



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-877-558-2349
 Bid E-mail Address:
soumissionsesest-bidseast@pc.gc.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Gatineau, Quebec

Title: Landscape Maintenance Services, Rouge National Urban Park (RNUP)	
Solicitation No.: 5P300-23-0545/A	Date: April 26, 2024
Client Reference No.: N/A	

Solicitation Closes: At: 2:00pm On: May 22, 2024	Time Zone: Eastern Daylight Time (EDT)
---	--

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Melani Baba
Telephone No.: 506-461-6516
Email Address: melani.baba@pc.gc.ca
Destination of Goods, Services, and Construction: See Herein

TO BE COMPLETED BY THE BIDDER

Vendor/ Firm Name:	
Address:	
Telephone No.:	Email Address:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

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IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.

The only acceptable email address for responses to the bid solicitation is soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:
<http://www.directdeposit.gc.ca>

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

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

1.3. 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 7450 Kingston Road, Toronto on May 6, 2024. The site visit will begin at 10:00am EDT, in the campground driveway.

Bidders are requested to communicate with the Contracting Authority no later than Friday May 3, 2024 at 2:00pm EDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they 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.

1.4. 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.

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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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The [2003](#) (2023-06-08), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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

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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 Ontario.

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

2.5.3. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section II: Certifications

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

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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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1. Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2. Basis of Selection

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

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex F to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. 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](#) website.

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.

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PART 6 – RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1. Security Requirements

6.1.1. There are **NO SECURITY REQUIREMENTS** as long as the contractor has no access to protected or classified information or sensitive assets* and is treated as a visitor and **MUST BE escorted at all times** if work must be performed inside operational zones or restricted non-public areas such as PCA compounds or buildings.

**Sensitive assets may include: cash, artefacts, firearms, explosives, keys, vehicles, historic sites and bldgs., electronic equipment, IT networks, critical installations and systems, etc.*

The contractor/vendor's personnel as well as their subcontractors **MUST NOT** remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

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.

6.3.1. General Conditions

[2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.1.1. 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 period of the Contract is from date of Contract to April 30, 2026 inclusive.

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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 three (3) additional one (1) year 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.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Melani Baba
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Gatineau, Quebec

Telephone: 506-461-6516

E-mail address: melani.baba@pc.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:

***** to be provided at contract award *****

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.

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6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual clause A3025C to be inserted at contract award, if applicable* ***

6.7. Payment

6.7.1. Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in in Annex A for a cost of \$ _____ (** to insert the amount at contract award**). Customs duties are included, and Applicable Taxes are extra.

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

6.7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (***) **to insert the amount at contract award*****). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3. Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

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 ***** to be inserted at contract award *****.

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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 supplemental general conditions [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules;
- (c) The general conditions [2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (h) The Contractor's bid dated *** to be inserted at contract award *** ..

6.12. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.13. Government Property

Government Property must be used only for the purpose of performing the Contract.

6.14. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (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.

6.15. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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ANNEX A

STATEMENT OF WORK

Landscape Maintenance Services, Rouge National Urban Park (RNUP)

1. OBJECTIVE:

To establish a Landscaping and Grounds Maintenance contract for various visitor and staff facilities located within Rouge National Urban Park (RNUP) in the Greater Toronto Area (GTA).

2. BACKGROUND:

Parks Canada Agency (PCA) manages Canada's first national urban park – Rouge National Urban Park – in the heart of the Greater Toronto Area, Canada's largest and most diverse metropolitan region. Rouge National Urban Park is one of the largest and best-protected urban parks of its kind in the world, circumscribing about 80 square kilometers within the cities of Toronto, Markham, Pickering, and the Township of Uxbridge.

The park is comprised of a rich assemblage of natural, cultural, and agricultural landscapes with many remarkable features, including rich biodiversity with over 1,700 species of plants and animals; some of the last remaining working farms in the Greater Toronto Area; Carolinian forests; Toronto's only campground; one of the region's largest marshes; unspoiled beaches; amazing hiking opportunities; and human history dating back over 10,000 years, including some of Canada's oldest known Indigenous Peoples' sites and villages. The park is also home to a national historic event, the Toronto Carrying Place trail, an Indigenous travel route linking Lake Ontario in the south to Lake Simcoe to the north.

3 SCOPE OF WORK

3.1 LANDSCAPING / LAWN CARE

See maps in Appendix A. Map to be used as general guidelines for site locations, mowing, and trimming areas. The project authority will review the actual mowing and trimming areas for each site with the Contractor at the pre-commence meeting.

3.1.1 Spring raking

Grass must be raked, as required, in spring to allow for ease of air and water penetration, and to remove ice-control agents, snow mold, and organic/inorganic debris. Raked thatch and debris to be removed off-site and disposed of by contractor at appropriate facility.

3.1.2 Mowing grass

Grass levels must be maintained at a uniform height between seven (7) cm and ten (10) cm with no grass trimmings present on flower beds, walkways, paved or crushed stone zones. Mowing and trimming must be completed as a single operation. Mowers and line trimmers must not be used around the base of trees and shrubs.

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3.1.3 Trim grass edges of beds and other turf edges

Turf edges must be clearly defined to maintain the design layout and to ensure no overgrowth of beds, walkways, and curbs.

3.1.4 Trees - Hazardous conditions

Report any conditions detrimental to plant health or public safety (hazard trees) to the Project Authority. Pruning and cutting trees and branches are excluded from this Scope of Work.

3.2 GENERAL CLEANUP

3.2.1 Clear drains, catch basins, culvert in/outlets

Drains, catch basins and culvert openings must be free of all ice, litter, leaves, soil, or anything that interferes with the free flow of runoff water.

3.2.2 Sweeping

All paved zones including parking lots, walkways, ramps, loading dock zones, and paved access lanes must be swept free of litter, dirt, sand, and grit. All litter and inorganic matter must be removed and disposed of accordingly.

3.2.3 Litter

The entrances, parking lots, grounds pathways, lawns, and picnic shelters must be free of litter. Litter includes cigarette butts, weeds, soil, and grit as well as organic and inorganic debris. Litter must be disposed of as per municipal regulations.

3.2.4 Illegal Dumping

Household and commercial dumping noted by the contractor should be brought to the attention of the project authority for cleanup. Clean-up of illegal dumping is excluded from this scope of work.

3.3 MOWING DETAILS

The work is to be performed commencing June 1, 2024 until October 31, 2024 and May 1, 2025 until October 31, 2025.

Mowing should take place Monday to Friday between 7 am to 7 pm. Earlier in the week is preferred. No weekends mowing. Ensure grass clippings are not left on pathways/ramps/roadways. See details on the table below.

#	Lawn Care Locations	Service Areas	Approx Area	Mowing Freq	Mowing period	Details
3.1	Rouge Beach 195 Rough Hills Drive, Scarborough, ON	Parking, Hiking Trail, Access Beach	3000m ²	Once a Week	May 1- October 31	<ul style="list-style-type: none">Mow the upper beach parking lot area, around the washroom building. Along the fence behind the washroom building.

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						<ul style="list-style-type: none"> Trim along the culvert in the upper lot. Locked gate from 9:30 pm to 7:00 am daily. Locked bollards near the beach entrance.
3.2	Glen Rouge Day Use Area plus Pickering Rouge Canoe Club (PRCC) Program Area 7450 Kingston Road, Scarborough, ON	Parking, Picnic, Hiking Trail Access	11000m ²	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow and trim around all identified areas. No mowing in the PRCC program area while children are present (Hours to be communicated during the pre-commencement meeting with PCA).
3.3	Glen Eagles Vista Trailhead and Boulevard 7 Twyn Rivers Drive, Scarborough, ON	Parking, Hiking Trail Access	3600m ²	Once a month	May 1 - October 31	<ul style="list-style-type: none"> Mow the boulevard area along Sheppard Avenue East. Mow up to 2 meters on either side of trail access from the parking area. Trim around the parking lot.
3.4	Twyn Rivers Day Use area 55 Twyn Rivers Drive, Scarborough, ON	Parking, Picnic, Hiking Trail Access	2000m ²	Once a week	May 1 - October 31	<ul style="list-style-type: none"> Mow area behind and side of the washroom building. Mow adjacent picnic area. Mow adjacent walking paths. Trim around paths. Mow/trim around the parking lot entrance and boulevard along the roadside. Mow/trim around parking lot islands.
3.5a	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON	Picnic, Hiking Trail Access	3000m ²	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow/trim area around oTENTiks and portable toilets. Mow 3 meters on each side of the gravel trail. Trim edges.
3.5b	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON	Parking	5000m ²	Twice per month	Sept 15 - October 31	<ul style="list-style-type: none"> Mow grassy areas.

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3.6	Beare Road Office 19 Beare Road, Scarborough, ON	Office Parking	1750m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow the front yard, near the field, and around outbuildings and garbage bins. Trim edges.
3.7	Woodland Day Use Area 19 Reesor Road, Scarborough, ON	Parking, Picnic, Hiking Trail Access	16,800m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow the field area behind rocks near the parking lot. Trim edges. Mow the open field area beyond the locked gate. Locked gate from 9:30 pm to 7:00 am daily.
3.8	Bob Hunter Memorial Park Parking Lot and Office 7277 14 th Avenue, Markham, ON	Parking, Picnic, Community Garden, Hiking Trail Access	5200m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow the area between the parking lot and roadway, around the fire pit (do not mow/trim the culvert area). Mow a small area in front of the oTENTik; trim around oTENTik. Mow the area around the office and community garden. Trim around garden beds, garbage bins, parking blocks, trailhead signs, and portable toilets.
3.9	York-Durham Line Office 9182 York Durham Line, Markham, ON	Parking, Service Barn	1900m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow backyard (note: septic bed underneath) Mow Front Yards. Trim edges.
3.10	Reesor Monument NE corner of Reesor Road and Hwy 7, Markham ON N43°53.045 W079°12.622	Monument	2100m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow and trim the surrounding monument and driveway. Jersey Blocks prevent access to the driveway.
3.11	Boyles Cemetery 10390 Reesor Rd, Markham, ON	Cemetery	1950m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow and trim burial area up to fences North of Camp Robin Hood, entrance on the west side of Reesor Road.
3.12	Black Walnut Day Use Area 10725 Reesor Rd,	Parking, Picnic, Public Washroom, Outdoor	2900m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Main entrance is off Reesor Road Mow grassy areas. Trim around oTENTiks, pavilion, buildings

	Markham, ON	Kitchen, oTENTik Hiking Trail Access				
3.13	19 th Ave Day Use Area 6994 19 th Ave, Markham, ON	Parking, Picnic, Public Washroom, Hiking Trail Access	1500m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow around the picnic shelter area and the grassy area between the parking lot and the road. Trim 1 meter around the trailhead sign, circle garden, fencing around the path to a road crossing, picnic area, garbage receptacles, and trail to circle garden. DO NOT MOW within garden circle
3.14	Glasgow Day Use Area 1867 Concession Rd 2 Uxbridge, ON	Parking, Picnic, Hiking Trail Access	400m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Parking area is about 200 meters south of Webb Road on Concession 2, east side. Mow around the picnic table area. Trim around the trailhead area.
3.15	7401 Reesor Road Staff House, Markham, ON	Park House, Driveway	2000m2	Once a week	May 1- October 31	<ul style="list-style-type: none"> Mow yard and driveway areas. Trim around the shed and house.
3.16	7733 14 th Avenue Staff House Markham, ON	Park House, Driveway	1500m2	Once a Month	May 1 to October 31	<ul style="list-style-type: none"> Mow yard and driveway areas. Trim edges.

4 LOGISTICS

4.1 PLAN OF OPERATION AND PRE-COMMENCE MEETING

Before beginning the work, the Contractor must present a Plan of Operation and review it with PCA's Project Authority at the pre-commencement meeting. Approval by PCA's Project Authority is required. The Plan of Operation must include the following:

- 4.1.1 Description of methodologies and level of staff for each stream of work.
- 4.1.2 List of equipment and vehicles to be used (with vehicle identification numbers and license plate numbers).
- 4.1.3 Environmental considerations/mitigation measures.
- 4.1.4 Material Management Plan for any Planned Additives or Treatments.
- 4.1.5 Health & Safety Plan.
- 4.1.6 A detailed "Operations & Inspections Schedule".
- 4.1.7 How equipment breakdowns or labour shortages will be addressed.

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- 4.1.8 Contact information and availabilities of: Site Supervisor, Back-up to Site Supervisor, Administrative staff (billing), 24/7 Emergency Contact.
- 4.1.9 Quality control methods of services to be provided.

The PCA Project Authority must be notified of any changes to the Plan of Operations during the Work.

4.2 OPERATIONS & INSPECTIONS SCHEDULE AND QUALITY CONTROL

The "Operations & Inspections Schedule Log" must be kept by the Contractor to record the Contractor's inspections and work completed. All relevant activities will be verified and signed by the Contractor's Site Supervisor and a copy of this log must be emailed to the PCA Project Authority at the end of each month. A copy of the log will be provided at the pre-commence meeting.

Parks Canada will also perform periodic inspections to ensure that the work is completed to their satisfaction. The Contractor must take corrective action for any deficiencies in service within one (1) business day of notification

4.3 ENVIRONMENTAL CONSIDERATIONS/MITIGATIONS

- 4.3.1 Heavy Machinery to use the existing driveway and disturbed areas. Where heavy machinery must leave the existing driveway, use the shortest possible route and the same route each time.
- 4.3.2 All imported soil, stone, and gravel must be cleaned (quarry-sourced) and free of non-native soil, plant, or animal matter.
- 4.3.3 If groundwater is encountered during excavation work, works will halt immediately and the Project Authority must be consulted for direction. If dewatering is required, Resource Conservation staff will review and approve dewatering plans, including sediment and erosion control measures and the destination of the effluent.
- 4.3.4 Any request to remove trees must be approved by the Project Authority.
- 4.3.5 The contractor must employ clean equipment protocols, meaning arriving on site with clean equipment, to avoid the spread of invasive species.
- 4.3.6 Wild animals that may be present on-site during project activities must never be harmed, harassed, or chased. If wild animals do not or cannot leave the work area in time to allow work to proceed, Parks Canada Resource Conservation staff must be consulted and may decide either to stop and/or delay work and/or move an animal if it is appropriate and possible to do so without causing harm to that animal or other wildlife.
- 4.3.7 The Contractor must select equipment and fuel to limit air-pollutant emissions and ensure that all equipment used on-site is properly maintained. The contractor must take all reasonable precautions to prevent fuel and oil spills during refuelling. The contractor must carry a spill control kit and must report to the project authority any accidental spill. Absolutely no refuelling within 30m of a waterbody or watercourse.
- 4.3.8 The Contractor must utilize electric equipment when feasible to reduce carbon emissions and noise pollution.
- 4.3.9 PCA will provide the contractor with a copy of the approved Best Management Practices for Common Activities (BMP) document currently in use after the Contract award. The document is a set of guidelines for common works in the park. Questions regarding the contents of the document must be submitted to the PCA project authority and any concerns about the application must be resolved and approved in writing by the PCA Project Authority before continuing work on/in areas of concern.

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4.4 PESTICIDES

Parks Canada does not intend on pesticides being used as part of this contract. If the Contractor is of the professional opinion that pesticides should be used, approval must be received beforehand by PCA in writing.

4.5 DAMAGES

The Contractor must tour the site with the PCA Project Authority before the start of the Work. The Contractor must take pictures on their own or request pictures of all damages on-site, areas of concern, and deficiencies noted by the PCA Project Authority before work commences. At the end of each season, another joint inspection will be carried out.

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

4.6 MODIFICATION TO LOCATIONS

PCA's Project Authority reserves the right to delete any locations and/or any portion of work or add a new location. The Project Authority will notify the Contractor of changes by issuing a contract amendment.

5 RESPONSIBILITIES

5.1 CONTRACTOR'S RESPONSIBILITIES

- 5.1.1 The Contractor is responsible for providing landscape maintenance services in their entirety at Parks Canada facilities and offices as specified in this Statement of Work to the satisfaction of the PCA Project Authority.
- 5.1.2 The Contractor must submit their Plan of Operation at the pre-commencement meeting.
- 5.1.3 The Contractor must submit electronically their "Operations and Inspections Schedules" at the end of each month.
- 5.1.4 The Contractor must participate in teleconferences or meet PCA Project Authority on-site, as needed.
- 5.1.5 The Contractor must provide trained, qualified, and licensed labour and equipment, in addition to supplies, supervision, and account management functions, necessary for the efficient performance of the Work.
- 5.1.6 The Contractor must ensure that approved, licensed, trained, and qualified backup personnel are available for holidays, sick leave, and vacation time.
- 5.1.7 The Contractor must designate a Site Supervisor who is fully authorized on their behalf, to supervise the Contractor's staff, and to work with PCA's Project Authority on all activities related to the Work.
- 5.1.8 All personnel employed by the Contractor are required to wear and/or carry company identification while on site.
- 5.1.9 The Contractor is responsible for all disposal costs related to the removal of any leaves, litter, and garbage collected from the sites.
- 5.1.10 The Contractor must report and repair any damages caused by the Contractor's personnel, equipment, or by a third party.

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5.2 SITE SUPERVISOR'S ROLE & RESPONSIBILITIES

- 5.2.1 The site Supervisor is responsible for organizing and scheduling the Work and generally supervising the Work on a day-to-day basis.
- 5.2.2 The Site Supervisor will be the PCA Project Authority's main contact person for issues related to the Work described in the Statement of Work.
- 5.2.3 The Site Supervisor will ensure that any deficiencies are corrected.
- 5.2.4 The Site Supervisor must advise the PCA Project Authority of any issues on-site that may impact service delivery or require action from the PCA Project Authority.
- 5.2.5 The Site Supervisor must inspect the sites as per the approved "Operations and Inspections Schedule" to ensure the tasks outlined in this Statement of Work are being met.

5.3 HEALTH AND SAFETY CONTRACTOR'S RESPONSIBILITIES

- 5.3.1 The Contractor must ensure their employees and/or subcontractors adhere to the Canada Labour Code and Canada Occupational Health and Safety Regulations while performing the Work.
- 5.3.2 The Contractor is responsible for the health and safety of persons on site, the safety of the property on-site, and for the protection of persons adjacent to the site and environment to the extent that they may be affected by the conduct of Work.

5.4 PARKS CANADA'S RESPONSIBILITIES

- 5.4.1 Ensuring a PCA Representative is available when needed.
- 5.4.2 Providing access or means of access to the sites as required to perform the work.
- 5.4.3 Making available any relevant materials in PCA possession relating to the work to be undertaken.
- 5.4.4 Notifying the Contractor of any anticipated changes to the locations included in the Work (e.g., addition, deletion, construction).

6 STANDARDS, GUIDELINES, REGULATIONS AND CODES

- 6.1 Rouge National Urban Parks Act and Regulations
- 6.2 Canadian Environmental Protection Act
- 6.3 Canadian Environmental Assessment Act
- 6.4 Canada Wildlife Act
- 6.5 Canadian Impact Assessment Act
- 6.6 Canada Occupational Health and Safety Regulation
- 6.7 Canada Labour Code

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Appendix A

Document as attachment:

- EN_Appendix A-Landscape and Ground Maintenance Locations.pdf

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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (b) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) Total Combined Evaluated Estimated Bid Price Calculation:
 - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table E.

A. Contract Year 1 – Contract award date to April 30, 2025

A. Firm Unit Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Location - Frequency	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
Operational Season for lawn maintenance runs June 1 – October 31.					
A.1	Rouge Beach 195 Rough Hills Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
A.2	Glen Rouge Day Use Area plus Pickering Rough Canoe Club (PRCC) Program Area 7450 Kingston Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
A.3	Glen Eagles Vista Trailhead and Boulevard 7 Twyn Rivers Drive, Scarborough, ON – Once a month	Per Mow	\$	6	\$
A.4	Twyn Rivers Day Use area 55 Twyn Rivers Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$

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A.5a	Zoo Road Day Use Are 25 Zoo Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
A.5b	Zoo Road Day Use Are 25 Zoo Road, Scarborough, ON – Twice per month	Per Mow	\$	4	\$
A.6	Beare Road Office 19 Beare Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
A.7	Woodland Day Use Area 19 Reesor Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
A.8	Bob Hunter Memorial Park Parking Lot and Office 7277 14th Avenue, Markham, ON – Once a week	Per Mow	\$	26	\$
A.9	York-Durham Line Office 9182 York Durham Line, Markham, ON – Once a week	Per Mow	\$	26	\$
A.10	Reesor Monument NE corner of Reesor Road and Hwy 7, Markham ON N43°53.045 W079°12.622 – Once a week	Per Mow	\$	26	\$
A.11	Boyles Cemetery 10390 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
A.12	Black Walnut Day Use Area 10725 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
A.13	19th Ave Day Use Area 6994 19th Ave, Markham, ON – Once a week	Per Mow	\$	26	\$
A.14	Glasgow Day Use Area 1867 Concession Rd 2 Uxbridge, ON – Once a week	Per Mow	\$	26	\$
A.15	7401 Reesor Road Staff House, Markham, ON – Once a week	Per Mow	\$	26	\$
A.16	7733 14th Avenue Staff House Markham, ON – Once a month	Per Mow	\$	6	\$

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(A)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)	\$
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B. Contract Year 2 – May 1, 2025 to April 30, 2026

B. Firm Unit Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Location - Frequency	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
Operational Season for lawn maintenance runs May 1 – October 31.					
B.1	Rouge Beach 195 Rough Hills Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
B.2	Glen Rouge Day Use Area plus Pickering Rough Canoe Club (PRCC) Program Area 7450 Kingston Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
B.3	Glen Eagles Vista Trailhead and Boulevard 7 Twyn Rivers Drive, Scarborough, ON – Once a month	Per Mow	\$	6	\$
B.4	Twyn Rivers Day Use area 55 Twyn Rivers Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
B.5a	Zoo Road Day Use Are 25 Zoo Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
B.5b	Zoo Road Day Use Are 25 Zoo Road, Scarborough, ON – Twice per month	Per Mow	\$	4	\$
B.6	Beare Road Office 19 Beare Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
B.7	Woodland Day Use Area	Per Mow	\$	26	\$

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	19 Reesor Road, Scarborough, ON – Once a week				
B.8	Bob Hunter Memorial Park Parking Lot and Office 7277 14th Avenue, Markham, ON – Once a week	Per Mow	\$	26	\$
B.9	York-Durham Line Office 9182 York Durham Line, Markham, ON – Once a week	Per Mow	\$	26	\$
B.10	Reesor Monument NE corner of Reesor Road and Hwy 7, Markham ON N43°53.045 W079°12.622 – Once a week	Per Mow	\$	26	\$
B.11	Boyles Cemetery 10390 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
B.12	Black Walnut Day Use Area 10725 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
B.13	19th Ave Day Use Area 6994 19th Ave, Markham, ON – Once a week	Per Mow	\$	26	\$
B.14	Glasgow Day Use Area 1867 Concession Rd 2 Uxbridge, ON – Once a week	Per Mow	\$	26	\$
B.15	7401 Reesor Road Staff House, Markham, ON – Once a week	Per Mow	\$	26	\$
B.16	7733 14th Avenue Staff House Markham, ON – Once a month	Per Mow	\$	6	\$
(B)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

C. Contract Option Period 1 – May 1, 2026 to April 30, 2027

C. Firm Unit Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

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Client Reference No.:
N/A

Title:
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Item No.	Location - Frequency	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
Operational Season for lawn maintenance runs May 1 – October 31.					
C.1	Rouge Beach 195 Rough Hills Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
C.2	Glen Rouge Day Use Area plus Pickering Rough Canoe Club (PRCC) Program Area 7450 Kingston Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
C.3	Glen Eagles Vista Trailhead and Boulevard 7 Twyn Rivers Drive, Scarborough, ON – Once a month	Per Mow	\$	6	\$
C.4	Twyn Rivers Day Use area 55 Twyn Rivers Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
C.5a	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
C.5b	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON – Twice per month	Per Mow	\$	4	\$
C.6	Beare Road Office 19 Beare Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
C.7	Woodland Day Use Area 19 Reesor Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
C.8	Bob Hunter Memorial Park Parking Lot and Office 7277 14th Avenue, Markham, ON – Once a week	Per Mow	\$	26	\$
C.9	York-Durham Line Office 9182 York Durham Line, Markham, ON – Once a week	Per Mow	\$	26	\$
C.10	Reesor Monument	Per Mow	\$	26	\$

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Client Reference No.:
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Title:
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	NE corner of Reesor Road and Hwy 7, Markham ON N43°53.045 W079°12.622 – Once a week				
C.11	Boyles Cemetery 10390 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
C.12	Black Walnut Day Use Area 10725 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
C.13	19th Ave Day Use Area 6994 19th Ave, Markham, ON – Once a week	Per Mow	\$	26	\$
C.14	Glasgow Day Use Area 1867 Concession Rd 2 Uxbridge, ON – Once a week	Per Mow	\$	26	\$
C.15	7401 Reesor Road Staff House, Markham, ON – Once a week	Per Mow	\$	26	\$
C.16	7733 14th Avenue Staff House Markham, ON – Once a month	Per Mow	\$	6	\$
(C)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

D. Option Period 2 – May 1, 2027 to April 30, 2028

D. Firm Unit Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Location - Frequency	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
Operational Season for lawn maintenance runs May 1 – October 31.					
D.1	Rouge Beach 195 Rough Hills Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
D.2	Glen Rouge Day Use Area plus Pickering Rough Canoe Club (PRCC) Program Area	Per Mow	\$	26	\$

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	7450 Kingston Road, Scarborough, ON – Once a week				
D.3	Glen Eagles Vista Trailhead and Boulevard 7 Twyn Rivers Drive, Scarborough, ON – Once a month	Per Mow	\$	6	\$
D.4	Twyn Rivers Day Use area 55 Twyn Rivers Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
D.5a	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
D.5b	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON – Twice per month	Per Mow	\$	4	\$
D.6	Beare Road Office 19 Beare Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
D.7	Woodland Day Use Area 19 Reesor Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
D.8	Bob Hunter Memorial Park Parking Lot and Office 7277 14th Avenue, Markham, ON – Once a week	Per Mow	\$	26	\$
D.9	York-Durham Line Office 9182 York Durham Line, Markham, ON – Once a week	Per Mow	\$	26	\$
D.10	Reesor Monument NE corner of Reesor Road and Hwy 7, Markham ON N43°53.045 W079°12.622 – Once a week	Per Mow	\$	26	\$
D.11	Boyles Cemetery 10390 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
D.12	Black Walnut Day Use Area 10725 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
D.13	19th Ave Day Use Area	Per Mow	\$	26	\$

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	6994 19th Ave, Markham, ON – Once a week				
D.14	Glasgow Day Use Area 1867 Concession Rd 2 Uxbridge, ON – Once a week	Per Mow	\$	26	\$
D.15	7401 Reesor Road Staff House, Markham, ON – Once a week	Per Mow	\$	26	\$
D.16	7733 14th Avenue Staff House Markham, ON – Once a month	Per Mow	\$	6	\$
(D)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

E. Option Period 3 – May 1, 2028 to April 30, 2029

E. Firm Unit Prices

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit prices in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Location - Frequency	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
Operational Season for lawn maintenance runs May 1 – October 31.					
E.1	Rouge Beach 195 Rough Hills Drive, Scarborough, ON – Once a week	Per Mow	\$	26	\$
E.2	Glen Rouge Day Use Area plus Pickering Rough Canoe Club (PRCC) Program Area 7450 Kingston Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
E.3	Glen Eagles Vista Trailhead and Boulevard 7 Twyn Rivers Drive, Scarborough, ON – Once a month	Per Mow	\$	6	\$
E.4	Twyn Rivers Day Use area	Per Mow	\$	26	\$

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	55 Twyn Rivers Drive, Scarborough, ON – Once a week				
E.5a	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
E.5b	Zoo Road Day Use Area 25 Zoo Road, Scarborough, ON – Twice per month	Per Mow	\$	4	\$
E.6	Beare Road Office 19 Beare Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
E.7	Woodland Day Use Area 19 Reesor Road, Scarborough, ON – Once a week	Per Mow	\$	26	\$
E.8	Bob Hunter Memorial Park Parking Lot and Office 7277 14th Avenue, Markham, ON – Once a week	Per Mow	\$	26	\$
E.9	York-Durham Line Office 9182 York Durham Line, Markham, ON – Once a week	Per Mow	\$	26	\$
E.10	Reesor Monument NE corner of Reesor Road and Hwy 7, Markham ON N43°53.045 W079°12.622 – Once a week	Per Mow	\$	26	\$
E.11	Boyles Cemetery 10390 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
E.12	Black Walnut Day Use Area 10725 Reesor Rd, Markham, ON – Once a week	Per Mow	\$	26	\$
E.13	19th Ave Day Use Area 6994 19th Ave, Markham, ON – Once a week	Per Mow	\$	26	\$
E.14	Glasgow Day Use Area 1867 Concession Rd 2 Uxbridge, ON – Once a week	Per Mow	\$	26	\$
E.15	7401 Reesor Road Staff House, Markham, ON – Once a week	Per Mow	\$	26	\$

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E.16	7733 14th Avenue Staff House Markham, ON – Once a month	Per Mow	\$	6	\$
(E)	TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

F. Total Evaluated Bid Price

Item	Description	Bid Price
(A)	Contract Period – Contract award date to April 30, 2025 SUB-TOTAL EVALUATED BID PRICE	\$
(B)	Contract Period – May 1, 2025 to 30 April 2026 SUB-TOTAL EVALUATED BID PRICE	\$
(C)	Option Period 1 – May 1, 2026 to April 30, 2027 SUB-TOTAL EVALUATED BID PRICE	\$
(D)	Option Period 2 – May 1, 2027 to April 30, 2028 SUB-TOTAL EVALUATED BID PRICE	\$
(E)	Option Period 3 – May 1, 2028 to April 30, 2029 SUB-TOTAL EVALUATED BID PRICE	\$
(F)	TOTAL EVALUATED BID PRICE Sum of Bid Price(s)	\$

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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ANNEX C

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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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ANNEX D

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after contract award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name: _____

Signature: _____

Date: _____

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ANNEX E TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the Bidder's or Offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, (*name*)
_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

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ANNEX F TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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 (<input type="checkbox"/>) No (<input type="checkbox"/>)

If so, the Bidder must provide the following information, for all FPS 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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.