

**APPENDIX A – STATEMENT OF WORK FOR SNOW REMOVAL AND  
GROUNDS MAINTENANCE SERVICES PLUS SITE PLAN**

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ANNEX A – STATEMENT OF WORK FOR GROUNDS AND ROAD MAINTENANCE PLUS SITE PLAN

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## DEFINITIONS

“Buildings”: Permanent structures located on the three sites included in this Scope of Work.

“Client”: Research Centre, Branches and Programs to whom RPPM provides facilities management Services.

“Contract”: Contract for Services or National Research Council Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the NRC based on the proposal submitted and is to be incorporated by reference into the Request for Proposals, Specifications and Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and the acceptance by the NRC.

“Contracting Authority”: The main contact for this call for tenders.

“Contractor”: The person(s), firm(s) or corporation(s) selected by the NRC to carry out all tasks, obligations, work and services described in the Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through the evaluation process, execution and performance of the services and work.

“GST”: The Goods and Services Tax.

“Hours of operation”: The NRC’s typical hours of operation are from 8:00 a.m. to 4:00 p.m., Monday to Friday, except for statutory holidays (Good Friday, Easter Monday, Victoria Day [National Patriots’ Day], Saint-Jean-Baptiste Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving and Remembrance Day) and the closure of the NRC in December, usually between noon on December 24 and January 2 of each year.

“Must” “Mandatory”: A requirement that must be met.

“NRC”: The National Research Council Canada.

“Occupants”: Workers, users, visitors, guests, Contractors and any other persons on the premises.

“Property”: The properties, buildings and facilities managed, owned or leased by the NRC listed in Section IV.

“Proposal”: The submission by the Contractor.

“Purchase Requisition”: The document used by RPPM referencing the services/work to be performed on behalf of RPPM by the Contractor.

“QST”: The Quebec Sales Tax

“RFP” “Request for Proposals”: The complete set of documents, specifications, drawings and addenda incorporated herein and included in this Request for Proposals.

“RPPM”: Real Property and Planning Management Branch of the National Research Council Canada.

“RPPM Project Authority”: The representative designate of RPPM with the authority to enforce or influence behaviours or actions under the terms of this RFP.

“Services”: The fulfillment by the selected Contractor of all services, duties and expectations as described in greater detail in this RFP.

“Site Supervisor”: An employee of the Contractor who has relevant experience in the management of large-scale maintenance projects to meet the day-to-day requirements outlined in the RFP.

“Snow and Ice Control”: Maintenance required to clear and remove snow from and control ice and black ice on all designated assets including, but not limited to, roadways and parking lots, sidewalks and building entrance ways, to ensure worker, visitor and guest safety at all times.

“Structural and Aesthetic Maintenance Pruning”: Pruning and trimming activities that are related to the appearance and the development of a structurally sound branch system in an effort to control the size and long-term health of a shrub or tree. It includes crown/canopy thinning, directional or formative pruning, creation of new vistas and crown reduction.

“Subcontractor”: Any Subcontractor, supplier, vendor or agent providing services and/or materials to the Contractor for the purposes of performing the services specified in this RFP.

“Supply” “Provide”: supply and pay for and provide and pay for.

“Waste/cleaning operations”: The pick-up, clean-up and disposal of all organic and inorganic waste (solid and/or liquid), and general cleaning of assets within the scope of this Contract.

“Work”: Unless the context requires otherwise, this will mean the whole of the work, tools, materials, labour, equipment, travel and all that is required to be done, furnished and performed by the Contractor.

## Section 1 General Requirements

### 1.1 Background

The National Research Council Canada (NRC) has three properties consisting of a mix of open space and hard surfaces with numerous buildings. Last page of this document shows the property boundaries and the facilities, grounds, traffic areas, parking lots and vehicles.

### 1.2 Scope of Work

The Contractor will be required to provide a range of grounds maintenance and exterior landscaping services for the National Research Council Canada as detailed herein.

The Contractor will provide all supplies, including tools, equipment and vehicles, and including any associated repair costs, materials and products required to deliver services. This includes any subcontracted service costs related to the delivery of services. The Contractor is also required to ensure that its staff is provided with uniforms so that they can be identified. The fixed and periodical work specified in this Statement of Work (SOW) must be carried out in accordance with the SOW and to the satisfaction of the National Research Council Canada.

In carrying out the work specified in this Statement of Work, the Contractor, with recognition of the special nature of the NRC, must consider and not inconvenience the business activities of NRC staff, clients and visitors.

1.2.1 The work set out in this Contract covers all grounds maintenance management requirements for the National Research Council Canada at the following site:

- National Research Council Canada, 6100 Royalmount Avenue, Montréal, Quebec H4P 2R2.

1.2.2 The grounds maintenance management requirements include, but are not limited to, the following:

- Spring clean-up
- Grass maintenance
- Vegetation control
- Sweeping and clearing of parking lots and roads
- Sweeping of walkways
- Tree maintenance
- Shrub maintenance
- Planting and maintenance of flowers (annual and perennial)
- Waste operations
- Snow removal and de-icing, spreading salt and sand, and de-icing roads, sidewalks, etc.
- Fall clean-up

### 1.3 Work Plan and Schedule

- 1.3.1 The Contractor, fifteen (15) days after Contract award, must submit a schedule for grounds maintenance management (summer and winter operations) to the RPPM Project Authority for approval, indicating the following:
- Approximate start-up time for each maintenance task and duration
  - Number of staff and equipment
  - Proposed items of work
- 1.3.2 The Contractor must fulfill the grounds maintenance management requirements as described in this specification in a timely manner.
- 1.3.3 The RPPM Project Authority reserves the right to modify the schedule and dictate the specific order in which the activities are carried out and may prioritize them by activity and by site.
- 1.3.4 The Contractor must attend monthly site meetings with the RPPM Project Authority for the duration of this Contract.

### 1.4 Permitted Use of NRC Facilities

The Contractor must not, without written approval by the RPPM Project Authority, use any part or parts of a facility or grounds to store equipment or materials or for personal use.

### 1.5 Hours of Work

- 1.5.1 For the purposes of this Contract, normal hours of work are from 7:00 a.m. to 4:00 p.m. daily from Monday to Friday, excluding statutory holidays (Good Friday, Easter Monday, National Patriots' Day [Victoria Day], Saint-Jean-Baptiste Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, Thanksgiving and Remembrance Day) and the NRC's December Shutdown, usually between noon on December 24 and January 2 of each year. The Contractor is expected to have operations in place to deal with snow and ice control operations seven days a week at all times.
- 1.5.2 Requirements for operations outside of the normal hours identified above are specified under Section 2.
- 1.5.3 Obtain the RPPM Project Authority's approval to do grounds maintenance work outside or regular working hours.

### 1.6 Grounds Maintenance Log and Key Activity Schedule

- 1.6.1 Keep a daily maintenance log for each site/area throughout this Contract. The log must be reviewed with the RPPM Project Authority at a monthly site inspection meeting or when requested.
- 1.6.2 The maintenance log and/or Key Activity Schedule must detail the activities carried out, and the date and approximate time each activity starts. See a sample of the activity log in Section II "Activity Report Sample."
- 1.6.3 Record locations of pest, weed or rodent infestation problems and inform the RPPM Project Authority about them as soon as possible.

- 1.6.4 The grounds tracking sheet must be signed weekly by the RPPM Project Authority and/or their designate.

## 1.7 Performance

- 1.7.1 The Contractor must work expediently so as not to encumber the site with surplus materials, equipment or labour.
- 1.7.2 The Contractor must notify the RPPM Project Authority twenty-four (24) hours in advance prior to commencing with work that will impact site operations.
- 1.7.3 Should the Contractor not perform to the standards outlined in this specification and/or as directed by the RPPM Project Authority, the manager will issue a warning in writing. Should the Contractor receive three (3) warnings, it will be asked to attend a performance review meeting.
- 1.7.4 All work must be executed in accordance with existing municipal, provincial and federal regulations and by-laws. The Contractor and its staff must have knowledge of applicable codes, regulations and by-laws, including WHMIS, the *Quebec Act Respecting Occupational Health and Safety*, the *Canada Labour Code* and the *Pesticides Act*.

## 1.8 Monitoring and Evaluation

- 1.8.1 The Contractor must identify a supervisor and/or foreman who must be equipped with a cellular phone and a digital camera and be available to take all calls from the NRC twenty-four (24) hours a day, seven (7) days a week for the duration of the Contract (note: supervisor "availability" does not entail "on-site availability" 24 hours a day, 7 days a week).
- 1.8.2 The Contractor must ensure that all sites included in this Contract are visited, inspected and assessed by the Supervisor or by any other staff at least once daily in winter, from November to April, especially during weather occurrences regardless of day of the week or holidays for the duration of the Contract. The results of these daily site visits (including all observations, work requirements, etc.) are to be logged in a written form and kept at the Contractor's place of business.
- 1.8.3 The RPPM Project Authority may, at any time during business hours and without advance notice to the Contractor, ask to view the logbook in part or in whole. Refusal to grant access to the requested documentation and/or failure to produce the relevant daily log reports requested (i.e.: specific dates) within two (2) hours of the request by the RPPM Project Authority may constitute a failure to deliver Services entitling the NRC to exercise the rights and remedies within the Contract.

## 1.9 Workplace Safety Insurance

- 1.9.1 The Contractor must be in good standing with Quebec's Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST).
- 1.9.2 The successful Contractor must submit to the RPPM at the time of entering into the Contract, within seven (7) days after so being notified, and every sixty (60) days thereafter, a certificate of clearance from the CNESST.
- 1.9.3 RPPM may, at any time during the performance or upon completion of the Contract, require a

further declaration that all such assessments or compensations have been paid.

### 1.10 Act Respecting Occupational Health and Safety

- 1.10.1 Contractors must note that should the provisions of Quebec's *Act Respecting Occupational Health and Safety* apply to the Services to be provided under a Contract resulting from the RFP, All costs for Services/materials required to fulfill these obligations are supposed to be included in the Contract price. Should the NRC become aware of any violations of this Act and its Regulations, it will notify the appropriate authorities where so warranted, and work could be suspended or terminated without cost to the NRC. The Contractor must include, as part of its submission, a signed copy of Section III - Appendix E – Contractor Designation.
- 1.10.2 All accidents and incidents must be investigated and reported to the RPPM Project Authority or a designate. All accidents reported to the Ministère du travail du Québec [Department of Labour] must also be reported immediately to the NRC. A written and official preliminary report must be submitted twenty-four (24) hours after each incident. A complete report is also to be submitted upon completion of each investigation.
- 1.10.3 The Contractor must obtain permission to occupy a designated space or to leave equipment secured on site in accordance with Quebec's *Regulation Respecting Occupational Health and Safety* and to perform the work so that there is no risk of danger to the public or staff at any time during the progress of the work until completion.
- 1.10.4 The tasks required under this Contract are performed on a vast area that includes roads, sidewalks, pathways, compounds, fields and natural spaces. It is in this environment that the Contractor's employees must work, sometimes at night, in remote or isolated places and in difficult climactic conditions (namely extreme heat or cold) using specialized equipment.
- 1.10.5 The Contractor must ensure that its employees possess the aptitudes/experience, protective clothing, tools and equipment necessary to allow them to perform the tasks assigned to them.
- 1.10.6 The Contractor must provide its employees with appropriate communication equipment.
- 1.10.7 The Contractor must inform its employees and subcontractors about known or foreseeable risks inherent in the tasks assigned to them and establish the necessary control measures.
- 1.10.8 The Contractor must at all times ensure supervision, methods and training are provided to ensure the occupational health and safety of its employees and the subcontractors it hires under this Contract. The Contractor must offer its employees satisfactory occupational health and safety conditions.

As part of this Contract, the following is a list of activities that include, but are not limited to, representing known and/or foreseeable inherent risks associated with the typical work performed on the grounds:

- Using heavy machinery on terrain (overturning, crushing, launching of projectiles, back injury, etc.);
- Using dangerous chemicals such as pesticides, herbicides, fungicides, solvents, paint, gas, oil, cleaning products, de-icing agents (eye and skin irritation, respiratory problems or long-term health effects);
- Road cleaning or clearing with moving machinery (collision with a

- vehicle, cyclist, pedestrian, etc.);
- Working with mechanical equipment (being crushed);
- Handling contaminated waste such as animal excrement, syringes and condoms (infection, disease, etc.);
- Working on contaminated soil (health impact);
- Working in difficult climatic conditions (sunburn, dehydration, hypothermia, heatstroke, etc.);
- Working during snowstorms or other types of storms (skidding, falling, sliding, being struck by a falling object, etc.);
- Working at night (falls, physical assault, illegal activities such as drug use);
- Working with or in proximity to mechanical devices and/or motorized vehicles (injury, cuts, laceration, deafness, asphyxia due to inhaling harmful gases, etc.);
- Walking on rugged terrain (falls, dislocations, fractures, etc.);
- Insect or animal bites (injuries, allergic/immune reactions or to toxins, rabies, West Nile virus, encephalitis, etc.);
- Reaction to plant allergens and toxins (hay fever, poison ivy, western poison oak, etc.);
- Performing exhausting physical work (back injuries, cardiovascular ailments, etc.)

### 1.11 Inspection and Verification of the Work

- 1.11.1 Inspections of all or part of the Contractor's activities will be performed by the RPPM Project Authority or designate on a regular basis.
- 1.11.2 The inspections will focus on the effectiveness, quality and reliability of the Service provided as well as on the adherence to applicable regulations, specifications, standards and procedures.
- 1.11.3 Should the inspection reveal any deficiency or abnormal conditions of the work or Services, the Contractor and, if needed, its Subcontractor, must visit the site to correct the quality of work and/or performance of the equipment or system to the satisfaction of the RPPM Project Authority.
- 1.11.4 Any work or service that has been deemed as failing to conform to the Contract's requirements must be promptly corrected by the Contractor to the satisfaction of the RPPM Project Authority.
- 1.11.5 Monthly meetings will be scheduled and will be used to discuss the status of work and performance issues, provide feedback to the Contractor, review work schedules, propose corrective measures and monitor the overall performance of the Contract to meet RPPM's standards and expectations.

## 1.12 Security

- 1.12.1 The Contractor must carry out background checks on all in-house personnel that will work on NRC premises prior to sending the individuals' names to the NRC for security screening purposes. The Contractor must provide proof of this check as requested by the NRC.
- 1.12.2 The Contractor must provide a list of all personnel to be employed to perform the work to be provided under this Contract with personal data for security screening purposes. This procedure includes fingerprinting and will be cleared at the Reliability level.
- 1.12.3 Only employees who have obtained their security clearance will be permitted to work on NRC premises.
- 1.12.4 On a quarterly basis, the Contractor must provide the RPPM Project Authority with updated and accurate lists of its employees and subcontractors requiring access to the work sites. In the event the Contractor fails to comply with this subsection, the RPPM Project Authority may withhold the Contractor's payment until the documents are received.
- 1.12.5 The RPPM Project Authority reserves the right to prohibit site access to any of the Contractor's employees or Subcontractors for security reasons, despite obtaining a security clearance.
- 1.12.6 The NRC will not be responsible for any costs to the Contractor of any kind or nature that may arise from the exercise mentioned in Section 1.12 – Security, inclusive of all subsection 1 costs under this heading.
- 1.12.7 Only those employees identified by the Contractor and who meet the conditions specified in this Contract will be allowed access to NRC sites/facilities. No other persons accompanying employees will be permitted.
- 1.12.8 Contractor staff must report any abnormalities to the Royalmount Avenue Commissionaire officers by calling 514-496-1270.
- 1.12.9 All personnel will be photographed and issued an identification card that they must wear in a visible manner at all times.
- 1.12.10 All ID or access cards entrusted to the Contractor must be protected and returned to the RPPM Project Authority upon completion or termination of this Contract or upon termination of employment. Stolen, broken or lost ID or access cards must be reported immediately to the RPPM Project Authority.

## 1.13 Keys

- 1.13.1 Keys may be provided to the Contractor as needed and the Contractor will need to sign the log to obtain them. All keys must be kept in a place that is deemed to be secure by the RPPM Project Authority.
- 1.13.2 The Site Supervisor must ensure all keys issued are protected from loss and/or copying.
- 1.13.3 The Contractor must not duplicate keys supplied by the NRC.

### 1.14 Communications

- 1.14.1 The successful Contractor must establish an open line of communication that is effective in keeping a good rapport with all involved in this Contract.
- 1.14.2 The Site Supervisor, along with some key personnel, must either be equipped with a pager or cellular telephone (with voicemail) so they may be contacted when required.
- 1.14.3 The Contractor(s) and the Site Supervisor must meet monthly with the RPPM Project Authority to discuss issues related to performance and work schedules, and to submit the required reports. All reports, records and log sheets submitted must be signed and approved by the RPPM Project Authority and Site Supervisor for the upcoming month's invoice.
- 1.14.4 The Contractor must provide a contact number (accessible twenty-four [24] hours a day) and ensure a quick response to emergency and/or urgent calls.

### 1.15 Uniform

- 1.15.1 All Contractor personnel working under this Contract, on NRC premises, must be in uniform.
- 1.15.2 All staff must wear a clean uniform that includes the following:
  - Shirt and trousers with company name, logo or emblem placed in a visible way on the uniform.
- 1.15.3 It is mandatory that all on-site personnel be visibly identifiable.
- 1.15.4 All personnel must wear their photo identification card in a visible manner.

### 1.16 Taxes and Licences

The successful Contractor will be solely responsible for the payment of insurance premiums, licences, taxes and all other charges imposed by the federal, provincial or municipal authorities.

### 1.17 Insurance Requirements

- 1.17.1 The successful Contractor must provide and maintain during the term of the Contract commercial general liability insurance in a form acceptable to the NRC and subject to limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property, including the loss of use thereof. Evidence may be in the form of a copy of a current insurance certificate for the same or greater value stipulated in this RFP. The evidence of insurance must be for the full possible eight-year term of the Contract.
- 1.17.2 In addition, the successful Contractor must provide and maintain during the term of the Contract liability insurance in respect to either owned or leased vehicles and equipment not less than \$2,000,000 inclusive per occurrence. Liability insurance coverage must not be subject to a deductible.
- 1.17.3 The Contractor must ensure that all Subcontractors have insurance that meets the requirements listed above.
- 1.17.4 The National Research Council Canada (NRC) must be named as "additional insured."

NOTE: The effective date for the Certificate of Insurance will be the date of the Notice of Award.

### 1.18 Contractor

The Contractor designated is fully responsible for securing the site in accordance with the Quebec *Regulation Respecting Health and Safety requirements*. Refer to Appendix E – Contractor Designation.

### 1.19 Regulatory Standard

The Contractor must adhere to all applicable codes and regulations including, but not limited to, environmental regulations and occupational health and safety regulations. The NRC, being a federal government agency, can abide by federal codes and regulations and is not compelled to abide by provincial building codes and regulations. However, in most circumstances and issues, the NRC abides by the more stringent of either provincial or federal codes or regulations.

## Section 2 Statement of Work

### 2.1 General

- 2.1.1 The objective of this section is to provide the Contractor with operational service requirements for the ground maintenance, snow and ice control, and waste operations for the Grounds Maintenance and Snow Removal Contract. The Contractor must be solely responsible for providing at its own cost all operational services on all lands/campuses within the scope of this Contract. The Contractor will be responsible for any rehabilitation, damages or replacement costs resulting from the absence or lack of service and maintenance on the part of the Contractor.
- 2.1.2 Site plans for the respective lands within the scope of this Contract have been included as general information ONLY. Contractors are responsible to note service requirements and any changes to the site plans, and any discrepancies between the actual site and drawing must be brought to the attention of the RPPM Project Authority at the time of the site showing and an addendum will be issued.
- 2.1.3 The Contractor must employ staff, vehicles, equipment and methods so as to ensure a satisfactory quality and rate of progress.
- 2.1.4 Vehicles and equipment must be in good condition and present a good appearance.
- 2.1.5 The Contractor must provide, with its bid submission, a complete listing of all equipment available/required to successfully complete the scope of work detailed in the RFP. Offers not containing this information will be disqualified. NRC RPPM reserves the right to inspect the Contractor's equipment before awarding this Contract.
- 2.1.6 The Contractor must maintain good order and discipline among its employees engaged under this Contract, and must not employ anyone not qualified to perform the task(s) assigned under this Contract.
- 2.1.7 Subcontracting of any portion of the work detailed in this RFP will not be permitted without the prior authorization of the RPPM Project Authority. Any work undertaken by a Subcontractor will in no way relieve the Contractor of its responsibilities to the NRC under the terms and conditions of this Contract.
- 2.1.8 All work must be done in accordance with existing municipal, provincial and federal regulations and by-laws. The Contractor and its staff must have knowledge of the applicable codes, regulations and by-laws, including WHMIS, the Quebec *Occupational Health and Safety Act*, the *Canada Labour Code* and the *Pesticides Act*, latest editions to perform all work required to fulfill the obligations of this Contract in accordance with industry standards.

## 2.2 Spring Clean-up

- 2.2.1 Initial cleanup is to be carried out immediately and as quickly as possible when the area is suitable to enter in the spring and completed by May 1 of each year.
- 2.2.2 Remove winter fixtures and store in locations indicated by the RPPM Project Authority. Winter fixtures are identified to be items such as snow fencing and posts, sandboxes and site service equipment markers.
- 2.2.3 Collect and remove all winter debris from the area.
- 2.2.4 Remove from all turf areas adjacent to hard surfaces surplus sand, crushed stone and/or grit.

## 2.3 Debris Removal

- 2.3.1 The Contractor will be informed by the RPPM Project Authority of the location of a refuse container for the Contractor's use.
- 2.3.2 Each month, collect and remove, from all sites, foreign materials or debris, such as glass, metal or paper objects; dead wood; dead vegetation; and carcasses.
- 2.3.3 Clean flowerbeds, shrub beds and fence borders of debris and dead vegetation material. Rake lawn areas and remove debris, leaves, and surplus sand and dead vegetation.
- 2.3.4 Accumulated piles of debris must be removed from the site after each day's work.
- 2.3.5 The Contractor must be responsible for all fees related to the disposal of all waste, leaves and snow required to be removed from the NRC lands included in this Contract. All waste is to be disposed of according to applicable federal, provincial and municipal regulations and by-laws.

## 2.4 Turf Aeration

- 2.4.1 Annually aerate turf areas around all buildings and all fields. Work must be completed by May 15 of each year.
- 2.4.2 Core aerate in two (2) directions: north and south, as well as east and west.

## 2.5 Turf Repair

- 2.5.1 Repairs to the turf due to winter damage must be completed by May 15 of each year.
- 2.5.2 The turf must be top-dressed with up to 1 cm of good quality topsoil and the area overseeded with a mechanical seeder. If the turf density is not optimum by June 30, the Contractor will be required to repeat the procedure in September of that year.
- 2.5.3 Overseed at a rate of 2.5 lbs per 1,000 square feet.
- 2.5.4 Recently refurbished grass areas must be watered to maintain adequate soil moisture to ensure good root development.

## 2.6 Hard Surface Areas

- 2.6.1 Mechanical flushing and sweeping of all parking lots, roadways and main building entrance walkways must be completed by May 15 of each year.

2.6.2 Every week from April 1 to November 30 of each year, sweep all walkways, steps, ramps and entrances to ensure they are free of any dirt and debris. The work must be completed by 10:00 a.m.

## 2.7 Water

2.7.1 The Contractor will be allowed to utilize existing hose bibs on the exterior of each building as and when required.

2.7.2 The use of fire hydrants on NRC grounds will not be permitted.

2.7.3 The Contractor is responsible for providing all necessary hoses, pumps and sprinklers to water the grass areas within forty (40) feet from all buildings (fields excluded) and all flower arrangements.

## 2.8 Fertilizer

2.8.1 Fertilizing of all fields and turf areas must be performed two (2) times per growing season: mid-May to June and September to October.

2.8.2 Specify the proposed brand name of fertilizer to be used with the bid submission and provide a technical analysis data sheet and a material safety data sheet.

## 2.9 Structural and Aesthetic Maintenance Pruning

2.9.1 The Contractor, in conjunction with the RPPM Project Authority, must inspect all trees to determine the extent of pruning. The Contractor will be responsible for repairing and removing all dead, diseased, interfering or broken limbs or branches to a maximum height of 20'0".

2.9.2 The Contractor is responsible for watering, cultivating, weeding, edging and mulch placement. The Contractor must not cut, trim, destroy or remove any tree without written approval from the RPPM Project Authority.

2.9.3 Pruning includes the removal of all limbs and branches that are dead, diseased, interfering and at risk of falling down. The RPPM Project Authority must direct the Contractor as to which limbs/branches are deemed damaged. The Contractor must follow acceptable horticultural practices. It must also comply with Agriculture and Agri-Food Canada publications such as "The Pruning Manual" and relevant updates.

2.9.4 Ensure all cuts are vertical and smooth, and that there are no places where moisture can accumulate.

2.9.5 Trees: The following items also apply. Pruning must occur at the following times for the various species:

- Deciduous Trees – Flowering, after the spring flowering period is completed;
- Deciduous Trees – Non-flowering early spring, prior to budding of the leaves;
- Coniferous Trees – Early spring, prior to new growth.

## 2.10 Mulch

- 2.10.1 Mulch must be maintained to a depth of 6 cm.
- 2.10.2 All mulch material must be supplied by the Contractor. Submit a sample prior to commencing this operation.
- 2.10.3 Mulch must not be mixed with soil.

## 2.11 Mowing, Edging and Trimming

- 2.11.1 Equipment used to mow turf areas must be designed for this purpose and have turf tires only.
- 2.11.2 All turf areas must be mowed when grass or other plants reach one third (1/3) above the recommended height as follows:
  - Class A turf/lawn areas around buildings 3" to 3.5", not to exceed 5"
  - Turf areas 20'0" on either side of roadways and parking lots 3" to 3.5", not to exceed 5"
  - Fields (meadow cut, two [2] to three [3] cuts per year). Not to exceed 8"
- 2.11.3 Turf areas must be trimmed where necessary around all obstacles such as trees, traffic markers, posts, fire hydrants, flower beds, building lines, fence lines, along concrete curbs, parking lots, driveways and walkways.
- 2.11.4 Grass around the buildings may be kept at the higher tolerances from mid-June to August, and at the shorter tolerances during the remaining months.
- 2.11.5 Edge all flowerbeds, shrub beds and any other turf edge with the original layout or in accordance with the changes specified by the RPPM Project Authority.

## 2.12 Preparing for winter

- 2.12.1 Conduct a site inspection with the RPPM Project Authority to document pre-existing conditions before the start of winter operations. Submit a report of findings.
- 2.12.2 Commence this work as soon as practical in the fall season and complete by mid-November of each year.
- 2.12.3 Rake and remove all leaves and debris from the specific areas. Leaf piles must be removed from the sites after each day's work.
- 2.12.4 Obtain from RPPM all salt/sand boxes and put in place as per the RPPM Project Authority's instructions.
- 2.12.5 Maintain and fill the sand/salt boxes with either grit, salt or a mixture as per instructions from the RPPM Project Authority.
- 2.12.6 Salt/sand boxes must be checked daily.
- 2.12.7 Remove all debris and vegetation from the flower beds, planters, roadways and parking lots and clean out the window wells and fresh air intake wells.

## 2.13 Weed and Vegetation Control

- 2.13.1 Supply all labour, equipment and materials necessary for the application of vegetation control/retardance.
- 2.13.2 Obtain all appropriate licences and liability insurance for the use of and application of pesticides and herbicides. In the event that the Contractor calls upon the services of a specialized company, the Contractor must provide the name of the company offering the services and its qualifications. Pesticides and herbicides must not be used on a routine basis but only for spot treatment. Weed and vegetation control methods must be used initially to treat problems. Follow provincial regulations, including the use of signage.
- 2.13.3 Provide a list of equipment that will be used for the weed and vegetation control work, including all applicable licences and registration numbers/certificates, etc.
- 2.13.4 Vegetation control/retardation of non-turf areas:
  - 2.13.4.1 Carry out spraying prior to July 15 on a bright and sunny day with no wind and at temperatures between 21 to 26 degrees Celsius. Apply herbicide in strict accordance with the manufacturer's recommendations.
  - 2.13.4.2 Treat the areas with an approved and appropriate herbicide. Submit details to the RPPM Project Authority prior to spraying.
  - 2.13.4.3 Apply vegetation control/retardance to the sites and areas discussed with the RPPM Project Authority on request.
  - 2.13.4.4 Obtain permission and clearance from the RPPM Project Authority before proceeding with the work in these areas.
  - 2.13.4.5 Weed or vegetation control services:
    - a. Submit all necessary schedules, data and MSDS documentation required prior to the start of any spraying application.
    - b. Obtain permission and clearance from the RPPM Project Authority to proceed with the spraying application.
    - c. Provide services as outlined herein.
    - d. All work will be examined and verified two (2) to three (3) days after the spraying application by the RPPM Project Authority. The spraying operation will be considered satisfactory if 90% of the targeted vegetation is destroyed.

## 2.14 Waste and Garbage Operations

- 2.14.1 Collect, clean up and dispose of all organic and inorganic waste present within the boundaries of this Contract.
- 2.14.2 The Contractor is responsible for litter pick-up (ground), litter removal (waste receptacles), spring clean-up, foreign object removal, leaf raking, blowing and clean-up. The Contractor is also responsible for providing all necessary materials, including plastic garbage bags, for the waste receptacles to carry out the waste operations.
- 2.14.3 Perform the following tasks:

- Remove debris and litter on any surface;
- Empty waste receptacles three times per week before noon or when they are over 85% full, whichever occurs first; and
- Collect all leaves by November 15 of each year.

## 2.15 Shrub/Edge Maintenance

2.15.1 Maintain all existing shrubs and hedges located within the boundaries of this Contract.

2.15.2 Perform the following tasks: supplying all material and product, fertilizing, watering, trimming, cultivating, weeding, edging, pruning and trimming, mulch placement and removal, and removal and installation of winter protection.

## 2.16 Snow and Ice Control Contract

### 2.16.1 General

2.16.1.1 Provide all Snow and Ice Control Services on all roadways, parking lots, sidewalks and building access points, such as entrances, exits, doorways, steps, stairs, ramps, fire lanes, loading docks, access to garbage or recycling containers and bus shelters; and access to fire hydrants, supply pipes intakes / exhaust vents and waste receptacles that are present within the boundaries of this Contract. This includes, but is not limited to, snow and ice removal by hand clearing, sweeping, mechanical snow blowing, plowing, piling, transporting, shovelling, removing and de-icing (salting and sanding), etc.

2.16.1.2 Remove all snow and ice from all assets to ensure continuous, safe use and passage on all designated lands and assets. Ensure that all parking spaces remain clean of any snow or ice at all times (loss of any parking space for any reason whatsoever is unacceptable). In general, grit and salt are used as de-icing agents for this Contract. However, de-icing agent as described in Section 3 must be used on all building entrances (covering the full width of the entrance and for a distance of fifteen [15] metres of doorways), steps and stairs.

2.16.1.3 Remove by 7:00 a.m. and continuously thereafter any snow and ice that accumulates on the full width of any surface (no encroachment on any surfaces will be permitted, all parking spaces to remain clear at all times, etc.). The maximum allowable accumulation, at any given time, from beginning to end of a storm, is 4 cm during normal business hours.

2.16.1.4 Apply abrasive material during slippery conditions and continuously thereafter until surfaces are clear (and remain clear) of any snow and ice. Salt and grit are used at most locations with the exception of building main entrances and stairs (full width and to a distance of fifteen [15] m from doorway). These locations require the application of a de-icing agent as specified in Section 3 – Materials Guide. Remove any excessive abrasive material on a daily basis as well as during the spring clean-up.

2.16.1.5 Ensure that all designated grounds are continuously accessible for fire and police emergencies. Remove snow, ice or any obstructions and ensure continuous accessibility to emergency access and exit lanes to buildings as well as access to and

1.5 m around fire hydrants.

2.16.1.6 Remove accumulated snow a minimum of twice daily (before 7:00 a.m. and before 4:00 p.m.). At all times, accumulation cannot exceed 4 cm during normal business hours. Remove windrows/snowbanks immediately.

2.16.1.7 Immediately remove any snowbank that forms in front of a pedestrian access to a building, roadway access point, roadway intersection, parking lot entrance, bus shelter, drop-off zone or other walkway.

2.16.1.8 Stockpile snow only in designated areas as determined by the NRC (damages resulting from stockpiling are the responsibility of the Contractor). If the NRC requests that the Contractor remove snow, it must dispose of all snow and ice according to applicable federal, provincial and municipal regulations and by-laws.

2.16.1.9 Provide all snow and ice removal equipment (vehicles, machinery, shovels, etc.) and all supplies (grit, salt, sand, de-icing material, etc.) required to deliver all Snow and Ice Control Services.

2.16.1.10 Remove all snowbanks in front of any pedestrian access to buildings, in front of any roadway access points, in front of any roadway intersections and in front of any parking lot entrances, bus shelters and/or fence gates.

2.16.1.11 Clear all roadways, walkways, fence gates, drainage systems (surfaces, drains, grates, manhole covers, etc.) of any snow and ice.

2.16.1.12 Replenish salt boxes/containers used for storing de-icing materials.

2.16.1.13 Clean up in spring.

## 2.16.2 Roadways and parking lots

As required for each instance of precipitation, seven (7) days a week.

2.16.2.1 Traffic/regulatory and any other sign to be visible at all times (e.g., obstructing snowbanks and/or snow and ice adhering to signs to be removed).

2.16.2.2 No blowing, plowing, storing or shovelling snow against or onto trees, shrubs, fences, buildings or other amenities.

2.16.2.3 Remove immediately snow and ice banks that encroach on the driveable portion of the roadway or that might hinder the visibility of traffic at intersections.

2.16.2.4 When removing snowbanks from turf areas, leave a 15 cm protective layer of snow to cover the grass.

2.16.2.5 Excessive use of de-icing agents will only be accepted under severe temperature and/or serious icing conditions. In all cases, the excess material is to be removed immediately.

2.16.2.6 Remove all snow/ice that has been illegally dumped on lands included in this Contract.

## 2.16.3 Walkways, pathways, sidewalks, steps and building access

As required for each instance of precipitation, seven (7) days a week.

2.16.3.1 Maintain a winter pathway (on turf areas) to provide access to fire and emergency exits. Refrain from using de-icing chemicals on winter emergency access pathways. Sand must be applied on evacuation routes when slippery conditions prevail.

- 2.16.3.2 No excessive use of abrasive and de-icing chemicals is permitted, especially where pedestrian traffic tracks material into buildings. A de-icing agent, as described in Section 3 – Materials Guide, is to be used on all NRC pathways, sidewalks, ramps, building entrances, etc. (covering the full width of the entrance and for a distance of 15 metres of doorways), steps and stairs. Remove excessive material daily.
- 2.16.3.3 No shovelling, plowing, storing or blowing snow against or onto trees, shrubs, fences, buildings or other amenities.
- 2.16.3.4 Remove all snow/ice that has been illegally dumped.
- 2.16.3.5 Sidewalks and entrances to be cleared full width.
- 2.16.3.6 Ensure that all personnel working near buildings wear approved head protection for protection of employees from falling objects from above.
- 2.16.4 Ensure that sites are safe for public use.
- 2.16.5 Provide the following services:
  - 2.16.5.1 All snow/ice removal equipment (vehicles, snowplows, machinery, shovels, etc.) and all supplies (grit, sand, salt, calcium chloride, etc.) required to deliver all Snow and Ice Control Services.
  - 2.16.5.2 Continuous safe accessibility on all roadways and main access points into each building for fire, medical and police emergencies.
  - 2.16.5.3 Pile snow in the designated space indicated on the plan. When there is no more room on site, transport the snow off-site at the Contractor's expense.
  - 2.16.5.4 Repair all damage caused by cleared snow.
  - 2.16.5.5 Spring clean-up and repair of grass areas due to winter.
- 2.16.6 General conditions
  - 2.16.6.1 Clear the full width of any surface roadway, parking lot, walkway and fire lane of any snow and/or ice at all times. All roads must be maintained down to the bare asphalt, that is, no permanent accumulation of ice.
  - 2.16.6.2 Clear and remove all snow and ice around non-critical or non-emergency items, such as the garbage or recycling containers, within twenty-four (24) hours of the storm.
  - 2.16.6.3 Clear snow and ice before 7:00 a.m. each day and keep the premises in snow-free conditions during the day if conditions persist. Snow clearing and ice control operations can only terminate after all snow and ice have been completely cleared.
- 2.16.7 Special instructions
  - 2.16.7.1 Complete snow clean-up after a snowstorm within twenty-four (24) hours of the storm.
  - 2.16.7.2 Any de-icing product (grit, sand, salt) must be applied on a continuous basis during slippery/icy conditions and until the surfaces are clean and remain clean of any snow or ice.
  - 2.16.7.3 Any excess product must be removed immediately upon instructions from the RPPM Project Authority.
  - 2.16.7.4 Any work not satisfactorily completed will be reported to the Contractor and must be carried out immediately. Should the work not be complete within two (2) hours, the

NRC will, after notifying the Contractor, take the appropriate action to satisfactorily complete the work and will deduct from the next invoice an appropriate amount to cover the costs of the work.

2.16.7.5 Particular attention must be paid to the following:

- Do not plow, blow or move snow against buildings, trees or shrubs adjacent to areas in this Contract;
- Do not pile or blow snow against fences or barriers adjacent to the areas in this Contract. All entrance gates must be operational and usable at all times;
- Leave at least 15 cm of snow on grassy areas when clearing snow that has built up on the turf during snow removal operations;
- Provide a telephone number and contact list where it can be contacted on a twenty-four (24) hour-a-day / seven (7) day-a-week basis.

## Section 3 – Materials Guide

### 3.1 Topsoil

Friable soil consisting of 45% sand, 30% silt, 20% clay, 5% organic matter with a pH value of 6 to 7, free of subsoil, roots, vegetation, toxic materials and stones over 10 mm in diameter.

### 3.2 Peatmoss

Decomposed plant material containing a minimum of 60% organic matter by weight and moisture content not exceeding 15%, with a pH value between 4.5 and 6.0.

### 3.3 Fertilizers

Professional turf general fertilizer formulation with the following rate of application: 24-6-12, 75% SCN at 2.0 kg/100m<sup>2</sup>.

### 3.4 Grass Seed

Canada No. 1, in accordance with the Government of Canada's *Seeds Act* and its regulations. A seed analysis certificate and date of harvest may be required. All turf grass seed varieties must be improved varieties and winter hardy for the Montréal area:

- 40% Kentucky bluegrass
- 40% Fine leaf fescue, creeping red fescue and chewing fescue in equal proportions
- 20% Perennial ryegrass (endophyte enhanced)

### 3.5 Herbicide

Herbicide products used must be registered for such use by Agriculture and Agri-Food Canada under the *Pest Control Products Act*.

### 3.6 Mulch

Cedar bark chips (classes A and B).

From coniferous trees varying in size from 25 to 50 mm in diameter and brown in colour.

### 3.7 De-Icing Materials (Entrances and Stairs to Buildings)

De-icing agent consisting of a mixture of the following chemical ingredients: magnesium chloride, calcium chloride, sodium chloride, potassium chloride, urea and calcium magnesium acetate with an abrasive additive (no rock salt allowed).

Composition: Pellets or flakes-- Container: 20 kg bags.

Characteristics: The de-icing material must meet or exceed the following requirements:

- Anti-caking agent
- Corrosion inhibitor
- Freezing point (min -21°C)

### 3.8 Winter Road Salt (Typical Road Salt)

Coarse crushed rock salt must comply with the specifications of federal and the Quebec province. Any other material used for ice control must be approved before its use. There must be no stockpiles of salt or sand on NRC lands without prior approval.

### 3.9 Roadway Granules (Winter Grit)

The granules must consist of clean, crushed, sharp particles of aggregate free of soft particles, loam, vegetable matter or any other foreign matter. The granules must be sharp and angular in nature and be produced from crushed limestone. Crushed stone granules must be 4.75 mm (3/16") maximum and 2.38 mm (1/8") minimum in size.

### 3.10 Stakes

- Wood, pointed on end: 38 x 38 x 2,300 mm.
- Steel T-rail: 40 x 40 x 2,400 mm.

### 3.11 Guying Wire

Steel wire (3 mm).

### 3.12 Anchors

Drive-in type, 18 x 150 mm aluminum "duckbill,"

Section 4 – Site Plan

