

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet PARKING DEVICE SYSTEMS	
Solicitation No. - N° de l'invitation 5P437-130008/A	Date 2013-07-29
Client Reference No. - N° de référence du client 5P437-130008	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-250-6271	
File No. - N° de dossier VIC-3-36007 (250)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-19	
Time Zone Fuseau horaire Pacific Daylight Saving Time PDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Park, Isabell	Buyer Id - Id de l'acheteur vic250
Telephone No. - N° de téléphone (250) 363-3981 ()	FAX No. - N° de FAX (250) 363-3344
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARKS CANADA Pacific Rim National Park 2040A Pacific Rim Highway \Ucluelet British Columbia V0R3A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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 *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 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.1 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on August 7, 2013 at 2:30 pm, Pacific Rim Visitor Centre. Bidders must communicate with the Contracting Authority no later than 1 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

3. Former Public Servant

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

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;

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- 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 ten (10) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 British Columbia.

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.

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 - Two (2) hard copies
Section II: Financial Bid - One (1) hard copy
Section III: Certifications - One (1) hard copy

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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 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.

Section II: Financial Bid

1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

1.2 Exchange Rate Fluctuation
C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. 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

1.1.1 Mandatory Technical Criteria

In their technical bid, bidders **must** explain and demonstrate:

- 1) How they propose to meet each and every one of the requirements in Annex A;
- 2) How they will carry out the Work;
- 3) A minimum of two (2) references **which indicate the proposed automated permit machines' performance** in similar climatic conditions of the designated installation locations which include very high humidity, heavy rainfall, airborne salt water and dust particles, strong wind with intermittent freezing temperatures resulting in snow and ice; and

4) The approximate annual power consumption rate of each unit based on the installed locations.

The bid may also include description of the optional elements that would be available and the associated costs

1.1.2 Point Rated Technical Criteria

#	RATED CRITERIA	pts	Evaluator Comment
1	<p>Availability of Supplies Permit paper be standard size that is widely available from alternative sources.</p> <p>2 + sources available including contractor – 15 points 2 sources available including contractor – 10 points Only 1 source available (contractor) – 5 points</p>	/15	
2	<p>Delivery and Installation Parks Canada ideally would like to install and have fully functional, the Park Use Machine and system by the following schedule:</p> <ul style="list-style-type: none"> •Phase 1 machines within 20 business days of contract initiation •Phase 2 within 45 business days of contract initiation •Phase 3 within 80 business days of contract initiation <p>Delivery and Installation per the request schedule – 25 points Additional 1-4 weeks needed – 20 points Additional 5-8 weeks needed – 15 points Additional 9-12 weeks needed – 10 points Additional 13-16 weeks needed – 5 points Additional 16 + weeks needed – 0 points</p>	/25	
3	<p>SOLAR POWER SUPPLY</p> <p>Option available immediately – 15 points Option will be available within 12 months – 10 points Option will be available 12– 24 months – 5 points Option not available – 0 points</p>	/15	
4	<p>PAY BY LICENSE PLATE The Parks Canada Agency is interested in addressing the issue of users sharing/transferring permits by implementing, at a minimum, a license plate display system on the printed tickets.</p> <p>Option available immediately – 15 points Option will be available within 12 months – 10 points Option will be available 12– 24 months – 5 points Option not available – 0 points</p>	/15	
5	<p>MOBILE SYSTEM OPTION Parks Canada Agency is interested in a system that includes a handheld device that would be able to issue both park use</p>		

	permits (equivalent to the automated permit machines) and violation/warning tickets in real-time. Option available immediately – 15 points Option will be available within 12 months – 10 points Option will be available 12– 24 months – 5 points Option not available – 0 points	/15	
6	GATE SYSTEM Parks Canada Agency is interested in a system that includes an automated gate at parking lot or road entrance points Option available immediately – 15 points Option will be available within 12 months – 10 points Option will be available 12– 24 months – 5 points Option not available – 0 points	/15	
	Total Point	/100	
	Minimum Pass Mark	60	

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. 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 (a) or (b) or (c) 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%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 x 60 = 51.11	89/135 x 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

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

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 *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

2035 (2013-06-27), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4008 (2008-12-12), Supplemental General Conditions - Personal Information, apply to and form part of the Contract.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is 24 months from date of Contract, inclusive

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: *Ji-Yon (Isabell) Park*
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Telephone: 250-363-3981
Facsimile: 250-353-0395
E-mail address: Ji-YonIsabell.Park@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is provided at Contract Award.

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Bidder is to complete table below and submit with their bid.

Contact for:	Name	Telephone	Email
Contracting issues			
Technical issues			
Invoicing issues			

6. Proactive Disclosure of Contracts with Former Public Servants *(if applicable)*

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 firm unit prices, as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ .
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or

- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Certifications

9.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 _____.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2013-06-27), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____.

12. Insurance

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.

13. SACC Manual Clauses

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B1501C (2006-06-16), Electrical Equipment

ANNEX A - STATEMENT OF WORK

A. OBJECTIVE

The Parks Canada Agency requires the provision of services to supply, install, operate and maintain an automated permit system with an option to extend the lease or purchase at the end of the contract. The services are required in Pacific Rim National Park Reserve (PRNPR), located near Ucluelet, British Columbia, for the purpose of issuing various park use permits at locations throughout PRNPR.

A minimum of one (1) automated permit machine at each designated location as identified below. All locations have a power source (picture attached) and may or may not have the old machine pedestal with power source.

These services may be phased in according to the phase schedule below.

As identified in Figure _1___,

Phase 1 includes:

- Rainforest
- Long Beach South
- Long Beach North (mid)
- Incinerator
- Kwisitis

Phase 2 includes:

- Pacific Rim Visitor Centre (PRVC)
- Wickaninnish Day Use
- Long Beach North (farthest north)
- Incinerator Washroom
- Schooner
- Radar

Phase 3 includes:

- Bog
- Combers
- Cox Bay Info Centre

B. CONSTRAINTS

The Contractor must take into account that PRNPR is located in a somewhat isolated location. Although cellular coverage exists, it is not 100% reliable in all areas of PRNPR. The Contractor is expected to implement the most reliable and cost-effective means to ensure real-time credit card processing and host software communication.

The Contractor must also take into account that the availability of electrical power is limited to locations listed by the Parks Canada Agency above.

C. MANDATORY REQUIREMENTS

1.0 GENERAL

Each automated permit machine must:

-
- a) Have Automated Teller Machine (ATM) style operation and a “pay and display” system (i.e. the user pays at the machine which issues a permit that the user will then display on their vehicle dashboard);
 - b) Accept and process, at a minimum, VISA, MasterCard, and American Express;
 - c) Not have a cash payment option available to customers;
 - d) Have user-friendly screen/buttons and graphical display;
 - e) Have a multi-lingual user interface (At a minimum, all display instructions and ticket information must be issued in both English and French);
 - f) Meet ADA (American Disabilities Act) and Canadian Standards Association (CSA) accessibility standards;
 - g) Have a real-time clock displaying the local time;
 - h) Be able to automatically synchronize its clock for both local standard time and daylight savings time;
 - i) Have host software communication and editing capabilities;
 - j) Be constructed to be operational 24 hours a day, 7 days a week in all weather conditions experienced at its installed location;
 - k) Have proven successful operations in similar climatic conditions of its installed location which include very high humidity, heavy rainfall, airborne salt water and dust particles, strong wind with intermittent freezing temperatures resulting in snow and ice (i.e., must have a heated insulated case that is highly resistant to moisture and corrosion) -
 - l) Have its hardware treated to prevent corrosion due to the high salt water content in the air;
 - m) Be programmable
 - n) Clearly display to the user the option to select the type of permit, (daily entry, 4 hour beach walk), categories of user (Family/Group, Adult, Senior, and Youth) and number of users for each permit purchased
 - Examples of park pass purchases:
 - Daily entry for one family group
 - Daily entry for two adults
 - 4-hour beach walk for one seniors and one adult

2.0 SECURITY

Each automated permit machine must:

- a) Have a multi-point locking system;
- b) Have a high-security steel cabinet that must be vandal resistant with concealed recessed hinges;
- c) Have durable and vandal-resistant screen and components;
- d) Be able, via host communication software, to provide real-time email alerts in the case of attempted vandalism (e.g., if door is opened, excessive vibration, etc.);
- e) Be securely and solidly attached to a pedestal (which is itself securely attached to the ground surface) or the ground surface, with no externally exposed fasteners; and
- f) Not have any locks that are exposed beyond the flush mount of the cabinet of the automated permit machine.

3.0 KEYPAD

Each automated permit machine must have an alphanumeric, tactile keypad which must be:

- a) vandal resistant;
- b) weatherproof;
- c) highly resistant to corrosion; and

- d) modular, composed of standardized units or sections for easy construction or flexible arrangement and easily unplugged, removed, and replaced with basic tools for easy servicing.

4.0 DISPLAY SCREENS

Each automated permit machine must have an electronic flat-panel display screen (i.e. Liquid Crystal (LCD) Display, Light Emitting Diode (LED) that must be:

- a) easy to read in all lighting conditions;
- b) vandal-resistant;
- c) weatherproof;
- d) corrosion-resistant;
- e) protected by a Lexan (or equivalent) cover; and
- f) modular and easily unplugged, removed, and replaced with basic tools for easy servicing.

5.0 CREDIT CARD READER

The credit card reader of each automated permit machine must:

- a) be flush-mounted with no part of the reader protruding outside the cabinet;
- b) only partially ingest the card, thereby affording the consumer control of the card at all times; and
- c) be modular and easily unplugged, removed, and replaced with basic tools for easy servicing.

6.0 TRANSACTION PROCESS

- 6.1 The Contractor supplied system software must provide remote management control and reporting of credit card process.
- 6.2 The Contractor equipment must meet the Payment Card Industry (PCI) Compliance standards as a Service Provider.
- 6.3 All hardware and software supplied by the Contractor must meet Payment Application Data Security Standards (PA-DSS).
- 6.4 All credit card transactions must be processed in real time, except during times of communications failure, at which time they will be stored and batched in accordance with PCI requirements and then automatically transmitted when communications are restored.
- 6.5 To comply with the following Acts and Directives, the supplied system must process (authorize and settle) all credit card transactions using the banking arrangements put in place by the Receiver General for Canada. The supplied system must interface with the Government of Canada's card acceptance acquirer (currently Chase Payment Tech) using Tender Retailer and operate in accordance with the terms of engagement set out by the Receiver General for Canada:
 - *Financial Administration Act, Part II Public Money;*
 - *Treasury Board Directive on Receipt, Deposit, and Recording of Money; and*
 - *Receiver General Directive 2008-2, Deposit of Public Money to the Credit of the Receiver General for Canada.*

7.0 PRINTER/PAPER

- 7.1 Each automated permit machine must utilize an included high-quality thermal printer that:
 - (a) Performs both one-sided and double-sided printing depending on the programmed task;
 - (b) Has a simple paper path;
 - (c) Has a reliable cutting edge; and
 - (d) Must be modular and easily unplugged and removed with basic tools for easy servicing. The paper supply/control mechanism (i.e. scroll) must be easily removed and replaced.

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- 7.2 Each automated permit machine must have the capacity of producing a minimum of thirty-five hundred (3,500) permits prior to replacing the permit paper supply.
- 7.3 The supplied permit paper must
- (a) Be capable of pre-printing and double-sided printing so that every permit provides the pre-approved content (customized messages on the back and watermark logo on the front); and
 - (b) Be standard size that is widely available from alternative sources.
- 7.4 Issued permits must be:
- (a) heat resistant;
 - (b) fade resistant;
 - (c) curl resistant; and
 - (d) capable of being left on a vehicle dashboard for up to thirty-six (36) consecutive hours.

8.0 PERMITS

- 8.1 The automated permit machine must dispense the permit into a user accessible cup-type component that has a protective shield to prevent water from entering the cup and machine.
- 8.2 Permits must clearly identify:
- (a) That it is a Pacific Rim National Park Reserve permit;
 - (b) The local date and time purchased;
 - (c) The local valid until date and time (large & bold for ease of reading);
 - (d) Type/Category and number of permits purchased;
 - (e) Fee paid;
 - (f) Instructions (e.g. display on dashboard with expiry time visible, permit non-transferable); and
 - (g) Parks Canada Agency corporate identifiers (identifiers will be supplied by the Parks Canada Agency);

9.0 HEATER

Each automated permit machine must have an operational thermostatically-controlled heater that prevents internal condensation.

10.0 POWER OPERATIONS AND RECHARGING

- 10.1 Each automated permit machine must have:
- (a) AC power (120 AC and/or 240 AC) with battery backup;
 - (b) one spare battery;
 - (c) battery system charger; and
 - (d) monitoring function which send warning signals when battery is low.

11.0 OPERATING SYSTEM AND HOST SOFTWARE

- 11.1 The host software/CMS must provide audit and transaction reports on a system-wide or per-machine basis, in real-time to Parks Canada Agency staff from Parks Canada computers.
- 11.2 The system must come with host software or a secure web-based central management system (CMS) that communicates remotely with the installed automated permit machines in real-time.
- 11.3 The host software/CMS must allow for rate adjustment and configuration of machines in real-time.
- 11.4 The Contractor must provide all software updates or patches.
- 11.5 The host software/CMS must be intuitive and easy to use.
- 11.6 The host software/CMS must be Windows 7 and Internet Explorer Version 8 (or newer) compatible.
- 11.7 The host software/CMS must be capable of providing a range of financial and statistical reports (see Audit and Transaction Reports section 13). The host software/CMS must be capable of saving reports in a variety of file formats, including Microsoft Excel.

- 11.8 The Parks Canada Agency must be permitted unlimited queries/reports from the host software/CMS system at no additional cost.
- 11.9 All automated permit machines must be programmable (including functions to add, delete, and edit permit type, user categories and fees, and to add, delete, reorganize and edit the information that is displayed on the permit), on-site (at each automated permit machine) and remotely (via the Contractor supplied host software/CMS) by the Parks Canada Agency.

12.0 AUDIT AND TRANSACTION REPORTS

The system must:

- 12.1 produce on-demand hourly, daily, weekly, monthly, yearly and historical audit reports, at the machine and remotely via host software;
- 12.2 Be able to produce all required audit/transaction reports in real-time;
- 12.3 Have complete audit and transaction log capabilities, including:
- (1) credit card use;
 - (2) types and numbers of permits sold (i.e., breakdown by each individual rate category); and
 - (3) a detailed breakdown that shows each transaction's details (i.e., permit type, number, and time).
- 12.4 Be able to produce differentiated reports for each individual machine, as well as for the system as a whole. Audit and transaction reports must be printable remotely, and at each automated permit machine ideally without opening its cabinet door.

13.0 INSTALLATION AND TRAINING

- 13.1 Parks Canada ideally would like to install and have fully functional, the Park Use Machine and system by the following schedule:
- Phase one machines within 20 business days of contract initiation
 - Phase 2 within 45 business days of contract initiation
 - Phase 3 within 80 business days of contract initiation
- 13.2 The Contractor must provide an on-site training session for a minimum of four (4) Parks Canada Agency staff, for duration of at least 1 day (8 hours), and must address all aspects of the system's use (i.e., installation, maintenance, operation, host software, report queries, troubleshooting, etc) within 25 business days of contract initiation.
- 13.3 The Contractor must provide training in English.

14.0 WARRANTY, SERVICING, AND SUPPORT

- 14.1 The Contractor must provide, as a minimum, a qualified technical support representative available by telephone and e-mail seven days a week (including holidays), for 8 hours per day between the hours of 08:00 am to 06:00 pm in the Pacific Time Zone) to provide technical support for the period of the Contract on an as and when required basis, to assist the Parks Canada Agency with technical support, troubleshooting, and guidance in making adjustments to ensure that the automated permit machines, transaction processing system, and system software are functioning properly.
- 14.2 Components and parts for the machine must be guaranteed to be available for a minimum of 10 years from the date of lease.

D. ADDITIONAL FEATURES

1.0 SOLAR POWER SUPPLY

The bidder may provide details about optional solar power supply, and provide a per unit quote for adding such a power supply per machine in the future.

2.0 PAY BY LICENSE PLATE OPTION

Permits sold via the automated permit machines are valid until a specified period (4:00 pm) the next day (expiry times could be subject to change). The Parks Canada Agency is interested in addressing the issue of users sharing/transferring permits by implementing, at a minimum, a license plate display system on the printed tickets.

- 2.1 The system should be capable, for future consideration, to accept North American license plate information, and to display this information on the printed permits.
- 2.2 If applicable, the bidder may elaborate on any current or future option to integrate with a license plate recognition system for mobile enforcement/compliance.

3.0 MOBILE SYSTEM OPTION

Parks Canada Agency is interested in a system that includes a handheld device that would be able to issue both park use permits (equivalent to the automated permit machines) and violation/warning tickets in real-time.

- 3.1 Any handheld device system must be fully integrated with the automated permit machines and host software.
- 3.2 If applicable, the bidder may elaborate on option related to handheld device systems

4.0 GATE SYSTEM

Parks Canada Agency is interested in a system that includes an automated gate at parking lot or road entrance points

- 4.1 Any gate systems must be fully integrated with the automated permit machines and host software
- 4.2 If applicable, the bidder may elaborate on options related to entrance gate systems.

Annex B – Pricing Schedule/Basis of Payment

The bidder must clearly delineate and itemize costs for all ongoing/annual fees associated with the system. These include, but are not limited to, software licensing, transaction processing, server hosting fee and after-warranty quote for technical support, if applicable.

Itemized cost

#	Item Description	Qty	24 months (contract period)	Option year 1	Option year 2	Option year 3
1	Parking Meter firm monthly lease price	13	\$	\$	\$	\$
2	Installation cost	13	\$			
3	Software licensing	13	\$			
4	Server hosting fee					
5	Technical support (after-warranty)					

This is not an exhaustive list. Bidder may add additional items if applicable.

Optional Goods

#	Item Description	Per unit Price
1	SOLAR POWER SUPPLY	
2	PAY BY LICENSE PLATE	
3	MOBILE SYSTEM	
4	GATE SYSTEM	

This is not an exhaustive list. Bidder may add additional items if applicable.

Supplies (e.g. papers) : mark-up ___% (not part of financial evaluation)

Option to Purchase

The Contractor grants to Canada the option to purchase any or all of the leased products at any time during the rental period. In this event, _____ percent of the rental paid will be credited at the time of purchase up to a maximum of _____ percent of the unit purchase price detailed below for the applicable item.

Unit Purchase Price: Item 1 \$ _____





