



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS A:**

Bid Receiving  
Royal Canadian Mounted Police  
Procurement and Contracting Services  
5th floor, 10065 Jasper Avenue NW  
Edmonton, AB T5J 3B1

Réception des sousmissions  
Gendarmerie royale du Canada  
Service des acquisitions et des marchés,  
5e étage, 10065, avenue Jasper N.O.  
Edmonton, AB T5J 3B1

**Please note:** If submitting your bid packages via Canada Post, you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

**Veillez noter :** Si vous soumettez vos offres par Postes Canada, vous devez demander les « Services de signature et d'identité » sur votre forfait Postes Canada pour assurer un transfert personnel entre Postes Canada et l'Unité de réception des soumissions de la GRC.

**INVITATION TO TENDER**

Tender to: Royal Canadian Mounted Police

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.

**APPEL D'OFFRES**

Soumission aux : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires:

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Grounds Maintenance Services and/or Snow Clearing and Removal Services, RCMP Brooks Detachment, Brooks, Alberta.		<b>Date</b> April 25, 2022
<b>Solicitation No. – N° de l'invitation :</b>		M5000-19-04242/C
<b>Client Reference No. - No. De Référence du Client :</b>		2019-04242
<b>GETS Reference No. - N° de référence du SEAG #</b> PW-22- 00993721		
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>At / à :</b>	2:00 PM / 14h00 Heure	MDT (Mountain Daylight Time) HAR (heure avancée des Rocheuses)
<b>On / le :</b>	May 25, 2022	
<b>Delivery - Livraison</b> See herein – Voir aux présentes	<b>Taxes - Taxes</b> See herein – Voir aux présentes	<b>Duty – Droits</b> See herein – Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> Royal Canadian Mounted Police Brooks Detachment 310 – 4 <sup>th</sup> Street W Brooks, AB T1R 0Z7		
<b>Instructions :</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Shawn Balaski, <a href="mailto:shawn.m.balaski@rcmp-grc.gc.ca">shawn.m.balaski@rcmp-grc.gc.ca</a>		
<b>Telephone No. – No. de téléphone</b> 780-670-8592		<b>Facsimile No. – No. de télécopieur</b>
<b>Delivery Required - Livraison exigée</b> See herein — Voir aux présentes		<b>Delivery Offered – Livraison proposée</b>
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant 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 (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>		<b>Date</b>



**TABLE OF CONTENTS**

**PART 1 GENERAL INFORMATION.....4**

1.1 SECURITY REQUIREMENTS.....4

1.2 STATEMENT OF WORK.....4

1.3 DEBRIEFINGS .....4

1.4 RECOURSE MECHANISMS.....4

1.5 COVID-19 VACCINATION REQUIREMENT .....4

**PART 2 BIDDER INSTRUCTIONS .....5**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....5

2.2 SUBMISSION OF BIDS.....5

2.3 ENQUIRIES - BID SOLICITATION .....5

2.4 APPLICABLE LAWS.....5

2.5 OPTIONAL SITE VISIT.....6

2.6 PROMOTION OF DIRECT DEPOSIT INITIATIVE.....6

**ATTACHMENT 1 TO PART 2.....7**

COVID-19 VACCINATION REQUIREMENT CERTIFICATION (SITE VISIT).....7

**PART 3 BID PREPARATION INSTRUCTIONS.....8**

3.1 BID PREPARATION INSTRUCTIONS .....8

**PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION.....9**

4.1 EVALUATION PROCEDURES.....9

4.2 BASIS OF SELECTION.....9

**ATTACHMENT 1 TO PART 4.....10**

MANDATORY TECHNICAL CRITERIA .....10

**PART 5 CERTIFICATIONS AND ADDITIONAL INFORMATION.....14**

5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....14

5.2 CERTIFICATIONS REQUIRED WITH THE BID .....15

**ATTACHMENT 1 TO PART 5.....16**

CERTIFICATE OF INDEPENDENT BID DETERMINATION .....16

**ATTACHMENT 2 TO PART 5.....18**

FORMER PUBLIC SERVANT CERTIFICATION.....18

**ATTACHMENT 3 TO PART 5.....20**

COVID-19 VACCINATION REQUIREMENT CERTIFICATION OF SUPPLIER PERSONNEL.....20

**PART 6 RESULTING CONTRACT CLAUSES.....22**

6.1 SECURITY REQUIREMENTS.....22

6.2 STATEMENT OF WORK.....22

6.3 STANDARD CLAUSES AND CONDITIONS .....22

6.4 TERM OF CONTRACT .....22

6.5 AUTHORITIES .....23

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....24

6.7 PAYMENT .....24

6.8 INVOICING INSTRUCTIONS.....24

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....25

6.10 APPLICABLE LAWS.....25

6.11 PRIORITY OF DOCUMENTS.....25



---

6.12	PROCUREMENT OMBUDSMAN .....	25
6.13	INSURANCE – SPECIFIC REQUIREMENTS .....	26
6.14	SACC <i>MANUAL</i> CLAUSES .....	26
6.15	ENVIRONMENTAL CONSIDERATIONS .....	26
6.16	REPLACEMENT OF SPECIFIC RESOURCES .....	27
<b>ANNEX "A" - STATEMENT OF WORK.....</b>		<b>28</b>
<b>ANNEX "B" - BASIS OF PAYMENT.....</b>		<b>41</b>
<b>ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST.....</b>		<b>43</b>
<b>ANNEX "D" - INSURANCE REQUIREMENT .....</b>		<b>44</b>
<b>ANNEX "E" - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM.....</b>		<b>46</b>
<b>ANNEX "F" - BID SUBMISSION CHECKLIST .....</b>		<b>47</b>



## Part 1 GENERAL INFORMATION

### 1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### 1.2 Statement of Work

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

Bidders may bid on **either** Grounds Maintenance Services **or** Snow Clearing and Removal Services **or both**, and that each service category will be evaluated separately, therefore up to 2 contracts may be awarded.

### 1.3 Debriefings

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

### 1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

### 1.5 COVID-19 vaccination requirement

This 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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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:** 180 days

### 2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to RCMP will not be accepted.

### 2.3 Enquiries - Bid Solicitation

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

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

### 2.4 Applicable Laws

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

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



## 2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 310 – 4<sup>th</sup> Street, Brooks, Alberta on Wednesday, May 4, 2022. The site visit will begin at 10:00 a.m. Mountain Daylight Time (MDT) in the main public entrance of the RCMP Brooks Detachment.

**This site visit is subject to the COVID-19 Vaccination Policy for Supplier Personnel.** The person(s) who attend must be fully vaccinated against COVID-19 with a Health Canada-approved COVID-19 vaccine(s), or, 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.

Bidders are requested to communicate with the Contracting Authority no later than five (5) calendar days to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders must also complete and submit the Covid-19 Vaccination Requirement Certification (Site Visit), Attachment 1 to PART 2.

Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the above certification as required will not be allowed access to the site. Bidders will be requested to sign an attendance sheet. No alternative appointment will be given to bidders who do not attend or do not send a representative. Bidders who do not participate in the visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 2.6 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)



Attachment 1 to PART 2

COVID-19 VACCINATION REQUIREMENT CERTIFICATION (Site Visit)

I, \_\_\_\_\_ (first and last name), as the representative of \_\_\_\_\_ (name of business) pursuant to \_\_\_\_\_

(Solicitation Number), warrant and certify that all personnel that will attend this site visit on the business' behalf are:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
(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.

I certify that all personnel that will attend on behalf of \_\_\_\_\_ (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 site visit. I understand that the certifications provided to Canada are subject to verification at all times. Canada reserves the right to request additional information to verify the certifications at all times. I also understand that Canada will declare a bid non-responsive or a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly.

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

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

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.



## Part 3 BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (two (2) hard copies)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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 their hard copy 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) Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
- 3) Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
  - a) 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
  - b) 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: Technical Bid

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

#### Section II: Financial Bid

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

##### 3.1.1 Exchange Rate Fluctuation

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

#### Section III: 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

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

#### 4.1.1 Technical Evaluation

4.1.1.1 **Mandatory Technical Criteria** - Refer to Attachment 1 to Part 4

#### 4.1.2 Financial Evaluation

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

### 4.2 Basis of Selection

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

Bidders may bid on **either** Grounds Maintenance Services **or** Snow Clearing and Removal Services **or both**, and that each service category will be evaluated separately, therefore up to 2 contracts may be awarded.



**ATTACHMENT 1 to PART 4**

**MANDATORY TECHNICAL CRITERIA**

**Part 1 – GROUNDS MAINTENANCE SERVICES**

- a. **Bidders MUST provide Annex “B” Tables 1 and supporting documentation and data in accordance with the Tables for Grounds Maintenance Services.**
- b. Bids without supporting data attached will be considered non-responsive and no further consideration will be given.
- c. Complete below by circling **(YES or NO)** as applicable and clearly label all attached supporting documentation and data with the appropriate Requirement Description Item # (Example: M1.1, M2.2 etc.).
- d. **Bidders only bidding on the Snow Clearing and Snow Removal Services requirement will be exempt from meeting these criteria.**

Item	Table 1 - Grounds Maintenance Services – Mandatory Technical Criteria	Meets / Supporting Data Attached and Labelled
<p><b>M1</b></p>	<p><b>Contractor Experience and Past Performance:</b></p> <p>To be considered for the Grounds Maintenance Services requirement, the Bidder must provide the following evidence of experience and past performance:</p> <p><b>M1.1</b> Confirmation of providing a Grounds Maintenance Service work, <u>similar to the services identified in the Statement of Work, Annex “A”, Part 1.</u> The experience must be for duration of at least two (2) consecutive years (Spring, Summer and Fall seasons) within the last five (5) year period.</p> <p><b>M1.2</b> The Bidder must provide proof of their recent experience and past performance by completing the form on the next page (<b>Table 1A</b>).</p> <p>The RCMP reserves the right to use this information to substantiate experience and performance. In the event where the information provided cannot be confirmed, by the client contacts named in the table, the bid will be considered non-responsive and no further consideration will be given.</p>	<p><b>YES / NO</b></p> <p>(Attach and Label supporting data as M1.1)</p> <p>(Attach and Label supporting data as M1.2)</p>
<p><b>M2</b></p>	<p><b>Pesticide Certification Requirements:</b></p> <p>To be considered for the Grounds Maintenance Services requirement, the Bidder must confirm and provide the following with their bid:</p> <p><b>M2.1</b> A copy of a valid Herbicide and Pesticide Applicator’s Certification, in the province in which services are to be rendered, for the individual providing the service.</p>	<p><b>YES / NO</b></p> <p>(Attach and Label supporting data As M2.1)</p>



<b>Table 1A – Proof of Experience and Performance</b>	
Name of client Organization or Company:	Organization: _____
Name and title of client contact who can confirm the information presented in the bid:	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____
Period of the Work Performed (indicate year, month):	From: _____ (month/year) To: _____ (month/year)
Description of Work Performed:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**(Please attach a separate sheet if required)**



**Part 2 - SNOW CLEARING AND SNOW REMOVAL SERVICES**

- a) **Bidders MUST provide Annex “B” Table 2, and supporting documentation and data in accordance with the Tables for Snow Clearing and Snow Removal Services.**
- b) Bids without supporting data attached will be considered non-responsive and no further consideration will be given.
- c) Complete below by circling (**YES or NO**) as applicable and clearly label all attached supporting documentation and data with the appropriate Requirement Description Item # (Example: M1.1, M2.2 etc.).
- d) **Bidders only bidding on the Grounds Maintenance Services requirement will be exempt from meeting these criteria.**

Item	Table 2 – Snow Clearing and Removal Services Mandatory Technical Criteria	Meets / Supporting Data Attached and Labelled
<b>M3</b>	<p><b>Contractor Experience and Past Performance:</b></p> <p>To be considered for the Snow Clearing and Removal Services requirement, the Bidder must provide the following evidence of experience and past performance:</p> <p><b>M3.1</b> Confirmation of providing a Snow Clearing and Removal Services work, <u>similar to the services identified in the Statement of Work, Annex “A”, Part 1.</u> The experience must be for duration of at least two (2) consecutive years (Winter seasons) within the last five (5) year period.</p> <p><b>M3.2</b> The Bidder must provide proof of their recent experience and past performance by completing the form on the next page (<b>Table 2B</b>).</p> <p>The RCMP reserves the right to use this information to substantiate experience and performance. In the event where the information provided cannot be confirmed, by the client contacts named in the table, the bid will be considered non-responsive and no further consideration will be given.</p>	<p><b>YES / NO</b></p> <p>(Attach and Label confirmation as M3.1)</p> <p>(Attach and Label confirmation as M3.2)</p>



<b>Table 2B – Proof of Experience and Performance</b>	
Name of client Organization or Company:	Organization: _____
Name and title of client contact who can confirm the information presented in the bid:	Name: _____
	Title: _____
Telephone and e-mail address of client contact:	Phone #: _____
	E-mail: _____
Period of the Work Performed (indicate year, month):	From: _____ (month/year)
	To: _____ (month/year)
Description of Work Performed:	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____

(Please attach a separate sheet if required)



## 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 may render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### 5.1.2 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.

#### 5.1.3 Additional Certifications Precedent to Contract Award

##### 5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.



### **5.1.3.2 Former Public Servant - Refer to Attachment 2 to Part 5**

#### **5.1.3.3 Status and Availability of Resources**

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

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

#### **5.1.3.4 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

#### **5.1.3.5 Insurance – Proof of Availability Prior to Contract Award**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "E".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **5.2 Certifications Required with the Bid**

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

### **5.2.1 COVID-19 vaccination requirement - Refer to Attachment 3 to Part 5**

This 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.



**Attachment 1 to PART 5**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_

(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_

(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. methods, factors or formulas used to calculate prices;
  - c. the intention or decision to submit, or not to submit, a bid; or





- d. the submission of a bid which does not meet the specifications of the call for bids;  
except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

---

(Printed Name and Signature of Authorized Agent of Bidder)

---

(Position Title)

---

(Date)



## ATTACHMENT 2 to PART 5

### FORMER PUBLIC SERVANT CERTIFICATION

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: 2012-2](#) 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.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.



ATTACHMENT 3 to PART 5

COVID-19 Vaccination Requirement Certification of Supplier Personnel

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.

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 with Health Canada-approved COVID-19 vaccine(s); or
(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;

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: \_\_\_\_\_



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.



## 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** The following security requirements (SRCL at Annex “C” and related clauses) apply and form part of the Contract.

The Contractor (if an individual) and all of the contractor’s personnel/subcontractors who may work on site must hold a valid “Facility Access Level 2 (FA-2)” issued by RCMP Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed access to the site of the work.

### 6.2 Statement of Work

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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 6.3.1 General Conditions

2010C (2021-12-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### 6.3.2 Supplemental General Conditions

##### 6.3.2.1 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

#### 6.4.1 Period of the Contract

The proposed period of the contract is a **twenty-four (24) month** period from the Contract Start Date, covering the actual work to be performed for Grounds Maintenance Services and/or the Snow Clearing and Removal Services.

The Grounds Maintenance Service Contract is required for six (6) months each year from May 1st through to October 31st. The Snow Clearing and Removal Service Contract is required for six (6) months each year from November 1st through to April 30th.

The above wording will be revised to reflect the actual contract award period, for the specific services being awarded. This is required where 2 separate service contracts are awarded.



In the event the Contract Start Date commences within the first three months of a service season, the contract period will be changed to reflect the time frame. This will be defined by the Contracting Authority, resulting in a contract period of less than twenty-four (24) months.

If the Contract Start Date commences with less than half of a normal six (6) month service season, the Contract period will be revised to commence the first month of the following service season, resulting in a twenty-four (24) month contract period.

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional twelve (12) month periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at **least thirty (30) calendar days** before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**6.4.3 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

**6.5 Authorities**

**6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shawn Balaski  
Royal Canadian Mounted Police  
Telephone: 780-670-8592  
Facsimile: 780-454-4527  
E-mail address: [shawn.m.balaski@rcmp-grc.gc.ca](mailto:shawn.m.balaski@rcmp-grc.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 Project Authority**

The Project Authority for the Contract is:  
(The Project Authority will be identified at Contract Award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Royal Canadian Mounted Police  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_@rcmp-grc.gc.ca

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



**6.5.3 Site Authority**

The Site Authority for the Contract is: [\(The Site Authority will be identified at Contract Award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_@rcmp-grc.gc.ca

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Site Authority; however, the Site 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.

**6.5.4 Contractor's Representative**

The Contractor's Representative responsible for general enquiries and delivery follow-up is: [\(The Contractor's Representative will be identified at Contract Award\)](#)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**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: 2012-2](#) of the Treasury Board Secretariat of Canada.

**6.7 Payment**

**6.7.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit prices, as detailed in Annex B, for a cost of \$\_\_\_\_\_  
[\(Amount to be inserted at contract award\)](#). Customs duties are included and Applicable Taxes are extra, if applicable.

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

**6.7.2 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

**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.

## 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 \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

### 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 (2021-12-02), General Conditions – Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Checklist;
- f) Annex D, Insurance Requirement;
- g) the Contractor's bid dated \_\_\_\_\_ (*To be entered at contract award*)

### 6.12 Procurement Ombudsman

#### 6.12.1 Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

#### 6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



### 6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

### 6.14 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations

### 6.15 Environmental Considerations

Where applicable, the contractor is encouraged to:

- Deliverables:
  - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
  - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
  - Recycle unneeded printed documents (in accordance with Security Requirements).
- Travel Requirements/Meetings:
  - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
  - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
  - Contractors are encouraged to use of public/green transit where feasible.
- Shipping Requirements:
  - Minimize packaging
  - Include recycled content in packaging;
  - Re-use packaging;
  - Include a provision for a take-back program for packaging;
  - Reduce/eliminate toxics in packaging.



## **6.16 Replacement of Specific Resources**

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



## ANNEX "A" - STATEMENT OF WORK

### Part 1 - Grounds Maintenance Services Specifications

The Royal Canadian Mounted Police (RCMP) Brooks RCMP Detachment located at 310 – 4<sup>th</sup> Street West, Brooks, AB has a requirement for seasonal Grounds Maintenance Services in accordance with the terms and conditions specified herein.

#### 1. Contractor's Obligations:

- 1.1 The Contractor must furnish all components, labour, vehicles, plant material (as detailed), products, equipment, tools, sub-contracts, and all other goods and services to provide the following services, which are to be performed in accordance with the terms and conditions of this contract.
- 1.2 The contractor must ensure the grounds are maintained to a high standard of horticultural practice & cleanliness. Landscaping maintenance should produce an aesthetic, pleasant, and safe environment. Landscaping maintenance and cleaning must occur as often as necessary to maintain a clean and tidy appearance and promote the healthy growth of all vegetation.
- 1.3 The Contractor is obliged to participate in a site inspection prior to the commencement of the Contract. All site damage will be noted in writing and accompanied by photos of the damaged area.
- 1.4 The Work is to be performed with minimum disturbance to building occupants, the public, and the normal use of the premises and business operations.
- 1.5 The Contractor must provide a quality assurance plan identifying procedures and practices informing the Facility/Property Manager (or designate) of goals/objectives, measurement criteria and reporting mechanisms.

#### 2. Hours of Work & Response:

- 2.1 The contractor will ensure response to all calls for Grounds Maintenance made by the Designated Site Authority (or designate) must be within 2 Hours, unless it is one hour prior to the closing of the facility.

#### 3. Authorities, Codes & Regulations:

- 3.1 Grounds maintenance operations must meet or exceed any applicable federal, provincial and municipal standards, codes, bylaws and regulations.

#### 4. Environmental Standards:

- 4.1 The contractor must ensure that all grounds maintenance operations and procedures are performed with consideration for the environment. The Contractor must provide environmentally responsible management practices to hazardous substances used in operations specifically with regard to the acquisition, handling, storage, safe use, transportation and disposal of such substances.
- 4.2 All fertilizers, maintenance chemicals and other materials and supplies must be preapproved for use by the Designated Site Authority (or designate). WHMIS data sheets must be provided to the Designated Site Authority (or designate) as a prerequisite to obtaining such approval.



#### 4.2.1 Application of Pesticides & Herbicides

All pesticide and herbicide use must comply with Health Canada regulations:  
<https://www.canada.ca/en/health-canada/services/consumer-product-safety/pesticides-pest-management.html>

4.2.2 Contractors must maintain proper licenses and insurance protection in accordance with the appropriate provincial legislation. Such licenses and insurances must be submitted to the Project Authority / Designated Site Authority upon 48-hours of request.

4.2.3 A pesticide application program should be carefully planned to ensure that the appropriate application equipment and methods are used as specified on the label. Pesticide application plan must meet all local and federal regulations.

4.2.4 Nearby residents must be notified of date and time of pesticide application. Sign stating the product used, date of application and safe entry time must be posted on areas of pesticide applications.

4.3 The Contractor must be responsible to dispose of all refuse in accordance with all applicable regulations and by-laws at approved/licensed landfill sites and all chemical at approved waste sites or through approved disposal contractors.

4.4 All landfill disposal fees and waste handling fees must be payable by the Contractor.

4.5 No burning of rubbish or debris is permitted on the site.

### 5. Damages:

5.1 Any damage caused to the property by the Contractor will be repaired in a timely manner. Any damage that will adversely affect the facility and property operations or safety will be repaired immediately. Costs incurred for repair of damages, as a result of the Contractor's work or negligence, will be the responsibility of the Contractor.

5.2 The Contractor will make themselves familiar with the site under the security regulations as identified in 1.3 of the Scope of Work. The Contractor will be aware of all obstructions to grounds maintenance operations; undertake to avoid damage to such items; return such items to their proper condition and location should they become damaged because of the grounds maintenance operations, and pay the cost for repair or replacement.

### 6. Personnel & Supervision:

6.1 The Contractor is responsible for supplying qualified trained personnel.

6.2 The Contractor must ensure that the work is competently supervised at all times.

6.3 All employees of the Contractor, who are on site, must have completed their WHMIS training within one month from the start of the Contract.

6.4 Documentation of WHMIS training must be carried by all employees who are on site and available for verification by the Designated Site Authority upon request.



## **7. Equipment Standards:**

- 7.1 The Contractor must provide all necessary equipment and tools required to perform all tasks effectively and in a timely manner.
- 7.2 The Contractor is to use safe equipment, suitable for the purpose intended and in good condition. All equipment must be licensed as required by the authority having jurisdiction. Equipment must not be left unattended while running. Equipment used to perform the work is not to be kept on the property without written approval from the Designated Site Authority (or designate).
- 7.3 Maintain equipment properly to prevent leaks and spills of fuels, lubricants, hydraulic fluids or coolants.
- 7.4 Refueling of equipment must be done in a way to avoid any spills entering the environment. This may include the use of containment measures such as tarps/plastic beneath the fill port of the equipment and fuel storage transfer devices which are in good, non-leaking condition.
- 7.5 Store, handle and dispose of fuel, wastes and hazardous waste materials properly and in accordance with all relevant municipal, provincial, and federal legislation.
- 7.6 Contingency plans for the cleanup of spills must be prepared prior to the commencement of work. Ensure suitable clean up materials are on site. In the event of any reportable petroleum products or hazardous materials spills, the spill must be captured, contained and cleaned immediately and the appropriate authorities must be notified. Ensure emergency contact numbers are available on site.

## **8. Safety:**

- 8.1 The Contractor accepts responsibility for ensuring the safety of the occupants, users and public while carrying out the Work of the Contract.
- 8.2 All personnel must wear personal protective equipment meeting all applicable standards and codes.
- 8.3 All equipment must have all guards in place as per manufactures instruction.
- 8.4 The Contractor must conform to all WHMIS regulations including worker training (documentation of training required, upon request), MSDS lists and product labeling.
- 8.5 The Contractor must follow all specific safety instructions from the Facility/Property Manager (or designate) and must supply pylons and warning signs around areas where there may be a danger to the building occupants and users.
- 8.6 The Contractor agrees to ensure that all equipment used in respect to all work performed under the contract will at all times: (1) If used on roadways, be equipped with proper beeper for reverse action. (2) Be licensed by all authorities having jurisdiction. (3) Never be left unattended while running.
- 8.7 The Contractor will ensure that all equipment operators be fully trained, qualified and licensed. The Contractor must conform to all safety measures respecting personnel, and equipment operation.



## **9. Materials:**

- 9.1 The Contractor must supply all materials/supplies required to carry out the work as per Sections 10, 11 and 12 of the Contract.
- 9.2 The Contractor must provide “green” products wherever possible and practical to carry out the work.
- 9.3 All product labeling must be in accordance with WHMIS standards.
- 9.4 The Contractor must keep a minimum inventory of all supplies needed in the daily course of the work. The minimum inventory must also consider emergency and/or contingency supplies and materials.
- 9.5 The materials supplied, if necessary, are to meet at a minimum the following standards:

### 9.5.1 Fertilizer:

An environmental friendly (green) type product that is seasonally specific must be used to fertilize the grass and applied as per manufacturers specifications at the recommended rate.

## **10. Annual Cleanup**

- 10.1 Upon award of contract, the Contractor is to complete cleanup prior to commencing other work.
- 10.2 Lawns:
  - 10.2.1 Rake lawn areas and remove dead vegetation, leaves and debris. Do heavy raking on areas with “snow mold”
  - 10.2.2 Lightly roll areas where grass plants have lifted due to frost action.
  - 10.2.3 Aerate all areas where soil has been compacted through pedestrian traffic or other causes. Use aerating equipment, which extracts earth plugs from soil.
- 10.3 Planting Beds:
  - 10.3.1 Clean flowerbeds, shrubs borders and planters of debris and dead plant material. Trim grass edges around planting beds neatly in lines as in original layout.
  - 10.3.2 Clean shrubs, beds and planters of debris and dead plant material. Remove existing mulch, loosen and cultivate soil lightly without disturbing roots below the surface.
  - 10.3.3 Plant new annual beds. The contractor will replace, at no cost to RCMP, any annuals that die due to negligence of the contractor.
  - 10.3.4 Supply and spread 1-3/16 in. (3 cm) of hardwood mulch over scrub bed areas.

## **11. Maintenance**

- 11.1 Mowing of Lawn Areas:
  - 11.1.1 Cut grass at a height of 2-1/2 in. (63 mm). Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, mowing strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.



- 11.1.2 Lawn cutting operations include picking up and disposing of paper and refuse accumulated on landscape areas
- 11.1.3 Contractor must submit schedule of cutting operations and commence lawn mowing as per approved schedule. Lawn mowing operation must be continuous and completed within reasonable period.
- 11.1.4 All clippings are to be removed from all sidewalks, walkways and any other "hard surface" where clipping may have accumulated
- 11.2 Fertilizing Lawn Areas:
  - 11.2.1 Use mechanical spreading equipment. Check calibration to ensure specified rate is spread evenly. Water immediately after fertilizing to obtain moisture penetration of 1-1/2 in. to 2 in. (40 mm to 50 mm). Rectify uneven spreading as soon as it becomes apparent. Spread additional fertilizer over areas affected.
  - 11.2.2 Fertilize grass areas during the growing season as required.
- 11.3 Cultivating Planters and Beds:
  - 11.3.1 Cultivate to keep top layer of soil loose, friable and free from weeds when required. Any operation must be continuous and without interruption.
  - 11.3.2 Cultivate top 2 in. to 3 in. (50 mm to 75 mm) of flowerbeds, planters and soil areas around trees and hedges.
  - 11.3.3 Remove weeds including their roots. This is to include all sidewalks and walkways on the property.
  - 11.3.4 Take care not to damage roots of shrubs or flowers. Use small hand tools for flower borders and areas of closely planted shrubs.
  - 11.3.5 Collect and dispose of paper and refuse. Remove dead plants, leaves, branches, dead flowers and seedpods.
  - 11.3.6 Clean areas that are covered with mulch by hand. Loosen top layer of mulch without mixing with soil underneath.
- 11.4 Fertilizing Plant Material
  - 11.4.1 Apply fertilizer in early summer at a rate of 50 g/mm of caliper per tree and 0.5 kg per individual shrub.
  - 11.4.2 Drill holes 0.3 to .04 m deep starting at drip line of branches and working towards trunk. Make holes every 0.1 m<sup>2</sup> and divide required fertilizer over holes. Water well.
  - 11.4.3 Mix 15 kg/100 m<sup>2</sup> of bone meal in top 0.2 mm and apply fertilizer at rate of 12 kg/100 m<sup>2</sup> surface of flower and shrub beds.
- 11.5 Watering: Trees, Planters, Shrub beds and Grass
  - 11.5.1 Base cost of this work on five (5) applications of water on trees, planters, shrub beds and grass areas per growing seasons.
  - 11.5.2 Grass is to be watered during the growing season to ensure continuous healthy growth. Frequency is seasonally dependant.





11.5.3 Water will be supplied at each facility for this purpose. The Contractor is to become familiar with location of irrigation system, water supply, water outlets and/or pumping equipment required.

11.5.4 The Contractor is to supply hose and sprinklers required for watering operations. If an irrigation system is available, the irrigation system can be used.

11.5.5 Watering of all areas without an irrigation system

11.5.6 Watering: Apply sufficient water per application to obtain moisture penetration of 3 in. to 4 in. (75 mm to 100 mm). Apply water in soft spray to avoid running of water and return to those areas until moisture penetration has been reached. Do not impede use of sidewalks and other paved areas. Apply sufficient water during growing season to ensure continuous healthy growth.

## 11.6 Pruning:

11.6.1 Prune during dormant season but not during heavy frost. Prune evergreens in Spring before start of new growth. Prune heavy bleeders such as birch or hard maple when in full leaf. Prune the previous year's growth of flowering shrubs only after blooming.

11.6.2 Use clean sharp tools. Make cuts flush with main branch with a smooth and sloping action to prevent accumulation of water on cut. Do not leave little stumps on trunks or main branches. Remove dead and injured branches and branches that rub together causing damage to bark.

11.6.3 Thin out crown of trees and/or shrubs without changing their natural shape or habitat. Do not damage lead branches.

11.6.4 Remove smaller branches at juncture of limb from which they originate or cut at twig or bud pointing outward. Undercut larger branches to prevent tearing of bark.

11.6.5 Give large cuts and damaged parts coating of wound dressing.

11.6.6 Remove 25% of old branches from "leggy" shrubs. Cut close to ground to force production of new shoots from base.

11.6.7 Trim hedges to produce sloping sides with bottom cross section slightly wider than top. Depending on variety, trim sufficiently to produce dense, smooth surface of foliage. After blooming, prune flowering hedges by removing individual older branches to keep size of hedge under control.

## 12. Winter Preparation:

12.1 Rake leaves frequently during the autumn season, until the trees have completely shed them. Remove fallen leaves from site.

12.2 Take protective measures for all perennial plants, flowers, or shrubs to ensure survival over Winter.

12.3 Clean out all catch basins and ditches. Check all areas for surface drainage. Correct grades where Spring/Summer/Fall drainage might be hampered.



### **13. Irrigation System:**

- 13.1 Obtain manufacturer's manuals, detailed instructions to operate irrigation system and as- build irrigation drawings (where available) from RCMP.
- 13.2 Annually operate and adjust program and settings as required to ensure proper coverage and adequate moisture.
- 13.3 Time watering cycles to cause least inconvenience to building occupants and visitors.
- 13.4 Make weekly inspections for damages and malfunctions and report to RCMP. Contractor is responsible for damages resulting from work of contractor's personnel.
- 13.5 Clean, adjust, and maintain sprinkler heads to ensure proper operation and coverage on a continuing basis.
- 13.6 Conduct autumn blow-out and Spring start-up in accordance with instructions.

### **14. Documents Necessary Prior to Commencement of Work**

- 14.1 Copy of Provincially prescribed Notice of Project and all other necessary permits, notifications and related Health and Safety documents
- 14.2 Site Specific Hazard Assessment
- 14.3 Site Specific Safety Plan
- 14.4 Copies of all Material Safety Data Sheets for controlled products intended for use at the sites included in the Contract.

### **15. Reporting**

- 15.1 Notify Designated Site Authority immediately following all occurrences.
- 15.2 The Contractor must notify Designated Site Authority immediately of any detected non-compliance or violation of RCMP, Environmental and Health and Safety requirements.
- 15.3 The Contractor will maintain a daily log of all site visits, accurately and completely describing site conditions, time and length of visits, and treatments performed. The Contractor must make these reports available upon request by Designated Site Authority.

### **16. Operational Meetings**

- 16.1 The Contractor must hold seasonal (spring and fall) operational review meetings with the Designated Site Authority. These meetings will provide a valuable opportunity for both parties to evaluate performance and discuss any issues such as problem identification and resolution, continuous improvements, special projects undertaken in the reporting period, general issues or concerns, financial issues and environmental health and safety issues. The Contractor will keep minutes and provide a copy to the Designated Site Authority. The frequency of these meetings may be adjusted if deemed necessary and agreed upon by both parties, but a minimum, one meeting will be held per year.
- 16.2 The Designated Site Authority reserves the right to request the Contractor to meet with the RCMP Health and Safety Coordinator to review all health and safety issues that may be impacted by the execution of this Contract.



## Part 2 – Snow Clearing and Removal Services Specifications

The Royal Canadian Mounted Police (RCMP) Brooks RCMP Detachment located at 310 – 4<sup>th</sup> Street West, Brooks, AB has a requirement for seasonal Snow Clearing and Removal Services in accordance with the terms and conditions specified herein.

### 1. Contractor's Obligations:

- 1.1 The Contractor must furnish all components, labour, vehicles, ice control products, equipment, tools, sub-contracts, and all other goods and services to provide the following services, which are to be performed in accordance with the terms and conditions of this contract.

#### 1.1.1 Snow and Ice Control

Upon request of the RCMP Designated Site Authority, or commencing the work prior to 07:00 a.m., Monday through Saturday, the contractor must provide all Snow and Ice Control services on and around all roadways, parking lots, sidewalks and building access points (entrances, exits, doorways, steps, stairs, staircases, ramps, loading docks, etc.), buildings fire lanes, access to and around hydrants, fuel supply pipes, garbage receptacle lanes, emergency paths, open spaces, from and in front of benches, etc.

This includes, removal by hand clearing, sweeping, mechanical snow blowing, plowing, transporting, shoveling, removing, and de-icing.

### 2. Snow and Ice Control

- 2.1 This is the general scope of work for all Snow and Ice Control.
- 2.2 Detailed description of the Contractor's responsibilities to deliver these services is provided below.
- 2.3 Pre- Winter Preparations
  - 2.3.1 The Contractor is obliged to participate in a site inspection prior to the commencement of the Contract. All site damage at that time will be noted in writing and accompanied by photos of the damaged area.
  - 2.3.2 The Contractor is fully responsible to provide, install and maintain, T-Post markers (c/w a reflective band) in consultation with the RCMP Designated Site Authority, where the transition is from asphalt to grass to reduce damage during plowing/removal operations.
  - 2.3.3 The Contractor is also responsible to provide, install and maintain T-Post markers to identify any roadways, walkways, parking lot edges, islands, walkway curbs, emergency exits, doors and walkways and other areas such as culverts and fixtures, which require visual assistance during inclement weather. T-Post markers or approved hydrant markers should be installed on all fire hydrants and Siamese connections.
  - 2.3.4 The Contractor must place warning markers around the perimeter of prominent shrubs, trees, and garden beds to adequately protect all trees and shrubs adjacent to snow removal areas. Snow must not be pushed or piled around or against any shrubs or landscaping on the property, nor against the walls of the buildings and/or fences, without the permission of the RCMP Designated Site Authority.



## 2.4 Snow / Ice Clearing

- 2.4.1 The Contractor must clear snow and ice and drifting snow, supply and spread sand and an approved ice control agent or using a mixture of sand and an approved ice control agent to prevent slippery conditions on all areas such as, roadways, emergency paths, parking lots, fire routes, sidewalks, steps, doorways, ramps, loading docks, emergency exits, oil filler pipes, fire hydrants, and pumps, drainage systems and refuse bins.
- 2.4.2 The removal of snow and maintenance of all affected areas includes the application of an approved ice control agent to remove ice patches that might occur as a consequence of melting and freezing snow accumulations, freezing rain, etc.
- 2.4.3 In the event of continuing snowfall, the Contractor must clear and remove snow, and make every effort, so that an accumulation of snow not greater than 5 cm (two inches, 2 in.) will remain at any time.
- 2.4.4 The Contractor must provide regular inspections of the premises to ensure that snow removal and de-icing activities are undertaken in a timely manner and to prevent the formation of hazardous snow or ice conditions. It is the responsibility of the Contractor to be aware of site conditions and to respond accordingly, as per terms of this contract.
- 2.4.5 The Contractor must be constantly informed of the current weather forecasts in order to be proactive to respond to snow removal and ice control demands. The RCMP Designated Site Authority should not have to contact the Contractor to attend to any services covered within this Contract. However, in the event of unforeseen circumstances, where RCMP deems it necessary, the Contractor can be called to attend to the site by the RCMP Designated Site Authority to perform such services as covered under the terms of this contract.

The Contractor must not refuse any call-out and will be prepared to respond on site with all necessary equipment and sufficient crewmembers within three (3) hours of the initial call-out.

In the event that situations arise where the safety of people using the site is in doubt, the response should be immediate. Such instances will be referred to as “requiring immediate attention” and the three-hour window does not apply.

- 2.4.6 All fire lanes, fire hydrants and emergency exits and entrances must be free of snow, ice and other obstructions. All roadway signs, parking and directional signs must remain unobstructed after each snowfall.

## 2.5 Sanding and Salting

- 2.5.1 Ice control operations must be provided when conditions warrant and/or when deemed necessary by the RCMP Designated Site Authority.
- 2.5.2 Ice control agents could consist of sand, commercial ice melting products and salt in accordance with all environmental laws of the Province in which the work is being performed.
- 2.5.3 Ice control agents must be used on all walkways and ingress/egress areas. When conditions warrant the Contractor will use sand or salt when other ice control agents become ineffective due to weather conditions to ensure the safety of those using the site.
- 2.5.4 Any excess accumulation or accidentally dumped ice control agents must be immediately removed by the Contractor and swept up at the Contractor's expense. It is the responsibility of the Contractor to recognize such instances and respond. The RCMP Designated Site Authority reserves the right to determine excess accumulation or applications of ice control agents and will request the Contractor to clean up same should the Contractor not do so on his own accord.



2.5.5 The Contractor must endeavour to use environmentally friendly ice control agents where possible. In the event that such products are utilized in the performance to Services under this Contract, the Contractor must verify the use of such product for the compatibility with ground surface to ensure that any warranties for the site are not voided (i.e. landscaping, paving stones, concrete, etc.).

## 2.6 Snow Placement and Snow Removal from Site

2.6.1 The Contractor must be permitted to pile snow in only those areas designated for such purpose. When piling and hauling snow the Contractor must make every effort to ensure that property and landscape damage does not occur.

2.6.2 The Contractor must be responsible for all costs related to the removal and disposal of snow off-site. The Contractor must abide by all Municipal, Provincial, and Federal regulations that apply to the disposal of said snow, and is solely responsible for securing approval permits for all snow disposal activities, as necessary.

2.6.3 Repositioning of stored snow on site, at the request of the RCMP Designated Site Authority is to be considered part of this contract. The Contractor, at no additional cost will move stored snow to a new storage location on-site at the request of the RCMP Designated Site Authority.

## 2.7 Schedule

2.7.1 The contractor will have commenced snow clearing operations thirty (30) minutes prior to the commencement of normal business hours or by 7:00 a.m., whichever is sooner.

2.7.2 Where snow removal is required during normal business hours, priority must be given to the clearing of snow from all main entranceways, fire and emergency exits, walkways and shipping/receiving docks/areas and roadways. Staff parking areas will be cleared following the aforementioned requirements.

## 2.8 Availability and Response Times

2.8.1 The Contractor must be available for snow removal and de-icing on a twenty-four (24) hour, seven (7) day a week basis.

2.8.2 The Contractor must provide the RCMP Designated Site Authority with a contact name and telephone/pager number for call-out purposes. A telephone answering service/machine is not acceptable.

2.8.3 The Contractor must be available at all times and must not refuse any call for service requested by the RCMP Designated Site Authority. The time lapse between the initial call-out and the point at which the Contractor is on site with all necessary equipment and manpower must not be greater than 3 hours.

## 2.9 Personnel & Supervision

2.9.1 The Contractor is responsible for supplying qualified trained personnel.

2.9.2 The Contractor must ensure that the work is competently supervised, at all times.



## 2.10 Site Conditions

- 2.10.1 The Contractor must ensure that the RCMP's operations can be maintained with minimal disruption.
- 2.10.2 The Contractor must not store equipment of any type on, or at the site where the Service is being performed, unless otherwise authorized in writing by RCMP Designated Site Authority.
- 2.10.3 The Contractor must protect the premises and any property adjacent to the Property from damage. The Contractor must be responsible for any such damage, which may arise as the direct result of the Contractor's performance of services under the Contract.
- 2.10.4 All site dimensions and conditions must be verified by the Contractor.
- 2.10.5 All utilities and services (ie. electrical, plumbing, or waterworks etc.) must be located by the Contractor through the appropriate authorities prior to commencing of the Services. Damaged utilities and services must be repaired immediately at the Contractor's expense to the satisfaction of the RCMP Designated Site Authority.
- 2.10.6 The Contractor must not load, or permit to be loaded, any part of its equipment or material used in the connection with the Service which bear such weight or force that it or they will or could endanger:
  - i) The personal safety of persons located at the site
  - ii) The structural integrity or appearance of the Property, any part thereof, including any fixture or chattels located thereon, or
  - iii) The structural integrity or appearance of any adjacent property.

## 2.11 Safety

- 2.11.1 The Contractor must carry out the Services in a safe and efficient manner as would normally be required for any type of work being performed.
- 2.11.2 All Service must be in strict accordance with all Workplace Health and Safety standards, and any other applicable laws, bylaws, regulations or statutes, whether Municipal, Provincial or Federal.
- 2.11.3 All worker injury or accident must immediately be reported to the RCMP Designated Site Authority.
- 2.11.4 All equipment operators must be qualified and experienced with equipment being operated and licensed by the authority having jurisdiction.

## 2.12 Equipment

- 2.12.1 The Contractor must provide the following:
  - Supply all suitable equipment and trained manpower required for all Snow and Ice Control services to satisfy the performance of the scopes of work described within this contract.
  - Equipment must be in very good mechanical condition and be free of defects.
  - Equipment must be maintained properly to prevent leaks and spills of fuels, lubricants, hydraulic fluid, or coolants.
  - The Contractor must replace or repair immediately any equipment that is defective or damaged.



- The Contractor must only use rubber-tired equipment. The use of non-rubber tired equipment must receive the consent, in writing, by the RCMP Site Authority in order that it may be used.
- All snow clearing and removal equipment must be equipped with any and all safety equipment (i.e. amber flashing lights, front and rear lights, backup alarm, etc.) as specified by any Municipal, Provincial, or Federal laws or regulations.
- Any provincial requirements for permits to be displayed on snow removal equipment must be adhered to.
- The Contractor must not leave any equipment idling and unattended under any circumstances.
- Refueling of equipment must be done in a way to avoid any spills entering the environment. This may include the use of containment measures such as tarps/plastic beneath the fill port of the equipment and fuel storage transfer devices which are in good, non-leaking condition.
- Store, handle and dispose of fuel, wastes and hazardous waste materials properly and in accordance with all relevant municipal, provincial, and federal legislation.
- Contingency plans for the cleanup of spills must be prepared prior to the commencement of work. Ensure suitable clean up materials are on site. In the event of any reportable petroleum products or hazardous materials spills, the spill must be captured, contained and cleaned immediately and the appropriate authorities must be notified. Ensure emergency contact numbers are available on site.

## 2.13 Post Winter Inspection & Clean Up

- 2.13.1 Prior to the end of the snow season, the Contractor is obligated to participate in a site inspection to document damages (written and photos) caused by the contractor during the snow plowing, clearing and removal operations. Report from Pre-Winter Preparations 2.3.1 should be referenced.
- 2.13.2 The Contractor is responsible for the clean-up of the site (to be power swept, as applicable) following the last snowfall, but no later than May 31st, or as agreed upon, in writing, by the Designated Site Authority, of that year. This includes the removal of all grit materials used, be they sand or other. The replacement of any turf/shrubs/trees as a result of Snow and Ice Control activities. The general condition of the site should be consistent with its condition of the previous fall.
- 2.13.3 All markers are to be removed not later than April 30th, or as agreed upon, in writing, by the Designated Site Authority, of each year of the contract.

## 2.14 Damage

- 2.14.1 The Contractor is responsible for any damage incurred, whether by direct action or by omission of duty, during the execution of the services of this contract, and must at no expense to RCMP repair damage to the satisfaction of the Designated Site Authority.
- 2.14.2 The Contractor must immediately report any property damage, to RCMP Designated Site Authority.
- 2.14.3 Where damage affects the business operation or building services (ie. fire hydrants, light standards, car plugs, valve boxes, etc.) a RCMP Designated Site Authority must determine if the repair is to be commenced and completed immediately, same must be completed by the Contractor to the satisfaction of the RCMP Designated Site Authority. If the repair is to be deferred until spring, same must be completed no later than May 31st of the current year, or as agreed upon in writing by the Designated Site Authority, and must be to the complete satisfaction of the Designated Site Authority.



2.14.4 RCMP reserves the right to withhold payment in an amount consistent with the cost to repair said damage. The deadline for the process to complete the post winter clean up and damage repair is (*Insert Date*) of that year, or as agreed upon, in writing, by the Designated Site Authority. Should repairs or clean up remain incomplete and the Contractor has not responded after May 31st, the Designated Site Authority can, at their own discretion, effect repairs and/or clean up and apply the cost of same to any amounts owed to the Contractor.

#### 2.15 Documents Necessary Prior to Commencement of Work

2.15.1 Copy of Provincially prescribed Notice of Project and all other necessary permits, notifications and related Health and Safety documents

2.15.2 Site Specific Hazard Assessment.

2.15.3 Site Specific Safety Plan.

2.15.4 Copies of all Material Safety Data Sheets for controlled products intended for use at the sites included in the Contract.

#### 2.16 Reporting

2.16.1 The Contractor must provide incident reports to the Designated Site Authority immediately following all occurrences.

2.16.2 The Contractor must notify the Designated Site Authority immediately of any detected non-compliance or violation of the RCMP, Environmental and Health and Safety requirements.

2.16.3 The Contractor will maintain a daily log of all site visits, accurately and completely describing site conditions, time and length of visits, and treatments performed. The Contractor must make these reports available upon request by the Designated Site Authority.

#### 2.17 Operational Meetings

2.17.1 The Contractor must hold seasonal (fall and spring) operational review meetings with the Designated Site Authority. These meetings will provide a valuable opportunity for both parties to evaluate performance and discuss any issues such as problem identification and resolution, continuous improvements, special projects undertaken in the reporting period, general issues or concerns, financial issues and environmental health and safety issues. The Contractor will keep minutes and provide a copy to the Designated Site Authority. The frequency of these meetings may be adjusted if deemed necessary and agreed upon by both parties, but a minimum, two meetings will be held per year.

2.17.2 The Contractor must participate in a pre-job meeting before commencing the work, as required by the Designated Site Authority.

2.17.3 Conducting meetings via telephone, teleconference and/or video conferencing is preferred.

2.17.4 The Designated Site Authority reserves the right to request the Contractor to meet with the RCMP Health and Safety Coordinator to review all health and safety issues that may be impacted by the execution of this Contract.





**ANNEX "B" - BASIS OF PAYMENT**

**FOR EVALUATION PURPOSES ONLY (to be removed at contract award)**

Annex "B" must be completed in its entirety, including option years, for chosen bid submission (Grounds Maintenance Services and/or Snow Clearing and Removal Services) or the bid will be considered non-responsive and will not be evaluated.

**Please indicate with a check mark on each requirement that a bid will be submitted:**

- Grounds Maintenance Services ONLY;**
- Snow Clearing and Removal Services ONLY;**
- Both Grounds Maintenance Services and Snow Clearing and Removal Services.**

- Prices are firm AND are in Canadian Dollars
- Prices must include the complete cost of performing the work (this includes, but is not limited to, labour, supervision, material, transportation, equipment, overhead, profit and all related costs.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

<b>Total Monthly Bid Price for Grounds Maintenance Services</b> <u>For Evaluation</u> <b>Subtotals of Table 1 A) + B) + C) + D) =</b>	\$ _____
<b>Total Monthly Bid Price for Snow Clearing and Removal Services</b> <u>For Evaluation</u> <b>Subtotals of Table 2 E) + F) + G) + H) =</b>	\$ _____

In the event the Contract Start Date commences within the first three months of a service season, the contract period will be changed to reflect the time frame. This will be defined by the Contracting Authority, resulting in a contract period of less than twenty-four (24) months.

If the Contract Start Date commences with less than half of a normal six (6) month service season, the Contract period will be revised to commence the first month of the following service season, resulting in a twenty-four (24) month contract period.



**Part 1, GROUNDS MAINTENANCE SERVICES:**

<b>Table 1 – Grounds Maintenance Services</b>				
	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>
	<b>FIRM PERIOD</b>		<b>IF EXERCISED</b>	
<b>Month</b>	<b>First 12 Month Period – May 1st through October 31st</b>	<b>Second 12 Month Period – May 1st through October 31st</b>	<b>(Option Period 1 - 12 months - May 1st through October 31st</b>	<b>Option Period 2 - 12 months - May 1st through October 31st</b>
May	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
June	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
July	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
August	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
September	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
October	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
<b>SUBTOTALS (each column)</b>	A) \$ _____	B) \$ _____	C) \$ _____	D) \$ _____

**Part 2, SNOW CLEARING AND REMOVAL SERVICES:**

<b>Table 2 – Snow Clearing and Removal Services</b>				
	<b>Column E</b>	<b>Column F</b>	<b>Column G</b>	<b>Column H</b>
	<b>FIRM PERIOD</b>		<b>IF EXERCISED</b>	
<b>Month</b>	<b>First, 12 Month Period – November 1st through April 30</b>	<b>Second, 12 Month Period – November 1st through April 30</b>	<b>Option 1, 12 Month Period – November 1st through April 30</b>	<b>Option 2, 12 Month Period – November 1st through April 30</b>
November	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
December	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
January	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
February	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
March	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
April	\$_____ / Month	\$_____ / Month	\$_____ / Month	\$_____ / Month
<b>SUBTOTALS (each column)</b>	E) \$ _____	F) \$ _____	G) \$ _____	H) \$ _____



**ANNEX "C" - SECURITY REQUIREMENTS CHECKLIST**

*(Attached at the end of the document for informational purposes only)*



## ANNEX "D" - INSURANCE REQUIREMENT

### COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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 Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - 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. Owner's or Contractor's Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.



- n. 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.



**ANNEX "E" - LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

*(Attached at the end of the document)*



## ANNEX "F" - BID SUBMISSION CHECKLIST

**Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.**

**Please note:** If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

**Ensure the following pages are completed in full and attached to the bid submission:**

- Front Page of Invitation to Tender (ITT) document - signed and dated.
- Attachment 1 to Part 4 - Mandatory Technical Criteria and supporting documentation
- Attachment 3 to Part 5 - COVID-19 Vaccination Requirement Certification
- Annex "B" - Basis of Payment

The following documents can be submitted with the bid; or submitted after, upon request from the Contracting Authority:

- Front Page of Amendment ITT document(s) (if applicable) - signed and dated.
- Attachment 1 to Part 5 – Certificate of Independent Bid Determination
- Attachment 2 to Part 5 – Former Public Servant Certification
- Annex "D" – Insurance Requirement
- Annex "E" – List of Names for Integrity Verification Form

**Note: Ensure all the costs of doing business are included in the bid price.**  
(\*Including Insurance requirements – see Annex "D")