

**Site Visit of December 5, 2014**  
U.S. Embassy Chancery, CMR & DCR  
RFQ No. SCA52515Q0063  
Gardening and Snow Removal Services

**Questions and Answers**

The attached questions were asked during the site visit. Answers are being provided.

- 1) Q: Section 1.3.5 mentions bark mulching and moss treatment as part of the grounds maintenance plan. Is this section solely recommended and if required would be done as an extra? Or should allow an annual mulching of the beds for both 500 Lisgar and 490 Sussex (except annual areas), and treatment of moss if required within the scope of the work?

*A: The annual mulching will not be required in the grounds maintenance plan. This requirement will be deleted under Section 1.3.5. Refer to solicitation amendment A001. Moss treatment shall be included in the work requirements and contractor's ground maintenance plan.*

- 2) Q: Section 1.4.2, Pruning and Section 1.4.3, Leaf Removal, do not limit scope of work exclusively to the main flower bed, although at the site visit it was indicated that the scope of work is only limited to this area for all summer maintenance activities. Can you please confirm?

*A: For the main bed at CMR, 500 Lisgar Road, both are limited to the main bed.*

- 3) Q: Section 1.5.1.1, Grass Cutting, specifies 3-5 cm height which is very short. Typically, we mow at 4-5 cm in spring/fall and 7-8 cm in summer for lawn health.

*A: Section 1.5.1.1, Grass Cutting provides the minimum requirements to be performed by the contractor. The contractor shall make their own determination regarding appropriate maintenance for grass cutting in accordance with the required Grounds Maintenance Plan under Section 1.3.5.*

- 4) Q: Section 1.5.1.5, Lawn Care does not include lawn fertilizer. Is this done by others?

*A: Lawn fertilization is not part of the solicitation requirement and will be processed through a separate solicitation. Request for Quotation (RFQ) is posted in the Embassy website.*

- 5) Q: Section 1.6.1, cleaning steps/ramps with shovel. Is small rubber paddle blower acceptable to be used in these areas until 10PM?

*A: Areas where there are wood railings, cleaning steps/ramps shall be done with a shovel.*

- 6) Q: Section 1.6.3, hours for snow removal. Offeror would like to clarify that between 6AM and 3PM, Monday to Friday that snow removal operations will be done by the Embassy staff? This would include completion of work from snowfalls occurring after 10PM overnight if the snow was either minor nature of less than 8-10cm (as we are not to work after 10PM for minor storms) or was a major snowfall which the contractor had completed a first pass during the evening but continued into the next day past 6AM.

*A: During weekdays, from 6AM to 3PM, the Embassy staff will perform snow removal. However, if the snow reaches more than 5cm falling between 3PM and 10PM, the contractor shall perform snow removal prior to 10PM.*

Approved by:

*/signed*

Mary Oliver

Contracting Officer

U.S. Embassy Canada