm of the stake should be painted, flagged, taped, or have an appropriate coloured delineator in place, to provide better

- visibility.
- .3 All solid objects within the service area that are likely to be covered with snow, will be identified by snow stakes. These include, but are not limited to: hydrants, gutters, isolated curb sections, catch basins, drop inlets and other drainage structures.
  - .4 The Contractor will monitor the snow stakes throughout the season and replace them as and when required. Snow stakes will be removed at the end of the snow season.
  - .5 The Contractor will be responsible to repair all damage to structures, surrounding property and installations caused by their snow clearing equipment at the end of the snow clearing season. This will also include removing all sand, stones and debris from grassed areas and repairing any damage to sod.
  - .6 The Contractor will be responsible to remove all accumulated sand, stones and debris from all roadways, parking areas, vehicle compounds, fire hydrants, doorways and walkways at the end of the snow clearing season. Clean-up to be completed prior to invoicing for April.
  - .7 The Grass Cutting Service will include, as a minimum:
    - .1 mowing to 75mm;
    - .2 trimming to 75mm;
    - .3 removal of clippings from sidewalks and paved areas; and
    - .4 clean up of all areas shown within the gray shaded boundary area as shown on Annex C and D.
  - .8 The Contractor will be responsible to:
    - .1 cut grass, at bi-weekly intervals between May and the end of September, within the gray shaded boundary area as shown on Annex C and D; and
    - .2 trim grass and weeds, at bi-weekly intervals between May and the end of September, growing in or around the base off all buildings, fences (both sides), hydrants, poles, car heater posts, signs, flower beds, hedges, trees, and any physical obstruction within the gray shaded boundary area as shown on Annex C and D.
  - .9 Trimming and Grass Cutting is to be completed within 4 hours of each other.
  - .10 Remove and dispose of, in the dumpster located on site, any debris on the grass before cutting or trimming.
  - .11 The Contractor is to ensure that grass clippings are not directed onto roadways, sidewalks, and plant beds.
  - .12 Ditch bottoms and slopes are included in the Service Contract and must be cut to 75mm.
  - .13 The Snow and Ice Control (SNIC) and Grass Cutting/Landscape Maintenance Service will be performed to the complete satisfaction of the Engineer.

### **1.13 EQUIPMENT**

- .1 The Contractor must have sufficient personnel and equipment to be able to perform Snow and Ice Control Service and Restore Traction on all areas shown in Annex A and B within 3 hours after a snow or ice event or as required.
- .2 Contractors will present with their Tender, a list of all equipment that

they propose to use for the Snow and Ice Control Service. The equipment list is to include the manufacturer's name, model, and capacity.

- .1 Minimum equipment requirements for Snow and Ice Control Services are:
  - .1 926M Cat Loader or equivalent with a rated net power 148.0 hp, equipped with a bucket (minimum size 1.9 mü) and snow blower attachment. (minimum width 152 cm);
  - .2 tandem dump truck with a 8 mü box.
  - .3 3/4 ton four-wheel drive truck equipped with hydraulically-operated snow plow and a sander attachment capable of spreading the ice control mixture specified in para 1.12.2; and
  - .4 ten HP or larger walk behind snowblower.
- .3 The Contractor must have sufficient personnel and equipment to be able to perform Grass Cutting Service on all areas shown in Annex C and D within one (1) calendar day.
- .4 Contractors will present with their Tender, a list of all equipment that they propose to use for the Grass Cutting Service. The equipment list is to include the manufacturer's name, model, and capacity.
- .5 Mowers will be calibrated and capable of being adjusted on site to give mowing heights required by these specifications. All guards and protective devices on all equipment shall be properly maintained and utilized according to manufacture's design at all times. Mowers that cause scalping or turf damage will not be used.
- .6 Prior to award of this Service Contract, the Contractor will make arrangements with the Engineer for inspection of their equipment. If the equipment does not meet the approval of the Engineer the Contractor will replace the equipment to the satisfaction of the Engineer before award of this Service Contract.
- .7 Vehicles and operators used for this Service Contract will be licensed in accordance with regulations of the Province of New Brunswick.
- .8 Vehicles used for this Service Contract will be inspected in accordance with regulations of the Province of New Brunswick.
- .9 Vehicles used for this Service Contract will be equipped with lights, horn, signal lights, rear view mirrors, clearly audible back-up alarm and roof mounted 360 degree rotating beacon.
- .10 All equipment will be maintained in first class condition at all times throughout this Service Contract. The equipment will be inspected frequently and must be maintained to the satisfaction of the Engineer.

#### **1.14 QUANTITIES AND BASIS OF PAYMENT**

- .1 The work performed under this Service Contract will be paid for on a unit price and hourly rate basis. The Contractor will accept the payment as full consideration for everything furnished and done by them in respect of the work.
- .2 The Contractor will submit unit prices and an hourly rate for the following in accordance with the specifications. Such prices will include supervision, expenses, tools, equipment, transportation (travel time to and from the

contractors base of operation will be included in the rates provided) and profit.

- .1 Price per month for Snow and Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways and walkways including application of ice control mixture, after each snow or ice event or as required at Barrack Green Armoury as shown in Annex A for the months of October to end of April.
  - .2 Price per month for Snow and Ice Control Services on all roadways, parking areas, vehicle compounds, fire hydrants, doorways and walkways including application of ice control mixture, after each snow or ice event or as required at HMCS Brunswicker Naval Reserve as shown in Annex B for the months of October to the end of April.
  - .3 Price per hour for a loader to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.
  - .4 Price per hour for a tandem dump truck to remove snow from DND Property and dispose of at a Provincially approved site as and when requested by the Engineer.
  - .5 Price per month for Grass Cutting Services on all areas at Barrack Green Armoury as shown in Annex C for the months of May to end September.
  - .6 Price per month for Grass Cutting Services on all areas at HMCS Brunswicker Naval Reserve as shown in Annex D for the months of May to end September.
  - .7 Unit price for Grass Cutting Services at Barrack Green Armoury as shown in Annex C as and when requested by the Engineer.
  - .8 Unit price for Grass Cutting Services at HMCS Brunswicker as shown in Annex D as and when requested by the Engineer.
  - .9 Hourly rate for Landscape Maintenance Services as and when requested by the Engineer.
  - .10 Hourly rate for a two (2) meter Rotary Field Mower with operator as and when requested by the Engineer.
- .3 All material will be invoiced at the Contractor's wholesale cost, plus a percentage of mark-up. Contractor shall submit all invoices for materials as supporting documentation when submitting invoices for work completed. For tendering purposes, the Contractor will submit their percent of mark-up on material.
  - .4 The quantities described above may increase or decrease and are used only as a guide for tendering. The quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.
  - .5 Time charged and contract prices may be verified by Government Audit before or after payment is made under the terms of this Service Contract.
  - .6 For Snow and Ice Control Services the Contractor will provide service as required on a seven (7) day per week basis Sunday to Saturday inclusive.
  - .7 For Grass Cutting Services the the Contractor will provide service during normal working hours on an eight (8) hour per day, five (5) days per week basis 0730hrs to 1600hrs Monday to Friday inclusive.
  - .8 The Contractor will advise the Engineer of the telephone number or location at which they or their representative may be contacted at all times.

- .9 The Contractor, upon receipt of a Service Contract, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .10 The Contractor will not refuse any call for service by the Engineer and will initiate the work within 24 hours. When extra service is required, the authorized person will notify the Contractor and detail the job to be performed.
- .11 The Contractor will report to the Engineer or authorized person prior to starting work and upon completion of work on a daily basis to sign in and out.
- .12 The Contractor will submit one invoice monthly covering all charges. The invoice will identify the type of service provided, location and the hourly rate. In addition, the invoice shall reference the Contract, work order and requisition numbers. Any invoices for extra work must itemize technicians' names, dates and hours worked and materials.

#### **1.15 SECURITY CLEARANCE**

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, operators and labourers. This roster must be made available to the Engineer upon request.
- .2 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for Employment for each employee who will work on this Service Contract.

**END OF SECTION**

## **1 GENERAL**

### **1.01 REFERENCES**

- .1 Canada Labour Code, Part II, Canada Occupational Safety and Health Regulations.
- .2 Province of New Brunswick Occupational Health and Safety Act, (Latest Edition).
- .3 National Building Code of Canada, (Latest Edition).

### **1.02 REGULATORY REQUIREMENTS**

- .1 Do work in accordance with the safety measures of the National Building Code of Canada (latest edition), the Canada Labour Code Part II, the New Brunswick Occupational Health and Safety Act and WorkSafeNB provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

### **1.03 RESPONSIBILITY**

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
- .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
- .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
- .4 Real Property Operations Detachment (Gagetown) employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.
- .5 As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.
- .6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work.

#### 1.04 UNFORESEEN HAZARDS

- .1 Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of New Brunswick. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

#### 1.05 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.
- .2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

#### 1.06 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

END OF SECTION

## 1 GENERAL

### 1.01 REPORTING FIRES

- .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
  - .1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

### 1.02 INTERIOR AND EXTERIOR FIRE PROTECTION AND ALARM SYSTEMS

- .1 Fire protection and alarm system will not be:
  - .1 obstructed;
  - .2 shut-off; and
  - .3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.

### 1.03 FIRE EXTINGUISHERS

- .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.

### 1.04 BLOCKAGE OF ROADWAYS

- .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.

### 1.05 SMOKING PRECAUTIONS

- .1 Observe smoking regulations at all times.

### 1.06 RUBBISH AND WASTE MATERIALS

- .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
- .3 Removal:
  - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
  - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
  - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

### **1.07 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

### **1.08 HAZARDOUS SUBSTANCES**

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders in buildings or facilities.
- .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.

### **1.09 QUESTIONS AND/OR CLARIFICATION**

- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.

### **1.10 FIRE INSPECTION**

- .1 Site inspections by Fire Chief will be coordinated through Engineer.
- .2 Allow Fire Chief unrestricted access to work site.

- .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
- .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

**END OF SECTION**

**1 GENERAL**

**1.01 GENERAL**

- .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.

**1.02 FIRES**

- .1 Fires and burning of rubbish on site not permitted.

**1.03 DISPOSAL OF WASTES**

- .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
- .2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

**1.04 SPILL PROTECTION**

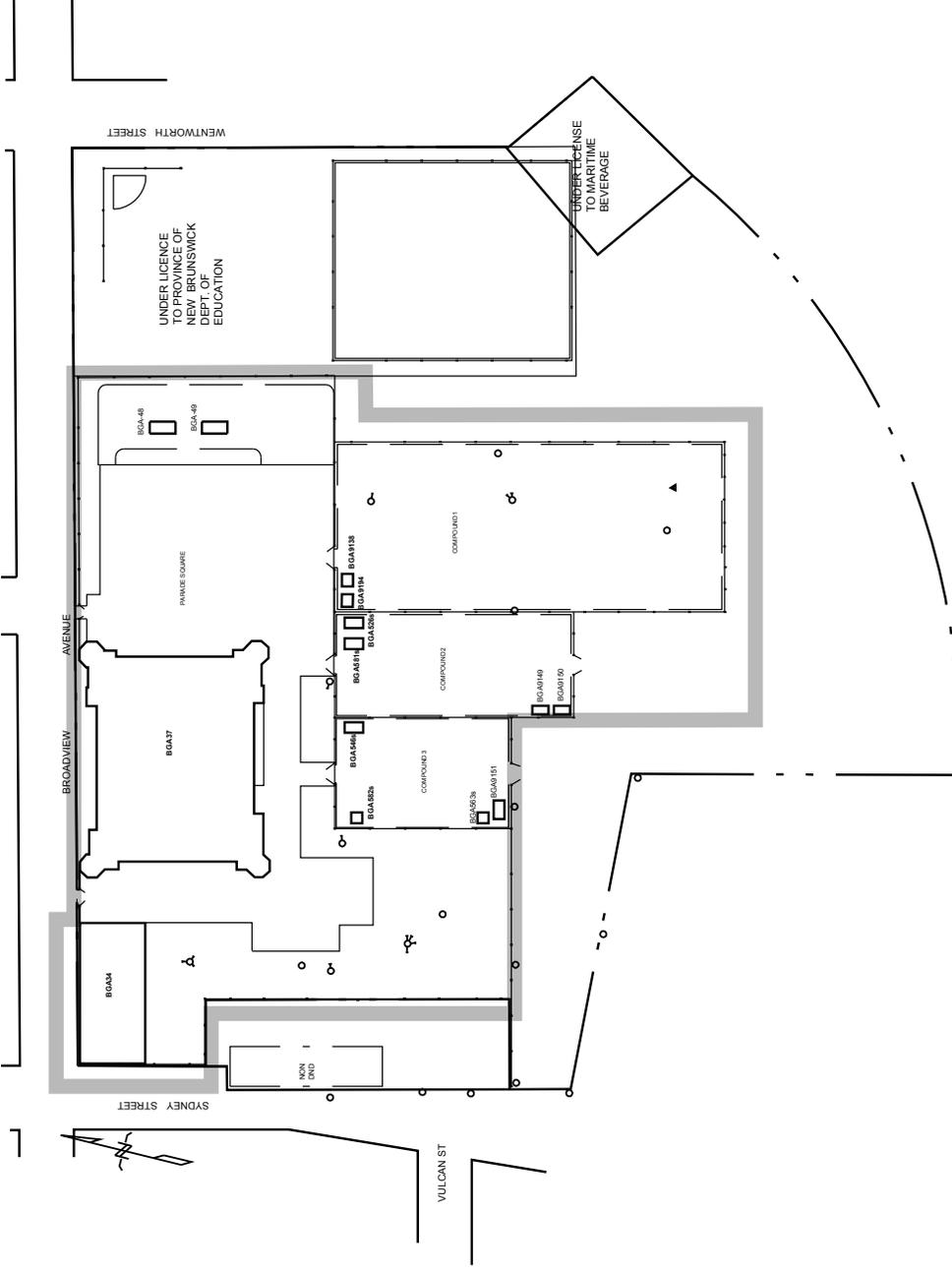
- .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).

**END OF SECTION**



Government of Canada  
Gouvernement du Canada

# ANNEX A



## LEGEND

-  AREA OF SNOW & ICE CONTROL BOUNDARY LINE
-  PROPERTY LINE

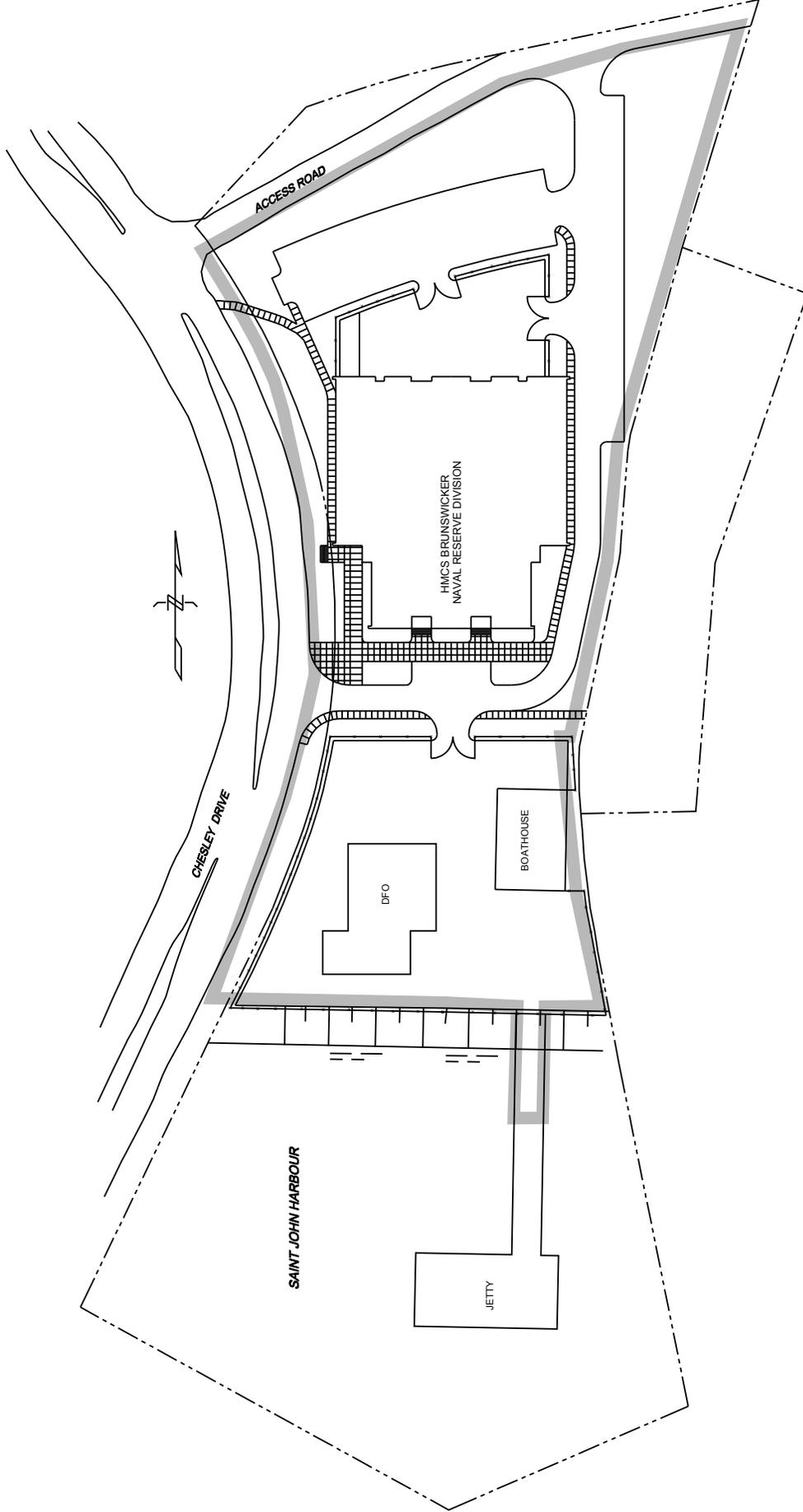
PROJECT: **SNOW & ICE CONTROL / LANDSCAPE MAINTENANCE**  
 PROJÉT: **SAINT JOHN ARMOURIES**  
 SUBJECT: **BARRACK GREEN ARMOURY -SNOW & ICE CONTROL**  
 SUJET: **SITE PLAN**

DATE: 2021/06/01

APPROVED: APPROUVE PAR:  
 SCALE: NTS  
 ÉCHELLE: NTS  
 WBS NO.:  
 NO. OTP:  
 PF NO.:  
 NO. DP.:  
 DWG NO.:  
 NO. DESSIN:

SC 1 / 4

L-S255-9301/8



**LEGEND**

- AREA OF SNOW & ICE CONTROL BOUNDARY LINE
- - - PROPERTY LINE

**PROJECT:** SNOW & ICE CONTROL /  
**PROJET:** LANDSCAPE MAINTENANCE  
**SUBJECT:** SAINT JOHN ARMOURIES  
**SUJET:** HMCS BRUNSWICKER  
**-SNOW AND ICE CONTROL SITE PLAN**

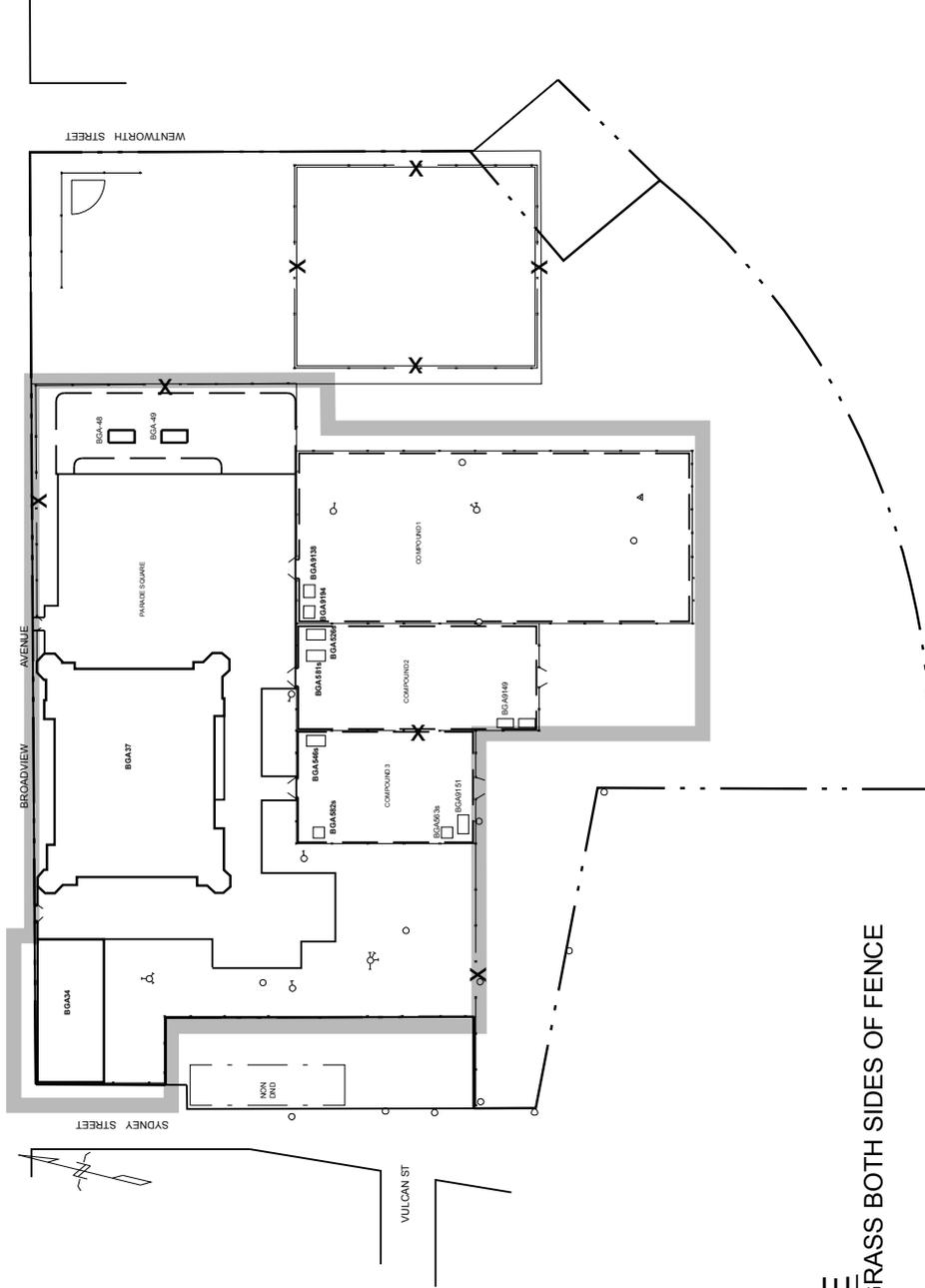
**DATE:** 2021/06/01

**APPROVED:** APPROUVE PAR:  
**SCALE:** NTS  
**ÉCHELLE:**  
**WBS NO.:**  
**NO. OTP:**  
**PF NO.:**  
**NO. DP:**  
**DWG NO.:**  
**NO. DESSIN:**

SC

2 of 4

L-S255-9301/8



**NOTE**  
TRIM GRASS BOTH SIDES OF FENCE

**LEGEND**

- AREA OF GRASS CUTTING BOUNDARY LINE
- - - PROPERTY LINE

**PROJECT:** SNOW & ICE CONTROL /  
**PROJECT:** LANDSCAPE MAINTENANCE  
**SUBJECT:** SAINT JOHN ARMOURIES  
**SUBJECT:** BARRACK GREEN ARMOURY  
**SUBJECT:** LANDSCAPE MAINTENANCE  
**SITE PLAN**  
**DATE:** 2021/06/01

**APPROVED:**  
**APPROUVÉ**  
**PAR:**

**SCALE:** N.T.S.  
**ÉCHELLE:**

**WBS NO.:**  
**NO. OPT.:**

**PF NO.:**  
**NO. DP.:**

**DWG NO.:**  
**NO. DESSIN:**



ANNEX D

CHESLEY DRIVE

ACCESS ROAD

DFO

BOATHOUSE

HMCS BRUNSWICKER  
NAVAL RESERVE DIVISION

**NOTE**  
TRIM GRASS BOTH SIDES OF FENCE

**LEGEND**

- AREA OF GRASS CUTTING BOUNDARY LINE
- - - PROPERTY LINE

**PROJECT:** SNOW & ICE CONTROL /  
**PROJET:** LANDSCAPE MAINTENANCE  
**SUBJECT:** SAINT JOHN ARMOURIES  
**SUJET:** HMCS BRUNSWICKER  
**LANDSCAPE MAINTENANCE**  
**SITE PLAN**  
**DATE:** 2021/06/01

**APPROVED:**  
**APPROUVE PAR:**

**SCALE:** N.T.S.  
**ÉCHELLE:**

**WBS NO.:**  
**NO. OTP:**

**PF NO.:**  
**NO. DP:** SC

**DWG NO.:**  
**NO. DESSIN:** L-S255-9301/8