REQUEST FOR QUOTATION  
(This IS NOT AN ORDER)  
PR9126585

1. REQUEST NUMBER 2. DATE ISSUED 3. REQUISITION/PURCHASE REQUEST NUMBER 4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1

5a. ISSUED BY
American Embassy Ottawa, P.O. Box 866, Station B, Ottawa, ON, K1P 5T1

5b. FOR INFORMATION CALL (NO COLLECT CALLS)
NAME
Keitha Lynch
TELEPHONE NUMBER
613 688-5291

6. DELIVER BY (Date)
05/11/2020

7. DELIVERY
FOB DESTINATION
OTHER (See Schedule)

8. TO:
All Interested Offerors

9. DESTINATION
U.S. Embassy Ottawa

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)

IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.

11. SCHEDULE (Include applicable Federal, State and local taxes)

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT</th>
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<th>AMOUNT</th>
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12. DISCOUNT FOR PROMPT PAYMENT
a. 10 CALENDAR DAYS (%)  
b. 20 CALENDAR DAYS (%)  
c. 30 CALENDAR DAYS (%)  
d. CALENDAR DAYS NUMBER PERCENTAGE

NOTE: Additional provisions and representations are not attached.

13. NAME AND ADDRESS OF QUOTER
a. NAME OF QUOTER

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION

15. DATE OF QUOTATION  

16. SIGNER
a. NAME (Type or print)  
b. TELEPHONE

17. ADDRESS
a. STREET ADDRESS  

18. CITY
a. COUNTY
b. AREA CODE

d. STATE  e. ZIP CODE

19. TITLE (Type or print)  

STANDARD FORM 18 (REV. 6/1995)  
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)
**REQUEST FOR QUOTATION**

(This IS NOT AN ORDER)

- **DATE OF QUOTATION**: 15.
- **SIGNER**: 16.
  - **NAME**: a.
  - **TELEPHONE**: b.
    - **AREA CODE**:
    - **NUMBER**:
  - **TITLE**: c.

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**STANDARD FORM 18 (REV. 6/1995)**
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

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**8. TO:**
- **NAME**: a.
- **COMPANY**: b.
- **STREET ADDRESS**: c.
- **CITY**: d.
- **STATE**: e.
- **ZIP CODE**: f.

**9. DESTINATION**
- **NAME OF CONSIGNEE**: a.
- **STREET ADDRESS**: b.
- **CITY**: c.
- **STATE**: d.
- **ZIP CODE**: e.

**10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)**

05/11/2020

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

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<tr>
<td>0020</td>
<td>Temporary Additional Services (10% of Sub-Total)</td>
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<td>All</td>
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**12. DISCOUNT FOR PROMPT PAYMENT**
- **10 CALENDAR DAYS (%)**: a.
- **20 CALENDAR DAYS (%)**: b.
- **30 CALENDAR DAYS (%)**: c.
- **CALANDER DAYS NUMBER PERCENTAGE**

**NOTE**: Additional provisions and representations are not attached.

**13. NAME AND ADDRESS OF QUOTER**
- **NAME**: a.
- **STREET ADDRESS**: b.
- **CITY**: d.
- **STATE**: e.
- **ZIP CODE**: f.

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**15. DATE OF QUOTATION**

**16. SIGNER**
- **NAME**: a.
- **TELEPHONE**: b.
- **AREA CODE**:
- **NUMBER**:

**17. RATING**

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AUTHORISED FOR LOCAL REPRODUCTION
Previous edition not usable
REQUEST FOR QUOTATION

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613 688-5291
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FOB DESTINATION
OTHER (See Schedule)

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STANDARD FORM 18 (REV. 6/1995)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)
ADDENDUM TO RFQ NUMBER PR9126585
STATEMENT OF WORK FOR LAWN CARE SERVICES

1. INTRODUCTION

1.1 The U.S. Embassy in Ottawa has a requirement for an experienced Lawn Care company to perform full three season lawn care program to include lawn fertilization, grub control treatment, pre-emergent weed control treatment and Selective Eco-friendly Broadleaf weed control treatments as necessary to control weed growth in the lawn at the Official U.S. Embassy Residences and the U.S. Embassy office grounds.

1.2 The work will be performed at the U.S. Government premises located at the following addresses:

490 Sussex Drive, Ottawa, ON, K1N 1G8
246 Rockcliffe Road, Ottawa, ON, K1M 0A2
1500 Lisgar Road, Ottawa, ON, K1M 0G1

1.3 Work shall be scheduled and coordinated with the Contracting Officer (CO), Contracting Officer Representative (COR) and Facility Manager (FM) prior to commencing work.

2. GENERAL REQUIREMENTS

2.1 The Contractor shall attend a site survey meeting at all three properties to assess current conditions. The Contractor shall provide a list of personnel, all necessary equipment, vehicles, materials and tools necessary to complete each application throughout Spring, Summer and Fall months. It is expected that the Contractor shall partner closely with the CO, COR, FM and onsite Facility personnel.

2.2 The Contractor is required to submit security forms for all employees assigned to this work to ensure proper security clearance prior to commencing work. Contractors will also be required to submit vehicle information on all assigned vehicles prior to commencing work.

2.3 The Contractor shall provide a schedule for the work to be performed throughout the season and give a minimum of 48 hours notice for scheduling dates so that Security Escorts can be arranged.

2.4 The Contractor shall schedule all work during weekdays, Monday through Friday, between the hours of 8am and 3pm unless it is a Holiday.

2.5 The Contractor is responsible to make sure all employees assigned to perform the work are competent and have the necessary training, knowledge and skills.

2.6 The Contractor will be responsible to find parking for vehicles and equipment when conducting work at the Embassy grounds as parking will not be provided. Guidance on parking at the Official Residences will be given to the Contractor at the site meeting and again at the start of work.

2.7 The Contractor is responsible to have employees clean up any product liquid or pellet form that is spilled or broadcast or sprayed on any hard surfaces prior to leaving the site. Contractor is not permitted to drive or park on lawn areas at the Official Residences or Embassy grounds unless prior approval has been given by FM and Facility personnel.
2.8 The Contractor shall be responsible to ensure employees conduct themselves in a respectful manner when on site at all times and using only approved facilities and designated smoking areas. The Contractor shall not use Embassy waste disposal facilities including garbage cans, trash piles or dumpsters.

2.9 The Contractor is responsible to provide complete product information to CO, COR and FM for approval prior to commencing work. Contractor must post signs with product information and licensing when using any herbicides or pesticides on any of the properties. Contractor must only use Eco-Friendly Selective broadleaf weed control and other Eco-friendly products, unless otherwise approved to use alternative.

2.10 The Contractor is required to verify the total lawn areas to be treated at each of the three sites and price accordingly.

2.11 Contractor will provide and perform these services:

Early spring pre-emergent weed application of corn gluten. **This must be applied late April. Alternatively, it can be applied in the fall as not to inhibit the growth of grass seed spread in the spring.**

Early spring fertilizer application

Spring grub control nematodes or granular can be used. Contractor is responsible to ensure nematodes are alive at application and that this is done on a wet day after rain or applied during light rain. Contractor is responsible to ensure even application over all lawn areas for maximum coverage.

Late spring/early summer fertilizer application

(2) Eco-Friendly Selective Broadleaf weed control applications as needed throughout the season to gain control of weed population. Contractor responsible to ensure no herbicide or pesticide is directly and or indirectly (wind) applied to any garden beds. Caution should be taken when applying in these areas. A minimum of two applications of Eco-Friendly Selective Broadleaf weed control per season. Contractor will ensure this weed control is spread evenly over the entire lawn for maximum coverage and not spot treating. Contractor will consult CO, COR and FM if additional applications are needed and give pricing for additional applications.

Late summer/early fall fertilizer application

Fall grub control nematodes or granular can be used. Contractor is responsible to ensure nematodes are alive at application and that this is done on a wet day after the rain or applied during light rain. Contractor is responsible to ensure even application over all lawn areas for maximum coverage.

Late fall fertilizer application

END OF STATEMENT OF WORK