



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving - Environment Canada</b> <b>/ Réception des soumissions – Environnement Canada</b></p> <p><b>Electronic Copy:</b></p> <p><i>ec.soumissions-bids.ec@canada.ca</i></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> <b>Canadian Inventory Surveys of Lawn, Garden and Other Small Mobile Outdoor Power Equipment</b></p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> <b>5000053495</b></p>	
	<p><b>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ)</b></p> <p><i>October 16, 2020</i></p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ)</b></p> <p><b>at – à 2:00 P.M.</b> <b>on – le Monday November 30, 2020</b></p>	<p><b>Time Zone – Fuseau horaire</b></p> <p><i>Eastern Standard Time</i></p>
	<p><b>F.O.B – F.A.B</b></p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Anthony De Flavis</p>	
	<p><b>Telephone No. – N° de téléphone</b> 514-283-5958</p>	<p><b>Fax No. – N° de Fax</b></p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b></p>	
	<p><b>Destination - of Services / Destination des services</b></p>	
	<p><b>Security / Sécurité</b> <i>See Herein</i></p>	
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefing

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Basis for Canada's Ownership of Intellectual Property

### **PART 3 - BID PREPARATION INSTRUCTIONS**

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Contract Award  
Certifications Required with the Bid

### **PART 6 – SECURITY, FINANCIAL BID AND OTHER REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements

#### **List of Attachments:**

Attachment 1 to Part 3, Financial Bid Presentation Sheet

Attachment 1 to Part 4, Mandatory Technical Criteria And Point Rated Technical Criteria

### **PART 7 - RESULTING CONTRACT**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications

10. Applicable Laws
11. Priority of Documents
12. Insurance Requirements

### **List of Annexes**

- Annex A      Statement of Work  
                Appendix 1: Draft Survey Questions
  
- Annex B      Basis of Payment
- Annex C      Security Requirements Check List
- Annex D      Non-Disclosure Certification
- Annex E      Former Public Servant Certification
- Annex F      List of Names

# Canadian Inventory Surveys of Lawn, Garden and Other Small Mobile Outdoor Power Equipment

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial Bid and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Confidentiality Agreement, Financial Bid Presentation Sheet, Mandatory Technical Criteria And Point Rated Technical Criteria

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, Insurance Requirements, the Non-Disclosure Certification, the Schedule of Milestones, and any other annexes.

### 2. Summary

2.1 Environment Canada has a requirement to improve its data and understanding of the inventory of lawn, garden, and other small mobile outdoor power equipment throughout Canada as detailed in the Statement of Work, Annex A to the bid solicitation. The period of the contract is from the date of issuance to June 30, 2021.

2.2 There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada website (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>).

- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is subject to the provisions of the Canada-Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, the Canada-United States-Mexico Agreement (CUSMA), and the Canadian Free Trade Agreement (CFTA).

### **3. Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **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 PWGSC *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

The standard instructions 2003 are modified as follows:

#### **Under "Text" at 02:**

**Delete:** "Procurement Business Number"

**Insert:** "Deleted"

#### **At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** "Deleted"

#### **At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** "send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

#### **At Section 06 Late Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

#### **At Section 07 Delayed Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** "Bids may be submitted by facsimile if specified in the bid solicitation."

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"

At Section 05 Submission of Bids, Subsection 05 (4):

**Delete:** "sixty (60) days"

**Insert:** "one hundred and twenty (120) days"

The standard instructions 2004 are modified as follows:

**Under "Text" at 02:**

**Delete:** "Procurement Business Number"

**Insert:** "Deleted"

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 07 Rejection of Bid, Subsection 07 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 10 Joint Venture, Subsection 10 (1b):**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**2. Submission of Bids**

Bids must be submitted to Environment Canada (EC) at the email address and by the date and time indicated on page 1 of the bid solicitation.

**3. Former Public Servant – Competitive Bid**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to

FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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 published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

### **4. Enquiries - Bid Solicitation**

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

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

## **5. Applicable Laws**

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

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

## **6. Basis for Canada's Ownership of Intellectual Property**

Environment Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

the main purpose of the contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 soft copy in PDF format)

Section II: Financial Bid (1 soft copy in PDF format)

Section III: Certifications (1 soft copy in PDF format)

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

#### **Note for electronic submission of bids:**

In order to be considered, bids must be received no later than 1400h (2 p.m.) (Eastern Time) on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: [ec.soumissions-bids.ec@canada.ca](mailto:ec.soumissions-bids.ec@canada.ca)

Attention: *Anthony De Flavis*

Solicitation Number: 5000053495

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid,

Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

## **Section II: Financial Bid**

- 1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 1.3** Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

### **1.4 Price Breakdown**

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for *each task* of the Work, as applicable:

- (a) Professional fees: For each individual and (or) labour category to be assigned to the Work, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.

The professional fees must include the total estimated cost of all travel and living expenses that may need to be incurred for:

- (i) Work described in Part 7, Resulting Contract of the bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: [http://laws-lois.justice.gc.ca/eng/acts/N-4/;](http://laws-lois.justice.gc.ca/eng/acts/N-4/))
- (ii) travel between the successful bidder's place of business and the NCR
- (iii) the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

- (b) Equipment (if applicable): The bidders should specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract.
- (c) Materials and Supplies (if applicable): The bidders should identify each category of materials and supplies required to complete the Work and provide the pricing basis. The

Bidder should indicate, on a per category basis, whether the items are likely to be consumed during the performance of any resulting contract.

- (d) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
- (e) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.

**1.5** Bidders should include the following information in their financial bid:

- (a) Their legal name; and
- (b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

**Section III: Certifications**

Bidders must submit the certifications required under Part 5.

**ATTACHMENT 1 TO PART 3 -  
FINANCIAL BID PRESENTATION SHEET**

The Bidder should complete the Financial Bid Presentation Sheet and include it in its financial bid once completed.

<b>Deliverables</b>	<b>Amount</b>	<b>Grand Total for Evaluation (taxes excluded)</b>
<b>Survey Questionnaires</b>	<u>                    </u> \$  (Estimated at 20% of total final cost)	<u>                    </u> \$
<b>Survey Results</b>	<u>                    </u> \$  (Estimated at 40% of total final cost)	
<b>Draft Report and Power Point presentation</b>	<u>                    </u> \$  (Estimated at 30% of total final cost)	
<b>Final Report and Power Point presentation</b>	<u>                    </u> \$  (Estimated at 10% of total final cost)	

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### Evaluation Procedures

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

#### 1.1 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the RFP, will not be considered "demonstrated" for the purposes of this evaluation. **The Bidder should provide complete details as to where, when, month and year, and how, through which activities / responsibilities, the stated qualifications / experience were obtained.** Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Bidders are advised that the month(s) of experience listed for a project in which the timeframe overlaps that of another referenced project will only be counted once PER RESOURCE. For example: Project #1 timeframe is July 2001 to December 2001; Project #2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Bidders are also advised that the experience is as of the closing date of the Request for Proposal. For example, if a given requirement states "The proposed resource must have a minimum of three (3) years' experience, within the last six (6) years, working with Java", then the six (6) years are accounted for as of the closing date of the RFP.

#### 1.1 Technical Evaluation

##### 1.1.1. Mandatory Technical Criteria

Item	Mandatory Criteria	Proposal Page #	Met/ Not Met
M1	<b>Identification of Project Manager</b> In the <i>Project Manager</i> section of its proposal, the Bidder must propose a qualified Project Manager and include the CV of the Project manager.  The CV must include details demonstrating that the Project manager has acted as project manager on at least one		

	project similar in nature to that of the project outlined in the Statement of Work (SoW) found at Annex A.		
<b>M2</b>	<p><b>Identification of Project Team</b></p> <p>In the <i>Project Team</i> section of its proposal, the Bidder must propose a qualified project team which includes</p> <ul style="list-style-type: none"> <li>a) a list of team members (including subcontractors, as applicable)</li> <li>b) their roles and responsibilities on the project</li> </ul> <p>Please note that the project manager may also be identified as a member of the project team. Please also note that the project team may also include only a single member.</p>		
<b>M3</b>	<p><b>Technical Proposal</b></p> <p>In the <i>Technical Proposal</i> section of its proposal, the Bidder must submit a technical proposal which must at minimum include:</p> <ul style="list-style-type: none"> <li>a) objectives and scope</li> <li>b) detailed work plan including milestones, timeline, and which tasks will be assigned to specific team members</li> <li>c) methodology for research and data collection</li> </ul>		

### 1.1.2 Mandatory Financial Criteria

Item	Mandatory Financial Criteria	Met/ Not Met
<b>F1</b>	The maximum funding available for the Contract resulting from the bid solicitation is <b>\$180 000</b> (plus applicable taxes). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.	

### 1.1.3 Point-Rated Technical Evaluation

Proposals will be evaluated and scored in accordance with specific evaluation criteria detailed in this section.

The Bidder must *provide sufficient detail to clearly demonstrate* how they meet each point-rated requirement below. Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements, or reusing the same wording as the Request for Proposal (RFP), will not be considered “demonstrated” for the purpose of this evaluation.

The rated criteria contained herein will be used by ECCC to evaluate each proposal that has met all of the mandatory criteria listed above.

	Rated Criteria	Maximum Score
R1	<p><b>Qualifications of Project Manager</b></p> <p>In the <i>Project Manager</i> section of its proposal, the Bidder should demonstrate that the proposed project manager has led projects that involved managing the <b>development</b> and <b>implementation</b> of Canadian wide surveys.</p> <p>The Bidder should demonstrate this leadership experience by providing a list of Canadian wide survey projects for which the project manager has led. For each project in the list, the Bidder should provide a summary not exceeding one page in length that includes the following:</p> <ul style="list-style-type: none"> <li>• the contract value of the project</li> <li>• a description of the surveys</li> <li>• the roles and responsibilities of the project manager</li> <li>• the surveys response rates</li> </ul> <p>Each of these project summaries will be evaluated to demonstrate the project manager’s leadership experience. 3 points will be awarded per project summary as follows to a maximum of 15 points:</p> <p style="padding-left: 40px;">0: No leadership experience in either the development or implementation of surveys demonstrated by the project manager for the identified project</p> <p style="padding-left: 40px;">3: Leadership experience in either the development or implementation of surveys demonstrated by the project manager for the identified project</p>	<p><b>15</b></p> <p><b>(Maximum of 5 projects - Total 15 points)</b></p>
R2	<p><b>Qualification of Project Team</b></p> <p>In the <i>Project Team</i> section of its proposal, the Bidder should demonstrate that the proposed team has significant experience (more than 2 years within the last 5 years) in the following <b>five areas</b>:</p> <ul style="list-style-type: none"> <li>• Developing survey questions</li> <li>• Developing survey methodologies</li> <li>• Survey sampling</li> </ul>	<p><b>20</b></p>

	Rated Criteria	Maximum Score
	<ul style="list-style-type: none"> <li>• Establishing statistical significance of survey results</li> <li>• Reporting on survey results</li> </ul> <p>The Bidder should demonstrate the experience of their proposed project team by providing summaries of each project that proposed team members have worked on that include work in the five areas listed above.</p> <p>Each of these summaries should include the following:</p> <ul style="list-style-type: none"> <li>• a description of the project</li> <li>• the contract value of the project</li> <li>• the list of team members who were involved with the project</li> <li>• a description of each team member's contribution to the project and how this contribution connects to the five target subject areas listed above</li> </ul> <p>Each project summary should not exceed one page in length.</p> <p>Points will be awarded as follows to a maximum of 20 points:</p> <p>0: No experience from team members in any of these five subject areas</p> <p>4: A minimum of 2 years experience combined within the team in one of these five subject areas</p> <p>8: A minimum of 2 years experience combined within the team in two of these five subject areas</p> <p>12: A minimum of 2 years experience combined within the team in three of these five subject areas</p> <p>16: A minimum of 2 years experience combined within the team in four of these five subject areas</p> <p>20: A minimum of 2 years experience combined within the team in five of these five subject areas</p>	
<b>R3</b>	<p><b>Understanding of Objectives and Scope</b></p> <p>The Bidder should demonstrate a thorough understanding of the project's objectives and scope in the <i>Objectives and Scope</i> section in its proposal.</p> <p>The demonstrated understanding of the objectives and scope will be awarded points as follows:</p> <p>0: Not addressed</p> <p>2: Inadequate: poor understanding of objectives and scope.</p>	<b>10</b>

	Rated Criteria	Maximum Score
	<p>Incomplete, imprecise or lacking any evidence of understanding</p> <p>5: Adequate: complete and correct understanding of objectives and scope but without any additional insights</p> <p>8: Good: complete and correct understanding of objectives and scope with some additional insights that demonstrate a more complete understanding of the objectives</p> <p>10: Excellent: complete and correct understanding of objectives and scope with significant added insights that demonstrate the completeness of understanding of the objectives</p>	
<b>R4</b>	<p><b>Work Plan</b></p> <p>The Bidder should demonstrate a thorough understanding of the steps required to conduct the project successfully. The Bidder should demonstrate this understanding by defining a work plan in the <i>Work Plan</i> section that is clear, detailed, reasonable and feasible.</p> <p>This work plan should outline how the Bidder will meet the overall objectives of the project, identify key milestones and timelines, and describe its specific approach to accomplish each of the individual tasks contained in the Statement of Work.</p> <p>The work plan will be awarded points as follows:</p> <p>0: Not addressed</p> <p>4: Inadequate: poor understanding of the steps required to complete the project. Incomplete, imprecise or lacking any evidence of understanding</p> <p>10: Adequate: basic understanding of the steps required to complete the project</p> <p>16: Good: thorough understanding of the steps required to complete the project</p> <p>20: Excellent: detailed and compelling understanding of the steps required to complete the project</p>	<b>20</b>
<b>R5</b>	<p><b>Research and Data Collection Methodology</b></p> <p>The Bidder should clearly indicate the methodology it will use to conduct research and collect data in the <i>Research and Data Collection Methodology</i> section.</p>	

	Rated Criteria	Maximum Score
<p><b>R5.1</b></p>	<p><b>Methodological Approach</b></p> <p>In the <i>Research and Data Collection Methodology</i> of its proposal, the Bidder should outline its methodology in clear, logical steps for tasks (4.2 to 4.5) identified in the Scope of Work, including:</p> <ul style="list-style-type: none"> <li>A. Data sources (5 points)</li> <li>B. Logical steps (5 points)</li> <li>C. Assigned resources (5 points)</li> <li>D. Research and data collection options (5 points)</li> <li>E. Coherence of proposed approaches (5 points)</li> </ul> <p>Points will be awarded as follows for each of the five elements in the Scope of Work section of the Statement of Work up to a maximum of five points:</p> <ul style="list-style-type: none"> <li>0: Not provided</li> <li>1: Not evident: insufficient or incorrect information provided</li> <li>2: Inadequate: incomplete, vague or lacking evidence of understanding</li> <li>3: Adequate: complete, realistic and achievable within the available time and resources</li> <li>4: Good: complete and realistic, logical and straightforward</li> <li>5: Excellent: comprehensive strategy that provides a logical pathway from start to finish. Thoughtful consideration of details that will achieve all objectives</li> </ul>	<p style="text-align: center;"><b>25</b></p>
<p><b>R6</b></p>	<p><b>Obstacles, Problems and Quality Control</b></p> <p>In the <i>Research and Data Collection Methodology</i> of its proposal, the Bidder should address potential obstacles or problems that may arise during the project and articulate the Bidder's strategy for addressing these obstacles or problems and maintain quality control.</p> <p>Points will be awarded as follows</p> <ul style="list-style-type: none"> <li>0: Not addressed</li> </ul>	<p style="text-align: center;"><b>10</b></p>

	<b>Rated Criteria</b>	<b>Maximum Score</b>
	<p>4: Inadequate: vague or incomplete recognition of problems and solutions</p> <p>6: Adequate: complete and correct recognition of problems but with limited detail on solutions</p> <p>8: Good: complete and correct recognition of problems and solutions, demonstrating a solid understanding of each issue</p> <p>10: Excellent: comprehensive recognition of problems and solutions, demonstrating thoughtful consideration of primary and secondary details</p>	
	Total Available Points	<b>100</b>
	Minimum Required Points	<b>60</b>

### 1.2.2 Evaluation of Price

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

For evaluation purposes only, the price of the bid will be determined as follows:

**1.2.2** For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

## 2. Basis of Selection – Highest Combined Rating of Technical Merit and Price

- (a) To be declared responsive, a bid must:
- (i) comply with all the requirements of the bid solicitation;
  - (ii) meet all mandatory technical and financial evaluation criteria; and
  - (iii) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.  
The rating is performed on a scale of 100 points.
2. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
  3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
  4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>			
<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89
<b>Overall Rating</b>	1st	3rd	2nd

## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2004 (2016-04-04) The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **2.1 Status and Availability of Resources**

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

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

## **2.2 Education and Experience**

*PWGSC SACC Manual* clause A3010T (2010-08-16) Education and Experience

## **PART 6 – SECURITY AND OTHER REQUIREMENTS**

### **1. Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
  - (i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- (c) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **2.0. Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **PART 7 - RESULTING CONTRACT** *(at contract award, delete this line)*

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

### **Title: Canadian Inventory Surveys of Lawn, Garden and Other Small Mobile Outdoor Power Equipment**

#### **1. Statement of Work**

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

#### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the PWGSC *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.

##### **2.1 General Conditions**

2010B (2020-05-28) General Conditions - Professional Services (Medium Complexity), as modified below, apply to and form part of the Contract.

General conditions 2010B is modified as follows:

##### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **At Section 13 Transportation Carriers" Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

##### **At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **Insert Subsection: "35 Liability"**

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract."

#### **A. For professional services requirements where the deliverables are copyrightable works:**

##### **At Section 19 Copyright**

**Delete:** In its entirety

- Insert:**
1. In this section:  
"Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.  
"Background Information" means all Intellectual Property that is not Foreground Information that is incorporated into the Work or necessary for the performance of the Work and that is proprietary to or the confidential information of the Contractor, its subcontractors or any other third party;  
"Foreground Information" means all Intellectual Property first conceived, developed, produced or reduced to practice as part of the Work under the Contract;
  2. Material that is created or developed by the Contractor as part of the Work under the Contract belongs to Canada. The Contractor must incorporate the copyright symbol and either of the following notices, as appropriate: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
  3. At the request of the Contracting Authority, the Contractor must provide to Canada, at the completion of the Work or at such other time as the Contracting Authority may require, a written permanent waiver of moral rights as defined in the [Copyright Act](#), R.S., 1985, c. C-42, in a form acceptable to the Contracting Authority, from every author that contributed to the Work. If the Contractor is an author, the Contractor permanently waives the Contractor's moral rights.
  4. All Intellectual Property Rights in the Material belongs to Canada as soon as they come into existence. The Contractor has no right in or to any such Intellectual Property except any right that may be granted in writing by Canada.
  5. The Contractor also grants to Canada a non-exclusive, perpetual, irrevocable, worldwide, fully-paid and royalty-free license to use the Background Information to the extent that this information is required by Canada to exercise its rights to use the Material. This license cannot be restricted in any way by the Contractor providing any form of notice to the contrary, including the wording on any shrink-wrapped license attached to any deliverable.

### **At Section 19 Copyright**

**Delete:** In its entirety

**Insert:** "Deleted"

### **3. Security Requirement**

- 3.1** The following security requirement (SRCL and related clauses) applies and form part of the Contract.
1. The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the CSP of the ISS, PSPC
  2. The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP/ISS/PSPC

3. The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
4. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP/ISS/ PSPC
5. The contractor/offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex C
  2. Industrial Security Manual (Latest Edition)

**4. Term of Contract**

**4.1 Period of the Contract**

The period of the Contract is from date of Contract to June 30, 2021 inclusive.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Anthony De Flavis  
 Procurement Specialist  
 Environment and Climate Change Canada  
 Assets, Contracting and Environmental Management Directorate  
 Workplace Services and Contracting Assets  
 105 McGill, 5e étage, Montréal QC H2Y 2E7  
 anthony.deflavis@canada.ca  
 Telephone 514-283-5958

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.

**5.2 Technical Authority**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_

Telephone: \_\_\_-\_\_\_-\_\_\_\_\_  
 Facsimile: \_\_\_-\_\_\_-\_\_\_\_\_  
 E-mail address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters

concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Contractor's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### 7. Payment

#### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are \_\_\_\_\_ excluded 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.

#### 7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and the Applicable Taxes are extra.
- (b) 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:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

- (c) 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.

## **8. Invoicing Instructions**

### **8.1 Milestone Payments**

8.1.1 Canada will make milestone payments in accordance with the Schedule of Milestones detailed in Annex \_\_\_ of the Contract and the payment provisions of the Contract if:

- (a) an accurate and complete claim for payment and any other document 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) all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

## **9. Certifications**

### **9.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

## **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) 2010B General Conditions - Professional Services (Medium Complexity) (2020-05-28) as modified;
- (c) Annex A, Statement of Work;
- (d) Annex B Basis of Payment;
- (e) Annex C Security Requirements Check List
- (f) Annex D Insurance Requirements
- (g) Annex E Non-Disclosure Certification
- (h) the Contractor's bid dated \_\_\_\_\_,

**12. Insurance**

PWGSC SACC Manual clause G1005C (2016-01-28) Insurance

**ANNEX A**  
**STATEMENT OF WORK**  
**Canadian Inventory Surveys of**  
**Lawn, Garden and Other Small Mobile Outdoor Power Equipment**

## **BACKGROUND**

The Government of Canada is committed to leading the transformation towards a low-carbon economy. Under the Pan-Canadian Framework on Clean Growth and Climate Change, the Government of Canada, committed to take action to reduce GHG emissions from the off-road sectors<sup>1</sup>. Off-road small spark-ignition (SSI) engines, designed to be used for lawn and garden maintenance and for other small mobile outdoor power equipment of 19 kW (25 HP) or less, emit greenhouse gases (GHGs) and air pollutants such as nitrogen oxides (NOx) and volatile organic compounds (VOCs). These substances are released to the surrounding atmosphere through the combustion and evaporation of the fuel that is used to power these engines and contribute to climate change and air pollution that has adverse effects on human health.

Environment and Climate Change Canada (ECCC) is seeking to improve its data and understanding of the inventory of lawn, garden, and other small mobile outdoor power equipment throughout Canada. This sub-sector of off-road equipment covers machines such as lawn mowers, chainsaws, leaf blowers, grass trimmers, snow blowers, and many others. For many of the equipment available today, models that use either one of the following three main power sources: gasoline internal combustion engines, battery electric or corded electric motors are offered. This equipment is used in Canada by households and businesses (including municipalities) that have property to maintain, and by landscaping and lawn maintenance companies that offer these services.

## **OBJECTIVES**

The objective of this project is to conduct surveys throughout Canada to collect information on the inventory and usage of lawn, garden, and other small mobile outdoor power equipment. Three separate surveys will be designed to target the following groups that may use such equipment:

- households,
- businesses (including municipalities), and
- landscaping and lawn maintenance companies.

The results from the surveys are to be statistically significant (aiming as much as possible at 95% confidence level with a margin of error of  $\pm 8.0$  points) throughout Canada and in every province and territory. The surveys will collect information such as the type of equipment owned, its energy source (gasoline, electric corded or electric battery), its age and the average frequency and duration of use. The main pieces of equipment to be included in the surveys are listed in Table 1 below.

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<sup>1</sup> <https://www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html>

Table 1

	<b>Equipment Type</b>	<b>Households</b>	<b>Businesses (including municipalities)</b>	<b>Landscaping and lawn maintenance Companies</b>
<b>Lawn and Garden Equipment</b>				
1	Chainsaws	✓	✓	✓
2	Hedge trimmers or Hedgers	✓	✓	✓
3	Lawn Mowers (walk behind)	✓	✓	✓
4	Leaf Blowers or Leaf Vacuums	✓	✓	✓
5	Riding lawn mowers (including zero turn-radius mowers, lawn tractors, and rear-engine mowers)	✓	✓	✓
6	String trimmers / Grass trimmers	✓	✓	✓
<b>Other Small Mobile Outdoor Power Equipment</b>				
7	Augers (ice)	✓	✓	✓
8	Augers (earth)			✓
9	Compactors			✓
10	Compressors	✓	✓	✓
11	Concrete/Cutoff saws			✓
12	Generators (portable, not hard-wired)	✓	✓	✓
13	Go Carts		✓	
14	Pressure Washers	✓	✓	✓
15	Pumps (such as portable, not hard-wired water pumps)	✓	✓	✓
16	Snow blowers	✓	✓	✓
17	Utility Carts/Golf Carts		✓	
18	Welders	✓	✓	✓

## **WORK DESCRIPTION**

The winning Contractor will complete the following three tasks to fulfill the objectives described above:

### **TASK 1-SURVEY HOUSEHOLDS**

The Contractor will:

- 1.1. Review the pertinent section of the draft questionnaire provided in appendix 1 and suggest any modifications that would improve the questionnaire and results.
- 1.2. Develop a methodology and sampling strategy to achieve statistically significant results (aiming as much as possible at 95% confidence level with a margin of error of  $\pm 8.0$  points) throughout Canada and in every province and territory, including urban and rural areas. The methodology needs to include ways to establish the population of households in Canada and to distinguish those that own and/or operate lawn, garden and other small mobile outdoor power equipment.
- 1.3. Conduct the survey.
- 1.4. Compile the data.
- 1.5. Prepare a detailed report including the results.

### **TASK 2- SURVEY BUSINESSES (INCLUDING MUNICIPALITIES)**

The Contractor will:

- 1.1. Review the pertinent section of the draft questionnaire provided in appendix 1 and suggest any modifications that would improve the questionnaire and results.
- 1.2. Develop a methodology and sampling strategy to achieve statistically significant results (aiming as much as possible at 95% confidence level with a margin of error of  $\pm 8.0$  points) throughout Canada and in every province and territory, including urban and rural areas. The methodology needs to include ways to identify the relevant businesses and municipalities that own and/or operate lawn, garden and other small mobile outdoor power equipment to establish their population.
- 1.3. Conduct the survey.
- 1.4. Compile the data.
- 1.5. Prepare a detailed report including the results.

### **TASK 3- SURVEY LANDSCAPING COMPANIES**

- 1.1. Review the pertinent section of the draft questionnaire provided in appendix 1 and suggest any modifications that would improve the questionnaire and results.

1.2. Develop a methodology and sampling strategy to achieve statistically significant results (aiming as much as possible at 95% confidence level with a margin of error of  $\pm 8.0$  points) throughout Canada and in every province and territory, including urban and rural areas. The methodology needs to include ways to identify the relevant landscaping companies that own and/or operate lawn, garden and other small mobile outdoor power equipment to establish their population.

1.3. Conduct the survey.

1.4. Compile the data.

1.5 Prepare a detailed report including the results.

## DELIVERABLES AND SCHEDULE

The Contractor shall deliver the results of the surveys and his findings in a report. It shall include a table of contents, an executive summary, a section that describes the methodology and the sampling approach, a section that summarizes results from surveys, and a section that provides the estimated inventory of lawn, garden and other small mobile outdoor power equipment in Canada, broken down by province and by the type of setting (urban and rural). The report will also have a section that highlights the quality and significance of the data collected through the surveys and raises any issues or concerns that should be known for those who will use the data.

The report shall be provided in Microsoft Word format. All graphics and tables presented in the report shall also be provided in Microsoft Excel spreadsheets. The format in which the Contractor will provide the micro data from the surveys will be discussed and defined with the winning Contractor. Microsoft Excel would be preferred but Microsoft Access could be used if the limitations in Excel are problematic.

#	Milestones	Deliverable	Time
4.1	Kick Off Meeting	The Contractor must schedule a kick off meeting with the project authority	A maximum of one (1) week after the contract is awarded
4.2	Survey of Households: methodology, sampling, and questions.	The Contractor will present an updated methodology and sampling strategy for the survey of households, integrating any clarifications from the kick off meeting, along with any changes to the draft questions that the Contractor is proposing.	A maximum of seven (7) weeks after the contract is awarded
4.3	Identification of relevant businesses (including municipalities), and landscaping	The Contractor will present a status on their research of relevant business / municipalities and landscaping companies.	A maximum of nine (9) weeks after the contract is awarded

	companies.		
4.4	Survey of Businesses (including municipalities): methodology, sampling, and questions.	The Contractor will present an updated methodology and sampling strategy for the survey of businesses (including municipalities) along with any changes to the draft questions that the Contractor is proposing.	A maximum of ten (10) weeks after the contract is awarded
4.5	Survey of Landscaping Companies: methodology, sampling, and questions.	The Contractor will present an updated methodology and sampling strategy for the survey of landscaping companies along with any changes to the draft questions that the Contractor is proposing.	A maximum of eleven (11) weeks after the contract is awarded
4.6	Survey Results	The Contractor will provide survey data collected from all surveys for review by the project authority	A maximum of sixteen (16) weeks after the contract is awarded
4.7	Draft Report and Power Point presentation	The Contractor will provide a draft report (Microsoft Word) and a draft Power Point presentation of the results from the surveys. The project authority will provide comments and edits within 10 working days.	A maximum of eighteen (18) weeks after the contract is awarded
4.8	Final Report and Power Point presentation	The Contractor will provide the project authority with the final report (Microsoft Word) and Power Point presentation that integrates comments and edits from the project authority along with all graphics and tables presented in the report in a Microsoft Excel spreadsheet as well as the final micro data collected from the surveys in the format agreed with the contracting authority.	A maximum of twenty one (21) weeks after the contract is awarded

To assist with coordination of this project, the Contractor must communicate by email and teleconference or videoconference with the project authority with updates on the project, at least once every two weeks. The Contractor must describe the status of tasks and any deviation from the work plan or the timelines in the proposal. Any changes to the schedule must be justified and accompanied with a solution that takes into account remaining timelines. Updates must include issues that the Contractor is facing that may delay the schedule or jeopardize the expected quality of the final product.

## **QUALITY ACCEPTANCE CRITERIA**

All deliverables produced by the Contractor will be subject to review in draft form by the project authority. Failure to provide acceptable deliverables may result in the termination of the contract.

Submission of the draft and final draft reports will be reviewed by the project authority in detail. The review will generate comments to improve the draft report for final delivery. The Contractor must take into consideration the comments provided on the draft report and incorporate them, as appropriate, into their work and the final report.

Furthermore, the Contractor must conduct their work under the following conditions:

- The Contractor must provide any additional information discovered during the course of this work where this additional information would be deemed by the project authority to be relevant in fulfilling the purpose and objectives of this contract.
- The Contractor must provide and present technical data in tables and graphs.
- The Contractor must report all relevant sources of information.
- All reports (in either draft or final form) must be written in a clear and logical fashion using Microsoft Office version 2010 or later software.
- All supporting graphics and tables in the report must be provided in Microsoft Excel format (version 2010 or later). The spreadsheet must be properly organized, referenced and sourced. If estimates and assumptions are used, they must be clearly identified and justified. Spreadsheet design and documentation should enable modification and replication of results by the project authority.
- Raw data is to be provided in a format to be determined such as Microsoft Excel or Microsoft Access.
- The Contractor should note that this report could be made public.

## **TRAVEL**

The Contractor must do the work from their own facilities and no travel is required.

## **CROWN INPUT**

- The project authority will provide comments and any edits within 10 working days of receiving drafts.

## APPENDIX 1

### Draft Survey Questions<sup>2</sup>

#### SECTION 1: Survey of Households

INT Are you willing to participate in our study now?

1. YES, CONTINUE
2. CALLBACK
3. REFUSED

T0 I have a few questions to make sure you are eligible to participate in our study.

AGE1 First, may I confirm that you are 18 years of age or older?

1. YES, CONTINUE
2. NO, ASK FOR INDIVIDUAL OVER 18 AND RETURN TO INT
3. NO INDIVIDUAL OVER 18, END SURVEY

CAL And may I confirm that you live within Canada?

1. LIVES IN Canada, CONTINUE
2. DOES NOT, END SURVEY

LSC1 Do you own a landscaping or yard care business?

1. YES
0. NO [SKIP TO INT2]

BUS Unfortunately individuals who own a landscaping or yard care business are not eligible to participate in the current study, however we will be conducting a survey of such businesses at a later date.

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<sup>2</sup> The survey questions in this Appendix are based on a survey questionnaire that was used by the California Air Resources Board (CARB) for similar purposes (see <https://ww3.arb.ca.gov/msprog/offroad/sore/AbstractExecutiveSummary.pdf>).

Note that the numbering of questions is not consistent due to modifications done to the questionnaires used by CARB.

LSC2 Would you be willing to provide the contact information and name of your business for potential participation in a survey of such businesses at a later date?

1. YES, SPECIFY NAME>

SPECIFY PHONE>

SPECIFY EMAIL>

0. NO

[END SURVEY]

T1 First, I'd like to ask you some questions about the place where you live.

Q1 Which of the following best describes the property where you currently live?

1. Single family home
2. Apartment
3. Condominium
4. Townhouse
5. Manufactured or mobile home
6. Other, SPECIFY (e.g. retirement home, boat, and duplex)
7. DON'T KNOW
9. REFUSED

Q2 Does the place where you live have a yard, lawn, garden, or other landscaped area that needs to be maintained? If you live in an apartment, condo, or mobile home, do not include shared areas such as courtyards that are maintained by the property owner or an association.

1. YES
0. NO [SKIP TO T2]
7. DON'T KNOW
9. REFUSED

Q3 Who maintains the yard, lawn, garden or landscaped areas at your home? Is it...

1. Yourself or someone in your household
2. Some other person or entity
3. A combination of the two
7. DON'T KNOW
9. REFUSED

[IF Q3 = 1, SKIP TO T2]

Q4 How many times per month does the gardener or landscaper maintain your yard, lawn, garden, or other landscaped area?

1. SPECIFY NUMBER OF TIMES>
7. DON'T KNOW
9. REFUSED

Q5 How long does it take the gardener or landscaper to complete services each time?

0. SPECIFY IN MINUTES> SKIP TO T2
1. SPECIFY IN HOURS SKIP TO T2
7. DON'T KNOW
9. REFUSED

Q5a Would you say it takes them....

1. Less than 15 minutes
2. 15 to 29 minutes
3. 30 to 44 minutes
4. 45 to 59 minutes
5. 1 hour to under 2 hours
6. 2 to 3 hours
7. More than 3 hours, SPECIFY>

77. DON'T KNOW

99. REFUSED

T2 Now I'd like to ask you some questions about the power lawn and garden equipment you might own.

Q6 Do you own any power lawn and garden equipment such as a lawn mower or grass trimmer at your residence?

1. YES

0. NO

7. DON'T KNOW

9. REFUSED

[IF Q6 = 0, SKIP TO Q14, OTHERWISE CONTINUE]

Q7 I am going to read a list of several different types of power lawn and garden equipment. For each, please tell me whether you own that type of equipment at your residence and how many you own. Please do not include any equipment greater than 19 kilowatts (25 horsepower). Do you own a(n)...

i. Chainsaw

ii. hedge trimmers or hedgers

iii. Lawn mower (walk-behind)

iv. Leaf vacuum or blower

v. Riding lawn mowers (including zero turn-radius mowers, lawn tractors, and rear-engine mowers)

vi. String trimmer/grass trimmer

vii. Some other type of power lawn/garden equipment (under 19 kW or 25 HP), SPECIFY TYPE (e.g. lawn edgers or edgers, rototiller, pole saw/trimmer, brushcutter, chipper, weeder, wood splitter, clay spade, clippers/cutters, cultivator, and pruner)

1. YES SPECIFY NUMBER OF EACH EQUIPMENT TYPE>

0. NO

7. DON'T KNOW

9. REFUSED

[CYCLE THROUGH FOR Q8 TO Q13 FOR EACH Q7 = 1]

Q8 What is the power type for this piece of equipment?

1. Gasoline [if Q7= v (riding lawn mower) SKIP TO Q9.1, ELSE SKIP TO Q10]

2. Electric [SKIP TO Q9]

3. Other, SPECIFY> [SKIP TO Q10]

7. DON'T KNOW

9 REFUSED

Q9.1 The engine of some gas-powered riding lawn mowers can be over 19 kW (25 HP), what is the make and model of your riding lawn mower or its engine size?

1. SPECIFY>

7. DON'T KNOW

9 REFUSED

Q9 Is this electric equipment corded or cordless/battery powered?

1. CORDED

2. CORDLESS/BATTERY

7. DON'T KNOW

9. REFUSED

Q10 On average, how often do you use this piece of equipment throughout the year?

Q10a Would you say you use it...

1. Less than four times a year

2. Four to 11 times per year

3. Twelve to 24 times per year

4. Twenty-five to 51 times per year

5. Fifty-two times per year

6. More than 52 times per year, SPECIFY HOW OFTEN>

7. DON'T KNOW

9. REFUSED

Q11 How long do you use this piece of equipment each time?

Q11a Would you say use it....

1. Five minutes or less

2. Six to ten minutes

3. 11 to 15 minutes

4. 16 to 30 minutes

5. 31 to 45 minutes

6. 46 to 60 minutes

7. More than an hour, SPECIFY HOW LONG>

77. DON'T KNOW

99. REFUSED

Q12 What is the approximate age of this equipment?

Q12a Would you say it is...

1. Less than a year old

2. One year old but less than three years old

3. Three years old but less than six years old

4. Six years old but less than ten years old

5. Ten years old but less than 20 years old

6. Twenty years old but less than 30 years old

7. More than 30 years old

77. DON'T KNOW

99. REFUSED

Q13 How much longer do you plan to keep this equipment?

Q13a Would you say you will keep it...

1. Less than a year more
2. One year but less than three years more
3. Three years but less than six years more
4. Six to ten years
5. Greater than 10 years or more
6. Until it breaks/fails
7. DON'T KNOW
9. REFUSED

CONTINUE TO T3

Q14 Do you own any manual reel mower?

1. YES
0. NO
7. DON'T KNOW
9. REFUSED

T3 Now I want to ask you about other types of outdoor power equipment you might use at your home aside from lawn and garden equipment

Q15 I am going to read a list a several different types of outdoor power equipment. For each, please tell me whether you own that type of equipment at your residence. Please do not include any equipment greater than 19 kilowatts (25 horsepower). Do you own at least one...

1. Auger for ice
2. Compressor
3. Generator (portable, not hard-wired)

4. Pressure washer
5. Pump (such as portable, not hard-wired water pump)
6. Snow blower
7. Welder
8. Some other type of outdoor power equipment under 19 kW (25 HP), SPECIFY (e.g. auger for earth, go cart, tractor, sprayer, utility cart or golf cart)

1. YES, SPECIFY NUMBER>
0. NO
7. DON'T KNOW
9. REFUSED

[CYCLE THROUGH FOR Q16 TO Q21 FOR EACH Q15 = 1]

[IF Q15\_1 THROUGH Q15\_9 ALL = 0, SKIP TO TRANS 4]

Q16 What is the power type for this piece of equipment?

1. Gasoline [if Q15\_3 (Generator) SKIP TO Q17.1, ELSE SKIP TO Q18]
2. Electric [SKIP TO Q17]
3. Other, SPECIFY> [SKIP TO Q18]
7. DON'T KNOW
9. REFUSED

Q17.1 The engine of some gas-powered generators can be over 19 kW (25 HP), what is the make and model of your generator or its engine size?

1. SPECIFY>
7. DON'T KNOW
9. REFUSED

Q17 Is this electric equipment corded or cordless/battery powered?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW

9. REFUSED

Q18 On average, how often do you use this piece of equipment throughout the year?

Q18a Would you say that you use it...

1. Less than four times a year
2. Four to 11 times per year
3. Twelve to 24 times per year
4. Twenty-five to 51 times per year
5. Fifty-two times per year
6. More than 52 times per year, SPECIFY HOW OFTEN>
7. DON'T KNOW
9. REFUSED

Q19 How long do you use this piece of equipment each time?

Q19a Would you say that you use it...

1. Five minutes or less
2. Six to ten minutes
3. 11 to 15 minutes
4. 16 to 30 minutes
5. 31 to 45 minutes
6. 46 to 60 minutes
7. More than an hour
77. DON'T KNOW
99. REFUSED

Q20 What is the approximate age of this equipment?

Q20a Would you say it is...

1. Less than a year old
2. One year old but less than three years old
3. Three years old but less than six years old
4. Six years old but less than ten years old
5. Ten years old but less than 20 years old
6. Twenty years old but less than 30 years old
7. More than 30 years old
77. DON'T KNOW
99. REFUSED

Q21 How much longer do you plan to keep this equipment?

Q21a Would you say you will keep it...

1. Less than a year more
2. One year but less than three years more
3. Three years but less than six years more
4. Six to ten years
5. Greater than 10 years or more
6. Until it breaks/fails
7. DON'T KNOW
9. REFUSED

[IF Q7 ALL = 0 AND Q15 ALL = 0, SKIP TO T4]

T3.1 Now I'd like to ask you about types of power lawn and garden equipment and other types of outdoor power equipment you might have rented and used at your home, aside from the equipment you own

Q22 In the last year, did you rent such equipment SPECIFY>?

1. YES, SPECIFY NUMBER OF RENTALS (individual piece of equipment)>

0. NO
7. DON'T KNOW
9. REFUSED

[CYCLE THROUGH FOR Q23 TO Q24.2 FOR EACH Q22 = 1]

Q23 What was the power type for this piece of equipment?

1. Gasoline [SKIP TO Q18.1]
2. Electric
3. Other, SPECIFY> [SKIP TO Q24.1]
7. DON'T KNOW
9. REFUSED

Q24 Was this electric equipment corded or cordless/battery powered?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

Q24.1 On average, how often did you use this piece of equipment throughout the rental period or year (whichever is shorter)?

Q24.1a Would you say that you use it...

1. Less than four times
2. Four to 11 times
3. Twelve to 24 times
4. Twenty-five to 51 times

5. Fifty-two times
6. More than 52 times, SPECIFY HOW OFTEN>
7. DON'T KNOW
9. REFUSED

Q24.2 How long did you use this piece of equipment each time?

Q24.2a Would you say that you use it...

1. Five minutes or less
2. Six to ten minutes
3. 11 to 15 minutes
4. 16 to 30 minutes
5. 31 to 45 minutes
6. 46 to 60 minutes
7. More than an hour
77. DON'T KNOW
99. REFUSED

T4 Now I'd like to ask you some questions about your future plans to purchase power equipment.

Q25 Are you planning to buy [IF ANY Q7 = 1 OR Q15 = 1, "additional"] power lawn and garden or other outdoor power equipment in the next 12 months?

1. YES
0. NO [SKIP TO Q33]
7. DON'T KNOW [SKIP TO Q33]
9. REFUSED [SKIP TO Q33]

Q26 Will this equipment replace old equipment you are getting rid of or will you add it to the equipment you already have?

1. REPLACEMENT
2. ADDITIONAL
3. BOTH REPLACEMENT/ADDITIONAL
7. DON'T KNOW
9. REFUSED

Q27 How many pieces of equipment do you plan to purchase?

1. SPECIFY NUMBER OF PIECES>
7. DON'T KNOW [SKIP TO Q32]
9. REFUSED [SKIP TO Q32]

Q28 What type of equipment do you plan to purchase?

1. SPECIFY UP TO 6 EQUIPMENT TYPES>
7. DON'T KNOW
9. REFUSED

[CYCLE THROUGH Q29 THROUGH Q31 FOR EACH PIECE IN Q28]

Q29 And do you plan to purchase an electric or gasoline powered version of this equipment?

1. ELECTRIC
2. GASOLINE
3. Other, SPECIFY>
7. DON'T KNOW
9. REFUSED

[IF Q29 ≠ 1, SKIP TO Q30]

Q29a And do you plan to purchase a corded or cordless/battery powered version of this equipment?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

[IF Q29 = 1, SKIP TO Q32]

Q30 To your knowledge, is this piece of equipment available in an electric version?

1. YES
0. NO [SKIP TO Q32]
7. DON'T KNOW
9. REFUSED

Q31 What factors do you use when deciding between purchasing an electric or gas-powered versions of a piece of equipment? I'm going to read a few options. You can select more than one.

1. Cost
2. Power
3. Size and weight
4. The time the equipment will run before needing to fill the gas tank or recharge batteries
5. Concerns for the environment (air pollutant emissions, level of noise)
6. Health impact on the operator
7. Convenience (easiness to use and maintain, job-equipment fit)
8. Reliability
9. Durability
10. Some other factor, SPECIFY

7. DON'T KNOW

9. REFUSED

[Q26 = 1 CONTINUE, OTHERWISE SKIP TO T5]

Q32 What do you do with your old equipment when replacing it with new equipment? Please select the most likely option from the following list.

1. Throw it in the trash
2. Recycle it
3. Give it away/sell it
4. Keep it
5. Do something else with it, SPECIFY>
7. DON'T KNOW
9. REFUSED

[SKIP TO T5]

Q33 If you were to purchase a piece of lawn and garden or outdoor power equipment, what factors do you normally use when deciding between electric equipment and gas-powered equipment? I'm going to read a few options. You can select more than one.

1. Cost
2. Power
3. Size and weight
4. The time the equipment will run before needing to fill the gas tank or recharge batteries
5. Concerns for the environment (air pollutant emissions, level of noise)
6. Health impact on the operator
7. Convenience (easiness to use and maintain, job-equipment fit)
8. Reliability
9. Durability

- 10. Some other factor, SPECIFY>
- 11. I am not aware of an electric version of the equipment I would want
- 7. DON'T KNOW
- 9. REFUSED

T6 Finally, I have a few questions for you for descriptive purposes. As I mentioned before, all information you provide is completely confidential, and your name will not be connected to your responses in the final report created for this study.

Q43 Is your annual household income from all sources...

READ ONLY IF NECESSARY:

- 1. LESS THAN \$25,000
- 2. \$25,000 TO \$49,999
- 3. \$50,000 TO \$74,999
- 4. \$75,000 TO \$99,999
- 5. \$100,000 OR MORE
- 77. DON'T KNOW
- 99. REFUSED

Q44 We are almost done with the survey. Before you go, would you be willing to provide the contact information for your gardener/landscaper or the name of their business so they can potentially participate in a survey of yard maintenance and landscaping business owners?

- 1. YES, SPECIFY NAME>

SPECIFY PHONE>

SPECIFY EMAIL>

- 0. NO

CON That is the end of our survey. Thank you for your input. We greatly appreciate it. Have a good afternoon/evening.

## SECTION 2: Survey of Businesses (including Municipalities)

IND Are you the staff member at your place of business that would best be able to answer these questions or is that someone else?

1. CURRENT RESPONDENT [CONTINUE]
2. OTHER INDIVIDUAL/DEPARTMENT, AVAILABLE [REREAD INTRO]
3. OTHER INDIVIDUAL/DEPARTMENT, CALLBACK [COLLECT UPDATED CONTACT INFORMATION AS NEEDED]
4. OWNER OF PROPERTY HANDLES SUCH MATTERS [COLLECT INFORMATION AND CALL OWNER]

PART Are you willing to participate in our study now?

1. YES, CONTINUE
2. CALLBACK
3. REFUSED

T0 I have a few questions to make sure your business is eligible to participate in our study.

AGE1 First, may I confirm that you are 18 years of age or older?

1. YES, CONTINUE
2. NO, ASK FOR REPRESENTATIVE OVER 18 AND RETURN TO IND

CAL And may I confirm that your business operates within Canada?

1. OPERATES IN Canada, CONTINUE
2. DOES NOT, END SURVEY

LSC1 Is this business a landscaping or yard care business?

1. YES
0. NO [SKIP TO INT2]

BUS Unfortunately, landscaping or yard care businesses are not eligible to participate in the current study, however we will be conducting a survey of such businesses at a later date.

LSC2 Would you be willing to provide the contact information and name of your business for potential participation in a survey of landscaping and yard maintenance businesses at a later date?

1. YES, SPECIFY NAME>  
SPECIFY PHONE>  
SPECIFY EMAIL>
0. NO

[END SURVEY]

HMBS Is this business run exclusively out of your home, meaning your business operates in no other physical space, such as an office or warehouse?

1. YES
0. NO [SKIP TO INT2]

NHBS Unfortunately, owners of home businesses are not eligible to participate in this study. Thank you for your time.

T0 First, I need to ask a few general questions about your business.

Q1A Does the following describe the industry of your business: [INSERT SIC DESCRIPTION]?

1. YES [SKIP TO LOC]
0. NO
7. DON'T KNOW
9. REFUSED

Q1B What is the industry of your business?

1. SPECIFY INDUSTRY>
7. DON'T KNOW
9. REFUSED

LOC Is your business a single service location, or is it part of a related group of locations?

1. SINGLE LOCATION [SKIP TO HRS]
2. PART OF A RELATED GROUP

NUMS How many of your business's locations operate within Canada?

1. SPECIFY NUMBER OF LOCATIONS>
7. DON'T KNOW
9. REFUSED

T1A I'd like you to provide me with information on *only* the site where you are located. Please do not provide information about any of the other sites in your business.

T1B Now, I'd like to ask you some questions about the landscaping at your business.

Q2 Does your business's location have a yard, lawn, garden, or other landscaped area that needs to be maintained?

1. YES
0. NO [SKIP TO T2]
7. DON'T KNOW
9. REFUSED

Q3 Who maintains the yard, lawn, garden or landscaped areas at your business's location? Is it...

1. A staff member(s) employed by your business (an employee)
2. A contracted gardener or landscaping company
3. A combination of the two
7. DON'T KNOW

9. REFUSED

[ASK IF BOTH Q2 AND Q3 = 4, OTHERWISE SKIP]

Q3A For this survey, I will be asking very specific questions about the yard maintenance and landscaping services provided to your business as well as the lawn and garden and other power equipment your business keeps or stores. If there is someone else you think would be able to better answer such questions, could you please transfer me to them or provide a number at which I can reach them?

1. RESPONDENT FEELS THEY ARE APPROPRIATE INDIVIDUAL
2. TRANSFER TO NEW INDIVIDUAL [BACK UP TO INT2 WITH NEW PERSON]
3. CALLBACK NEW PERSON [SET CB AND START AT INT1 W/ NEW PERSON]

[IF Q3 = 1, SKIP TO T2]

Q4 How many times per month/per week does the gardener or landscaper maintain the yard, lawn, garden, or other landscaped area at your business's location?

1. SPECIFY NUMBER OF TIMES PER WEEK>
2. SPECIFY NUMBER OF TIMES PER MONTH>
7. DON'T KNOW
9. REFUSED

Q5 How long does it take the gardener or landscaper to complete services each time?

1. SPECIFY IN MINUTES> [SKIP TO T2]
2. SPECIFY IN HOURS> [SKIP TO T2]
777. DON'T KNOW
999. REFUSED

Q5a Would you say it takes them....

1. Less than 15 minutes
2. 15 to 29 minutes
3. 30 to 44 minutes
4. 45 to 59 minutes
5. 1 hour to under 2 hours
6. 2 to 3 hours
7. More than 3 hours, SPECIFY>
77. DON'T KNOW
99. REFUSED

[ASK IF BOTH Q4 AND Q5 = 7, OTHERWISE SKIP]

Q4A For this survey, I will be asking very specific questions about the yard maintenance and landscaping services provided to your business as well as the lawn and garden and other power equipment your business keeps or stores. If there is someone else you think would be able to better answer such

questions, could you please transfer me to them or provide a number at which I can reach them?

1. RESPONDENT FEELS THEY ARE APPROPRIATE INDIVIDUAL
2. TRANSFER TO NEW INDIVIDUAL [BACK UP TO INT2 WITH NEW PERSON]
3. CALLBACK NEW PERSON [SET CB AND START AT INT1 W/ NEW PERSON]

T2 Now I'd like to ask you some questions about the power lawn and garden equipment owned by your business and kept at your location.

Q7 I am going to read a list of several different types of power lawn and garden equipment. For each, please tell me whether that type of equipment is kept/stored at your location and how many there are of each. Please do not include any equipment greater than 19 kilowatts (25 horsepower). Are there any...

- i. Chainsaws
- ii. hedge trimmers or hedgers
- iii. Lawn mowers (walk-behind)
- iv. Leaf vacuums or blowers
- v. Riding lawn mowers (including zero turn-radius mowers, lawn tractors, and rear-engine mowers)
- vi. String trimmers/grass trimmers
- vii. Some other types of power lawn/garden equipment, SPECIFY TYPE>(e.g. lawn edgers or edgers, rototiller, pole saw/trimmer, brushcutter, chipper, weeder, wood splitter, clay spade, clippers/cutters, cultivator, and pruner)
  1. YES, SPECIFY NUMBER OF EACH EQUIPMENT TYPE>
  0. NO
  7. DON'T KNOW
  9. REFUSED

[IF Q7\_i THROUGH Q7\_vii = 0, SKIP TO Q14]

[CYCLE THROUGH FOR Q8A TO Q13A FOR EACH PIECE IN CATEGORY]

Q8A What is the power type for this piece of equipment?

1. Gasoline [if Q7\_v (riding lawn mower) SKIP TO Q9.1A, ELSE SKIP TO Q10A]
2. Electric [SKIP TO Q9A]
3. Other, SPECIFY> [SKIP TO Q10A]
7. DON'T KNOW
9. REFUSED

Q9.1A The engine of some gas-powered riding lawn mowers can be over 19 kW (25 HP), what is the make and model of your riding lawn mower or its engine size?

1. SPECIFY>
7. DON'T KNOW
9. REFUSED

Q9A Is this electric equipment corded or cordless/battery powered?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

Q10A On average, how often is this piece of equipment used at your location throughout the year?

Q10Aa Would you say it is used...

1. At least once a day
2. At least once a week but not daily
3. At least once a month, but less than once a week
4. At least once a year but less than once a month
5. Less than once a year
7. DON'T KNOW
9. REFUSED

Q11A How long is this piece of equipment used each time?

Q11Aa Would you say it is used....

1. Fifteen minutes or less
2. Between 16 and 30 minutes
3. Between 31 to 60 minutes
4. More than an hour, SPECIFY HOW LONG>
7. DON'T KNOW
9. REFUSED

Q12A What is the approximate age of this equipment?

Q12Aa Would you say it is...

1. Less than a year old
2. Between one and five years old
3. Between six and ten years old
4. Between 10 and 20 years old
5. More than 20 years old
7. DON'T KNOW
9. REFUSED

Q13A How much longer does your business plan to keep this equipment?

Q13Aa Would you say you will keep it...

1. Less than a year more
2. Between one and five years more
3. Between six and ten years more
4. Between 10 and 20 years more
5. More than 20 years more
6. Until it breaks/fails
7. DON'T KNOW
9. REFUSED

[CONTINUE TO T3 IF NO CATEGORIES REMAINING]

[ASK Q7B FOR Q7\_v = 1 (RIDING LAWN MOWERS)]

Q7B The engine of some gas-powered riding lawn mowers can be over 19 kW (25 HP), what is the make and model of your riding lawn mower or its engine size?

2. SPECIFY>
7. DON'T KNOW
9. REFUSED

Q8B How many of your [INSERT EQUIPMENT TYPE] are...

1. Gasoline powered, SPECIFY NUMBER>
2. Electric powered, SPECIFY NUMBER>
3. Other power sources, SPECIFY NUMBER AND TYPE>
7. DON'T KNOW
9. REFUSED

[ASK IF Q8B\_2 > 0]

Q9B How many of those electric [INSERT EQUIPMENT TYPE] are...

1. Corded, SPECIFY NUMBER>
2. Cordless/battery powered, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q10B Thinking about the [INSERT EQUIPMENT TYPE] your company uses, how many of your [INSERT EQUIPMENT TYPE] are used...

1. At least once a day, SPECIFY NUMBER>
2. At least once a week but not daily, SPECIFY NUMBER>
3. At least once a month, but less than once a week, SPECIFY NUMBER>
4. At least once a year but less than once a month, SPECIFY NUMBER>
5. Less than once a year, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q11B Now think about each time these [INSERT EQUIPMENT TYPE] are used. How many are used...each time?

1. Fifteen minutes or less, SPECIFY NUMBER>
2. Between 16 and 30 minutes, SPECIFY NUMBER>
3. Between 31 to 60 minutes, SPECIFY NUMBER>
4. More than an hour, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q12B And thinking of the age of these [INSERT EQUIPMENT TYPE], how many are...

1. Less than a year old, SPECIFY NUMBER>
2. Between one and five years old, SPECIFY NUMBER>
3. Between six and ten years old, SPECIFY NUMBER>

4. Between 10 and 20 years old, SPECIFY NUMBER>
5. More than 20 years old, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q13B Now think about how long you will keep the [INSERT EQUIPMENT TYPE] you have. How many will you keep...

1. Less than a year more, SPECIFY NUMBER>
2. Between one and five years more, SPECIFY NUMBER>
3. Between six and ten years more, SPECIFY NUMBER>
4. Between 10 and 20 years more, SPECIFY NUMBER>
5. More than 20 years more, SPECIFY NUMBER>
6. Until they break/fail, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

[CONTINUE TO T3]

Q14 Are any manual reel mowers kept at your business's location?

1. YES
0. NO
7. DON'T KNOW
9. REFUSED

T3 Now I want to ask you about other types of outdoor power equipment you might use at your business aside from lawn and garden equipment.

Q15 I am going to read a list of several different types of outdoor power equipment. For each, please tell me whether that type of equipment is kept at your business's location. Please do not include any equipment that is registered for driving on roads. Also, do not include equipment over 19 kilowatts (25 horsepower). Is there at least one...

1. Auger for ice
2. Compressor
3. Generator (portable, not hard-wired)
4. Go cart
5. Pressure washer
6. Pump (such as portable, not hard-wired water pump)
7. Snow blower
8. Utility cart/golf cart
9. Welder
10. Some other type of outdoor power equipment under 19 kW (25 HP), SPECIFY>(e.g. auger for earth, tractor, sprayer)
  1. YES, SPECIFY NUMBER>
  0. NO
  7. DON'T KNOW
  9. REFUSED

[CYCLE THROUGH FOR Q16A TO Q21A FOR EACH PIECE IN CATEGORY]

[IF Q7 ALL = 0 AND Q15 ALL = 0, SKIP TO T4]

Q16A What is the power type for this piece of equipment?

1. Gasoline [ if Q15\_3 (Generator) SKIP TO Q17.1A, ELSE S K I P  
T O Q 1 8 A ]
2. Electric [ S K I P T O Q 1 7 A ]
3. Other, S P E C I F Y > [ S K I P T O Q 1 8 A ]
7. DON'T KNOW
9. REFUSED

Q17.1A The engine of some gas-powered generators can be over 19 kW (25 HP), what is the make and model of your generator or its engine size?

3. S P E C I F Y >
7. DON'T KNOW
9. REFUSED

Q17A Is this electric equipment corded or cordless/battery powered?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

Q18A On average, how often is this piece of equipment used throughout the year?

Q18Aa Would you say that it is used...

1. At least once a day
2. At least once a week but not daily
3. At least once a month, but less than once a week
4. At least once a year but less than once a month
5. Less than once a year
7. DON'T KNOW
9. REFUSED

Q19A How long is this piece of equipment used each time?

Q19Aa Would you say that it is used...

1. Fifteen minutes or less
2. Between 16 and 30 minutes
3. Between 31 to 60 minutes
4. More than an hour, S P E C I F Y H O W L O N G >
7. DON'T KNOW
9. REFUSED

Q20A What is the approximate age of this equipment?

Q20Aa Would you say it is...

1. Less than a year old
2. Between one and five years old
3. Between six and ten years old
4. Between 10 and 20 years old
5. More than 20 years old
7. DON'T KNOW
9. REFUSED

Q21A How much longer does your business plan to keep this equipment?

Q21Aa Would you say you will keep it...

1. Less than a year more
2. Between one and five years more
3. Between six and ten years more
4. Between 10 and 20 years more
5. More than 20 years more
6. Until it breaks/fails
7. DON'T KNOW
9. REFUSED

[SKIP TO Q22 IF NO CATEGORIES REMAINING]

[ASK Q16.1B FOR Q15\_3 (GENERATORS)]

Q16.1B The engine of some gas-powered generators can be over 19 kW (25 HP), what is the make and model of your your gas-powered generator or its engine size?

SPECIFY>

4. SPECIFY>
7. DON'T KNOW
9. REFUSED

Q16B How many of your [INSERT EQUIPMENT TYPE] are...

1. Gasoline powered, SPECIFY NUMBER>
2. Electric powered, SPECIFY NUMBER>
3. Powered by other sources, SPECIFY NUMBER AND TYPE>
7. DON'T KNOW
9. REFUSED

[ASK IF Q16B\_2 > 0]

Q17B How many of those electric [INSERT EQUIPMENT TYPE] are...

1. Corded, SPECIFY NUMBER>
2. Cordless/battery powered, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q18B Thinking about the [INSERT EQUIPMENT TYPE] your company uses, how many of your [INSERT EQUIPMENT TYPE] are used...

1. At least once a day, SPECIFY NUMBER>

2. At least once a week but not daily, SPECIFY NUMBER>
3. At least once a month, but less than once a week, SPECIFY NUMBER>
4. At least once a year but less than once a month, SPECIFY NUMBER>
5. Less than once a year, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q19B Now think about each time these [INSERT EQUIPMENT TYPE] are used. How many are used...each time?

1. Fifteen minutes or less, SPECIFY NUMBER>
2. Between 16 and 30 minutes, SPECIFY NUMBER>
3. Between 31 to 60 minutes, SPECIFY NUMBER>
4. More than an hour, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q20B And thinking of the age of these [INSERT EQUIPMENT TYPE], how many are...

1. Less than a year old, SPECIFY NUMBER>
2. Between one and five years old, SPECIFY NUMBER>
3. Between six and ten years old, SPECIFY NUMBER>
4. Between 10 and 20 years old, SPECIFY NUMBER>
5. More than 20 years old, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q21B Now think about how long you will keep the [INSERT EQUIPMENT TYPE] you have. How many will you keep...

1. Less than a year more, SPECIFY NUMBER>
2. Between one and five years more, SPECIFY NUMBER>
3. Between six and ten years more, SPECIFY NUMBER>
4. Between 10 and 20 years more, SPECIFY NUMBER>
5. More than 20 years more, SPECIFY NUMBER>
6. Until they break/fail, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

T3.1 Now I'd like to ask you about types of power lawn and garden equipment and other types of outdoor power equipment your business might have rented and used, aside from the equipment your business owns

Q22 In the last year, did your business rent such equipment SPECIFY>?

1. YES, SPECIFY NUMBER OF RENTALS (individual piece of equipment)>
0. NO

7. DON'T KNOW

9. REFUSED

[CYCLE THROUGH FOR Q23 TO Q24.2 FOR EACH Q22 = 1]

Q23 What was the power type for this piece of equipment?

1. Gasoline [SKIP TO Q18.1]

2. Electric

3. Other, SPECIFY> [SKIP TO Q24.1]

7. DON'T KNOW

9. REFUSED

Q24 Was this electric equipment corded or cordless/battery powered?

1. CORDED

2. CORDLESS/BATTERY

7. DON'T KNOW

9. REFUSED

Q24.1 On average, how often did your business use this piece of equipment throughout the rental period or year (whichever is shorter)?

Q24.1a Would you say that you use it...

1. Less than four times

2. Four to 11 times

3. Twelve to 24 times

4. Twenty-five to 51 times

5. Fifty-two times

- 6. More than 52 times, SPECIFY HOW OFTEN>
- 7. DON'T KNOW
- 9. REFUSED

Q24.2 How long did you use this piece of equipment each time?

Q24.2a Would you say that you use it...

- 1. Five minutes or less
- 2. Six to ten minutes
- 3. 11 to 15 minutes
- 4. 16 to 30 minutes
- 5. 31 to 45 minutes
- 6. 46 to 60 minutes
- 7. More than an hour
- 77. DON'T KNOW
- 99. REFUSED

T4 Now I'd like to ask you some questions about future plans to purchase power equipment for your business.

Q25 Does your business have plans to buy [IF ANY Q7 = 1 OR Q15 = 1, "additional"] power lawn and garden or other outdoor power equipment in the next 12 months?

- 1. YES
- 0. NO [SKIP TO Q33]
- 7. DON'T KNOW [SKIP TO Q33]
- 9. REFUSED [SKIP TO Q33]

Q26 Will this equipment replace old equipment your business is getting rid of or will you add it to the equipment you already have?

- 1. REPLACEMENT
- 2. ADDITIONAL
- 3. BOTH REPLACEMENT/ADDITIONAL
- 7. DON'T KNOW
- 9. REFUSED

Q27 How many pieces of equipment does your business plan to purchase?

1. SPECIFY NUMBER OF PIECES>
7. DON'T KNOW [SKIP TO Q32]
9. REFUSED [SKIP TO Q32]

Q28 What type of equipment does your business plan to purchase?

1. SPECIFY UP TO 6 EQUIPMENT TYPES>
7. DON'T KNOW
9. REFUSED

[CYCLE THROUGH Q29 THROUGH Q31 FOR EACH PIECE IN Q28,  
OTHERWISE SKIP TO Q32]

Q29 And does your business plan to purchase an electric or gasoline powered version of this equipment?

1. ELECTRIC
2. GASOLINE
3. Other, SPECIFY>
7. DON'T KNOW
9. REFUSED

[IF Q29 ≠ 1, SKIP TO Q30]

Q29a And does your business plan to purchase a corded or cordless/battery powered version of this equipment?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

[IF Q29 = 1, SKIP TO Q32]

Q30 To your knowledge, is this piece of equipment available in an electric version?

1. YES
0. NO [SKIP TO Q32]
7. DON'T KNOW
9. REFUSED

Q31 What factors does your business use when deciding between purchasing an electric or gas-powered versions of a piece of equipment? I'm going to read a few options. You can select more than one.

1. Cost
2. Power
3. Size and weight
4. The time the equipment will run before needing to fill the gas tank or recharge batteries
5. Concerns for the environment (air pollutant emissions, level of noise)
6. Health impact on the operator
7. Convenience (easiness to use and maintain, job-equipment fit)

8. Reliability
9. Durability
10. Some other factor, SPECIFY
7. DON'T KNOW
9. REFUSED

[Q26 = 1 OR 3 CONTINUE, OTHERWISE SKIP TO T5]

Q32 What does your business do with old equipment when replacing it with new equipment? Please select the most likely option from the following list.

1. Throw it in the trash
2. Recycle it
3. Give it away/sell it
4. Keep it
5. Do something else with it, SPECIFY>
7. DON'T KNOW
9. REFUSED

[IF Q28 = 7 OR 9, CONTINUE]

[SKIP TO T5]

Q33 If your business were to purchase a piece of lawn and garden or outdoor power equipment, what factors do you normally use when deciding between electric equipment and gas-powered equipment? I'm going to read a few options. You can select more than one.

1. Cost
2. Power
3. The time the equipment will run before needing to fill the gas tank or recharge batteries
4. Size and weight
5. Concerns for the environment (air pollutant emissions, level of noise)
6. Health impact on the operator
7. Convenience (easiness to use and maintain, job-equipment fit)
8. Reliability
9. Durability
10. Some other factor, SPECIFY>
11. I am not aware of an electric version of the equipment I would want
7. DON'T KNOW
9. REFUSED

Q49 We are almost done with the survey. Before you go, would you be willing to provide the contact information for your gardener/landscaper or the name of their business so they can potentially participate in a survey of yard maintenance and landscaping business owners?

1. YES, SPECIFY NAME>  
SPECIFY PHONE>  
SPECIFY EMAIL>

0. NO  
CON That is the end of our survey. Thank you for your input. We greatly appreciate it. Have a good afternoon/evening.

### **SECTION 3: Survey of Landscaping and Yard/Lawn/Garden Maintenance Companies**

IND Are you the staff member at your business that would best be able to answer these questions or is that someone else?

1. CURRENT RESPONDENT [CONTINUE]
2. OTHER INDIVIDUAL/DEPARTMENT, AVAILABLE [REREAD INTRO]
3. OTHER INDIVIDUAL/DEPARTMENT, CALLBACK [COLLECT UPDATED CONTACT INFORMATION AS NEEDED]

PART Are you willing to participate in our study now?

1. YES, CONTINUE
2. CALLBACK
3. REFUSED

T0 I have a few questions to make sure your business is eligible to participate in our study.

AGE1 First, may I confirm that you are 18 years of age or older?

1. YES, CONTINUE
2. NO, ASK FOR REPRESENTATIVE OVER 18 AND RETURN TO IND

CAL And may I confirm that your business operates within Canada?

1. OPERATES IN Canada, CONTINUE
2. DOES NOT, END SURVEY

LSC1 Is this business a landscaping or yard care business?

1. YES [SKIP TO INT2]
0. NO

LSC2 Is your business involved in any of the following: tree trimming, tree stump removal, garden planning, or landscape architecture, counseling, or planning?

1. YES [SKIP TO INT2]
0. NO

BUS Unfortunately, businesses that do not provide landscaping or yard care services are not eligible to participate in the current study.

[END SURVEY]

LOC Is your business run from a single location, or is it part of a related group of locations that belong to a larger company?

1. SINGLE LOCATION [SKIP TO INT2]
2. PART OF A RELATED GROUP
7. DON'T KNOW

9. REFUSED

TL For this study, please provide information for only your location. Do not provide information on other sites associated with your business.

T0.5 First, I need to ask a few general questions about your business.

Q1A\_1 Does your business provide residential or commercial services?

1. RESIDENTIAL
2. COMMERCIAL
3. BOTH
7. DON'T KNOW
9. REFUSED

Q1A\_2 Which of the following services does your business provide? [SELECT ALL THAT APPLY]

1. Landscaping / Lawn maintenance
2. Tree trimming/removal
3. Snow removal
4. Stump grinding
5. Landscape design/architecture
6. Other services, SPECIFY>
7. DON'T KNOW
9. REFUSED

[IF Q1A\_1 ≠ 1 OR 3, SKIP TO Q1C]

Q1B Which of the following types of residences do you provide services to? [SELECT ALL THAT APPLY]

1. Single family homes
2. Apartment complexes
3. Condominium buildings
4. Assisted living homes
5. Other
77. DON'T KNOW
99. REFUSED

[IF Q1A ≠ 2 OR 3, SKIP TO Q2]

Q1C Which of the following types of commercial/industrial properties do you provide services to? [SELECT ALL THAT APPLY]

1. Businesses/business parks
2. Industrial facilities
3. Schools, colleges, universities
4. Municipal parks/public land
5. Golf courses
6. Cemeteries
7. Other
77. DON'T KNOW

99. REFUSED

Q2 How many regular clients have you provided services to in Canada over the past year?

1. SPECIFY NUMBER OF CLIENTS>
7. DON'T KNOW
9. REFUSED

Q3 Approximately how many of these clients have you provided services to...

1. Every day during the work week, SPECIFY NUMBER>
2. At least once a week but not daily, SPECIFY NUMBER>
3. At least once a month, but less than once a week, SPECIFY NUMBER>
4. At least once a year but less than once a month, SPECIFY NUMBER>
5. Less than once a year, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q4 We are interested in how long you have provided services for your regular clients each time you visited them. For approximately how many of your regular clients have you provided services for... each time?

1. Thirty minutes or less, SPECIFY NUMBER>
2. Between 31 to 60 minutes, SPECIFY NUMBER>
3. Between one and two hours, SPECIFY NUMBER>
4. Between two and four hours, SPECIFY NUMBER>
5. More than four hours, SPECIFY NUMBER>
77. DON'T KNOW
99. REFUSED

T2 Now I'd like to ask you some questions about the power lawn and garden equipment owned and used by your business.

Q7 I am going to read a list of several different types of power lawn and garden equipment. For each, please tell me whether that type of equipment is used by your business and how many there are of each. Please do not include any equipment greater than 19 kilowatts (25 horsepower). Are there any...

- i. Chainsaws
  - ii. Lawn mowers (walk-behind)
  - iii. Leaf vacuums or blowers
  - iv. String trimmers/grass trimmers
  - v. Hedge trimmers
  - vi. Riding lawn mowers (including zero turn-radius mowers, lawn tractors, and rear-engine mowers)
  - vii. Some other types of power lawn/garden equipment, SPECIFY TYPE> (e.g. Lawn edger or edger, Pole Saw, Rototiller, Stump Grinder, Power Broom, Plate Compactor, Roller, Sod Cutter, Tractor, Trencher, Hydroseeder, Wood Splitter, Chipper, seed drill, aerator, brush cutter)
1. YES, SPECIFY NUMBER OF EACH EQUIPMENT TYPE>

- 0. NO
- 7. DON'T KNOW
- 9. REFUSED

[IF Q7\_i THROUGH Q7\_vii = 0, SKIP TO Q14]

[IF # IN Q7 CATEGORY IS GREATER THAN 1, GO TO Q7B, AND CYCLE THROUGH FOR Q7B TO Q13B FOR EACH CATEGORY]

[CYCLE THROUGH FOR Q8A TO Q13A FOR EACH PIECE IN CATEGORY]

Q8A What is the power type for this piece of equipment?

- 1. Gasoline [ if Q7\_vi (riding lawn mower) SKIP TO Q9.1A, ELSE S K I P T O Q 1 0 A ]
- 2. Electric [ S K I P T O Q 9 A ]
- 3. Other, S P E C I F Y > [ S K I P T O Q 1 0 A ]
- 7. DON'T KNOW
- 9. REFUSED

Q9.1A The engine of some gas-powered riding lawn mowers can be over 19 kW (25 HP), what is the make and model of your riding lawn mower or its engine size?

- 1. SPECIFY>
- 7. DON'T KNOW
- 9. REFUSED

[SKIP IF Q7\_vi]

Q9A Is this electric equipment corded or cordless/battery powered?

- 1. CORDED
- 2. CORDLESS/BATTERY
- 7. DON'T KNOW
- 9. REFUSED

Q10A On average, how often is this piece of equipment used throughout the year?

Q10Aa Would you say it is used...

- 1. At least once a day
- 2. At least once a week but not daily
- 3. At least once a month, but less than once a week
- 4. At least once a year but less than once a month
- 5. Less than once a year
- 7. DON'T KNOW
- 9. REFUSED

Q11A For how long is this piece of equipment used each time?

Q11Aa Would you say it is used....

- 1. Fifteen minutes or less
- 2. Between 16 and 30 minutes

3. Between 31 to 60 minutes
4. More than an hour, SPECIFY HOW LONG>
7. DON'T KNOW
9. REFUSED

Q12A What is the approximate age of this equipment?

Q12Aa Would you say it is...

1. Less than a year old
2. Between one and five years old
3. Between six and ten years old
4. Between 10 and 20 years old
5. More than 20 years old
7. DON'T KNOW
9. REFUSED

Q13A How much longer does your business plan to keep this equipment?

Q13Aa Would you say you will keep it...

1. Less than a year more
2. Between one and five years more
3. Between six and ten years more
4. Between 10 and 20 years more
5. More than 20 years more
6. Until it breaks/fails
7. DON'T KNOW
9. REFUSED

[CONTINUE TO T3 IF NO CATEGORIES REMAINING]

[ASK Q8.1B FOR Q7\_v (RIDING LAWN MOWERS)]

Q8.1B The engine of some gas-powered riding lawn mowers can be over 19 kW (25 HP), what is the make and model of your riding lawn mower or its engine size?

1. SPECIFY>
7. DON'T KNOW
9. REFUSED

Q8B How many of your [INSERT EQUIPMENT TYPE] are...

1. Gasoline powered, SPECIFY NUMBER>
2. Electric powered, SPECIFY NUMBER>
3. Powered by other sources, SPECIFY NUMBER AND TYPE>
7. DON'T KNOW
9. REFUSED

[ASK IF Q8B\_2 > 0]

[SKIP IF Q7\_vj]

Q9B How many of those electric [INSERT EQUIPMENT TYPE] are...

1. Corded, SPECIFY NUMBER>

2. Cordless/battery powered, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q10B Thinking about the [INSERT EQUIPMENT TYPE] your business uses, how many of your [INSERT EQUIPMENT TYPE] are used...

1. At least once a day, SPECIFY NUMBER>
2. At least once a week but not daily, SPECIFY NUMBER>
3. At least once a month, but less than once a week, SPECIFY NUMBER>
4. At least once a year but less than once a month, SPECIFY NUMBER>
5. Less than once a year, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q11B Now think about each time these [INSERT EQUIPMENT TYPE] are used. How many are used... each time?

1. Fifteen minutes or less, SPECIFY NUMBER>
2. Between 16 and 30 minutes, SPECIFY NUMBER>
3. Between 31 to 60 minutes, SPECIFY NUMBER>
4. More than an hour, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q12B And thinking of the age of these [INSERT EQUIPMENT TYPE], how many are...

1. Less than a year old, SPECIFY NUMBER>
2. Between one and five years old, SPECIFY NUMBER>
3. Between six and ten years old, SPECIFY NUMBER>
4. Between 10 and 20 years old, SPECIFY NUMBER>
5. More than 20 years old, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q13B Now think about how long you will keep the [INSERT EQUIPMENT TYPE] you have. How many will you keep...

1. Less than a year more, SPECIFY NUMBER>
2. Between one and five years more, SPECIFY NUMBER>
3. Between six and ten years more, SPECIFY NUMBER>
4. Between 10 and 20 years more, SPECIFY NUMBER>
5. More than 20 years more, SPECIFY NUMBER>
6. Until they break/fail, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

[CONTINUE TO T3]

Q14 Are any manual reel mowers used by your business?

1. YES
0. NO

- 7. DON'T KNOW
- 9. REFUSED

T3 Now I want to ask you about other types of outdoor power equipment you might use at your business aside from lawn and garden equipment.

Q15 I am going to read a list of several different types of outdoor power equipment. For each, please tell me whether that type of equipment is used by your business. Please do not include any equipment that is registered for driving on roads. Also, do not include equipment over 19 kilowatts (25 horsepower). Is there at least one...

- 1. Auger for ice
- 2. Auger for earth
- 3. Compactor
- 4. Compressor
- 5. Concrete/Cutoff saw
- 6. Generator (portable, not hard wired)
- 7. Pressure washer
- 8. Pump (such as portable, not hard-wired water pump)
- 9. Snow blower
- 10. Welder
- 11. Some other type of outdoor power equipment, SPECIFY>(e.g. Cement mixer, rototiller, cultivator, sod cutter, trencher, log splitter, aerator, chipper, stump grinder, branch trimmer, brush hog, excavator, hydrosaw, hydroseeder, jumping jack, rebar bender
  - 1. YES, SPECIFY NUMBER>
  - 0. NO
  - 7. DON'T KNOW
  - 9. REFUSED

[IF # IN Q15 CATEGORY IS GREATER THAN 1, CYCLE THROUGH FOR Q15B TO Q21B FOR EACH CATEGORY]

[CYCLE THROUGH FOR Q15A TO Q21A FOR EACH PIECE IN CATEGORY]

[IF Q7 ALL = 0 AND Q15 ALL = 0, SKIP TO T4]

Q16A What is the power type for this piece of equipment?

- 1. Gasoline [ if Q15\_3 (Generator) SKIP TO Q17.1A, ELSE S K I P T O Q 1 8 A ]
- 2. Electric [ S K I P T O Q 1 7 A ]
- 3. Other, S P E C I F Y > [ S K I P T O Q 1 8 A ]
- 7. DON'T KNOW
- 9. REFUSED

Q17.1A The engine of some gas-powered generators can be over 19 kW (25 HP), what is the make and model of your generator or its engine size?

- 1. SPECIFY>
- 7. DON'T KNOW
- 9. REFUSED

Q17A Is this electric equipment corded or cordless/battery powered?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

Q18A On average, how often is this piece of equipment used throughout the year?

Q18Aa Would you say that it is used...

1. At least once a day
2. At least once a week but not daily
3. At least once a month, but less than once a week
4. At least once a year but less than once a month
5. Less than once a year
7. DON'T KNOW
9. REFUSED

Q19A How long is this piece of equipment used each time?

Q19Aa Would you say that it is used...

1. Fifteen minutes or less
2. Between 16 and 30 minutes
3. Between 31 to 60 minutes
4. More than an hour, SPECIFY HOW LONG>
7. DON'T KNOW
9. REFUSED

Q20A What is the approximate age of this equipment?

Q20Aa Would you say it is...

1. Less than a year old
2. Between one and five years old
3. Between six and ten years old
4. Between 10 and 20 years old
5. More than 20 years old
7. DON'T KNOW
9. REFUSED

Q21A How much longer does your business plan to keep this equipment?

Q21Aa Would you say you will keep it...

1. Less than a year more
2. Between one and five years more
3. Between six and ten years more
4. Between 10 and 20 years more
5. More than 20 years more
6. Until it breaks/fails

7. DON'T KNOW
9. REFUSED

[SKIP TO Q22 IF NO CATEGORIES REMAINING]

[ASK Q16.1B FOR Q15\_3 (GENERATORS)]

Q16.1B The engine of some gas-powered generators can be over 19 kW (25 HP), what is the make and model of your riding lawn mower or its engine size? SPECIFY>

1. SPECIFY>
7. DON'T KNOW
9. REFUSED

Q16B How many of your [INSERT EQUIPMENT TYPE] are...

1. Gasoline powered, SPECIFY NUMBER>
2. Electric powered, SPECIFY NUMBER>
3. Powered by Other sources, SPECIFY NUMBER AND TYPE>
  
7. DON'T KNOW
9. REFUSED

[ASK IF Q16B\_2 > 0]

Q17B How many of those electric [INSERT EQUIPMENT TYPE] are...

1. Corded, SPECIFY NUMBER>
2. Cordless/battery powered, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q18B Thinking about the [INSERT EQUIPMENT TYPE] your business uses, how many of your [INSERT EQUIPMENT TYPE] are used...

1. At least once a day, SPECIFY NUMBER>
2. At least once a week but not daily, SPECIFY NUMBER>
3. At least once a month, but less than once a week, SPECIFY NUMBER>
4. At least once a year but less than once a month, SPECIFY NUMBER>
5. Less than once a year, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q19B Now think about each time these [INSERT EQUIPMENT TYPE] are used. How many are used...each time?

1. Fifteen minutes or less, SPECIFY NUMBER>
2. Between 16 and 30 minutes, SPECIFY NUMBER>
3. Between 31 to 60 minutes, SPECIFY NUMBER>
4. More than an hour, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q20B And thinking of the age of these [INSERT EQUIPMENT TYPE], how many are...

1. Less than a year old, SPECIFY NUMBER>
2. Between one and five years old, SPECIFY NUMBER>
3. Between six and ten years old, SPECIFY NUMBER>
4. Between 10 and 20 years old, SPECIFY NUMBER>
5. More than 20 years old, SPECIFY NUMBER>
7. DON'T KNOW
9. REFUSED

Q21B Now think about how long you will keep the [INSERT EQUIPMENT TYPE] you have. How many will you keep...

1. Less than a year more, SPECIFY NUMBER>
2. Between one and five years more, SPECIFY NUMBER>
3. Between six and ten years more, SPECIFY NUMBER>
4. Between 10 and 20 years more, SPECIFY NUMBER>
5. More than 20 years more, SPECIFY NUMBER>
6. Until they break/fail, SPECIFY NUMBER>
7. DON'T KNOW
  
9. REFUSED

T3.1 Now I'd like to ask you about types of power lawn and garden equipment and other types of outdoor power equipment your business might have rented and used, aside from the equipment your business owns

Q22 In the last year, did your business rent such equipment SPECIFY>?

1. YES, SPECIFY NUMBER OF RENTALS (individual piece of equipment)>
0. NO
7. DON'T KNOW
9. REFUSED

[CYCLE THROUGH FOR Q23 TO Q24.2 FOR EACH Q22 = 1]

Q23 What was the power type for this piece of equipment?

1. Gasoline [SKIP TO Q18.1]
2. Electric
3. Other, SPECIFY> [SKIP TO Q24.1]
7. DON'T KNOW

9 REFUSED

Q24 Was this electric equipment corded or cordless/battery powered?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

Q24.1 On average, how often did your business use this piece of equipment throughout the rental period or year (whichever is shorter)?

Q24.1a Would you say that you use it...

1. Less than four times
2. Four to 11 times
3. Twelve to 24 times
4. Twenty-five to 51 times
5. Fifty-two times
6. More than 52 times, SPECIFY HOW OFTEN>
7. DON'T KNOW
9. REFUSED

Q24.2 How long did you use this piece of equipment each time?

Q24.2a Would you say that you use it...

1. Five minutes or less
2. Six to ten minutes
3. 11 to 15 minutes

- 4. 16 to 30 minutes
- 5. 31 to 45 minutes
- 6. 46 to 60 minutes
- 7. More than an hour
- 77. DON'T KNOW
- 99. REFUSED

T4 Now I'd like to ask you some questions about future plans to purchase power equipment for your business.

Q25 Does your business have plans to buy [IF ANY Q7 = 1 OR Q15 = 1, "additional"] power lawn and garden or other outdoor power equipment in the next 12 months?

- 1. YES
- 0. NO [SKIP TO Q33]
- 7. DON'T KNOW [SKIP TO Q33]
- 9. REFUSED [SKIP TO Q33]

Q26 Will this equipment replace old equipment your business is getting rid of or will you add it to the equipment you already have?

- 1. REPLACEMENT
- 2. ADDITIONAL
- 3. BOTH REPLACEMENT/ADDITIONAL
- 7. DON'T KNOW
- 9. REFUSED

Q27 How many pieces of equipment does your business plan to purchase?

- 1. SPECIFY NUMBER OF PIECES>
- 7. DON'T KNOW [SKIP TO Q32]
- 9. REFUSED [SKIP TO Q32]

Q28 What type of equipment does your business plan to purchase?

- 1. SPECIFY UP TO 6 EQUIPMENT TYPES>
- 7. DON'T KNOW
- 9. REFUSED

[CYCLE THROUGH Q29 THROUGH Q31 FOR EACH PIECE IN Q28, OTHERWISE SKIP TO Q32]

Q29 And does your business plan to purchase an electric or gasoline powered version of this equipment?

- 1. ELECTRIC

2. GASOLINE
3. Other, SPECIFY>

7. DON'T KNOW
9. REFUSED

[IF Q29 ≠ 1, SKIP TO Q30]

Q29a And does your business plan to purchase a corded or cordless/battery powered version of this equipment?

1. CORDED
2. CORDLESS/BATTERY
7. DON'T KNOW
9. REFUSED

[IF Q29 = 1, SKIP TO Q32]

Q30 To your knowledge, is this piece of equipment available in an electric version?

1. YES
0. NO
7. DON'T KNOW
9. REFUSED

[SKIP TO Q32]

Q31 What factors does your business use when deciding between purchasing an electric or gas-powered versions of a piece of equipment? I'm going to read a few options. You can select more than one.

1. Cost
2. Power
3. Size and weight
4. The time the equipment will run before needing to fill the gas tank or recharge batteries
5. Concerns for the environment (air pollutant emissions, level of noise)
6. Health impact on the operator
7. Convenience (easiness to use and maintain, job-equipment fit)
8. Reliability
9. Durability
10. Some other factor, SPECIFY
7. DON'T KNOW
9. REFUSED

[Q26 = 1 OR 3 CONTINUE, OTHERWISE SKIP TO T5]

Q32 What will your business do with old equipment when replacing it with new equipment? Please select the most likely option from the following list.

1. Throw it in the trash
2. Recycle it
3. Give it away/sell it

4. Keep it
5. Do something else with it, SPECIFY>
7. DON'T KNOW
9. REFUSED

[IF Q28 = 7 OR 9, CONTINUE]

[SKIP TO T5]

Q33 If your business were to purchase a piece of lawn and garden or outdoor power equipment, what factors do you normally use when deciding between electric equipment and gas-powered equipment? I'm going to read a few options. You can select more than one.

1. Cost
2. Power
3. The time the equipment will run before needing to fill the gas tank or recharge batteries
4. Size and weight
5. Concerns for the environment (air pollutant emissions, level of noise)
6. Health impact on the operator
7. Convenience (easiness to use and maintain, job-equipment fit)
8. Reliability
9. Durability
10. Some other factor, SPECIFY>
11. I am not aware of an electric version of the equipment I would want
7. DON'T KNOW
9. REFUSED

T6 Finally, I have a few questions for you for descriptive purposes. As I mentioned before, all information you provide is completely confidential, and your name will not be connected to your responses in the final report created for this study.

Q45 First, how many people worked for your business in the past year?

Q45a Would you say it is...

1. Fewer than five people
2. Five to nine people
3. 10 to 19 people
4. 20 to 49 people
5. 50 to 199 people
6. 200 people or more
7. DON'T KNOW
9. REFUSED

[SKIP IF Q45 < 3]

Q46 How many crews does your business have?

Q46a Would you say it is...

1. One to three crews
2. Four to six crews
3. Six to nine crews
4. 10 to 15 crews
5. More than 15 crews
7. DON'T KNOW
9. REFUSED

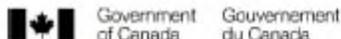
CON That is the end of our survey. Thank you for your input. We greatly appreciate it. Have a good afternoon/evening.

**ANNEX B  
BASIS OF PAYMENT**

*(to be completed at contract award)*

# ANNEX C SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité UNCLASSIFIED

## SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Restricted to: / Limité à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: [REDACTED]
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBD/DCI 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Contract Number / Numéro du contrat [REDACTED]
Security Classification / Classification de sécurité UNCLASSIFIED

<b>PART A (continued) / PARTIE A (suite)</b>	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : [REDACTED] Document Number / Numéro du document : [REDACTED]	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux : [REDACTED]	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTS	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
La description du travail visé par la présente LVERG est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
La documentation associée à la présente LVERG sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

**ANNEX D  
NON-DISCLOSURE CERTIFICATION**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX E  
FORMER PUBLIC SERVANT CERTIFICATION**

**Former Public Servants**

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/Offeror a FPS in receipt of a pension? Yes ( ) No ( )

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

- a. name of former public servant: \_\_\_\_\_;
- b. date of termination of employment or retirement from the Public Service (yyyy/mm/dd):  
\_\_\_\_\_.

By providing this information, Bidder/Offeror agrees that the successful Bidder's/Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

**Work Force Adjustment Directive**

Is the Bidder/Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( ) No ( )
----------------

If so, the Bidder/Offeror 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 (yyyy/mm/dd): \_\_\_\_\_;
- d. amount of lump sum payment: \_\_\_\_\_;
- e. rate of pay on which lump sum payment is based: \_\_\_\_\_;
- f. period of lump sum payment including start date, end date and number of weeks: \_\_\_\_\_;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program: \_\_\_\_\_.

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

**Name and Title** (please print): \_\_\_\_\_

**Company Name:** \_\_\_\_\_

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

## ANNEX F LIST OF NAMES

Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#). / Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#).

In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.<sup>3</sup> / Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.<sup>3</sup>

**\* Mandatory Information /Informations obligatoires**

<b>* Complete Legal Name of Company /Dénomination complète de l'entreprise</b>	
<b>* Operating Name /Nom commercial</b>	
<b>* Company's address / Adresse de l'entreprise</b>	<b>* Type of Ownership / Type d'entreprise</b>

<sup>1</sup>**List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.

<sup>2</sup>Board of Governors /Conseil des gouverneurs; Board of Managers /Conseil de direction; Board of Regents /Conseil de régents; Board of Trustees / Conseil de fiducie ; Board of Visitors /Comité de réception

<sup>3</sup> **Liste des noms :** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

