



RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Unit  
Parks Canada Agency  
John Cabot Building  
P.O Box 1268  
St. John's, NL A1C 5M9**

**REQUEST FOR A SUPPLY ARRANGEMENT**

**DEMANDE POUR UN ARRANGEMENT EN  
MATIÈRE D'APPROVISIONNEMENT**

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Supply Arrangement on behalf of the identified users herein.

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une arrangement en matière d'approvisionnement au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaries**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

**Parks Canada Agency  
John Cabot Building  
P.O Box 1268  
St. John's, NL A1C 5M9**

<b>Title-Sujet</b> <b>RFSA – General Contracting Services for Prince Edward Island National Park Parks Canada</b>	
<b>Solicitation No. - No. de l'invitation</b> 5P110-5018/NL	<b>Date</b> January 31, 2013
<b>GETS Reference No. – No de reference de SEAG</b>	
<b>Client Reference No. – No. de référence du client</b>	
<b>Solicitation Closes</b> <b>L'invitation prend fin –</b>  <b>at – à 02:00 PM</b> <b>on – le January 31, 2016</b>	<b>Time Zone</b> <b>Fuseau horaire -</b>  <b>NewfoundlandStandard</b> <b>Time (NST)</b>
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b>  <b>Colleen Sheehan</b> <b><u>Colleen.sheehan@pc.gc.ca</u></b>	
<b>Telephone No. - No de téléphone</b>  <b>(709)772-6129</b>	<b>Fax No. – No de FAX:</b>  <b>(709)772-3651</b>
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b>  <b>See Herein</b>	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur :</b>   <b>Telephone No. - No de telephone:</b> <b>Facsimile No. - N° de télécopieur:</b>	
<b>Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>  _____	
<b>Name</b>	<b>Title</b>
_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____

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Special Instructions (SI)

**SI x Former Public Servant – Rejection of Bid**

**1. Definition:**

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) 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.

**2. By submitting a bid, the Bidder agrees that**

a) no former public servant as defined above in receipt of a payment under the Public Service Superannuation Act (a PSSA pension), the RCMP Superannuation Act, or the Canadian Forces Superannuation Act, or

b) no former Parks Canada Employee in receipt of a Transition Support Measure for a period of one year;

are to receive any benefit under a contract arising from this bid solicitation.

**3. In addition, bids from a former public servant as defined above will be considered non-responsive and given no further consideration.**

**4. Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction program.

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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 the Goods and Services Tax or Harmonized Sales Tax.

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**PART 1 - GENERAL INFORMATION**

**1. Introduction**

The Request for Supply Arrangements (RFSA) is divided into six parts:

Part 1, General Information;

Part 2, Supplier Instructions;

Part 3, Arrangement Preparation Instructions;

Part 4, Evaluation Procedures and Basis of Selection;

Part 5, Certifications, and

Part 6:

6A, Supply Arrangement,

6B, Bid Solicitation,

6C, Resulting Contract Clauses; and, Annex's.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSA and states that the Supplier agrees to be bound by the clauses and conditions contained in all parts of the RFSA;

Part 3: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Supply Arrangement (SA) with the applicable clauses and conditions;

Part 6B: includes the instructions for the bid solicitation process within the scope of the SA;

Part 6C: includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, Supply Arrangement Information and Call-up procedures, Insurance Requirements, Areas of Service and Ceiling Pricing, Conditions Precedent to issuance of a Supply Arrangements.

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**2. Summary**

Request for Supply Arrangements (SA). The Parks Canada Agency requires the services of General Contractors in the Province of Prince Edward Island to manage all aspects of a number of as and when required multi discipline projects that may include the demolition, renovation and construction of various equipment, services or structures. It will also be the responsibility of the general contractor to plan, organize and control the work, health and safety of all tradesmen working on any project under their management. Complete details of skills and responsibilities of the General Contractor are detailed in the Scope of Work included herein as Annex "B". Contracts resulting from the creation of SA's will include (but will not be limited to) the following trade categories: Electrician; Plumbing; Carpentry; Painting and Decorating; Floor Covering Installation; Roofer (Shingled and Built-up); Bricklayer; Cabinet Maker; Concrete Finisher; Gas Fitter; Glazier; Locksmith; Oil Burner Mechanic; Power line Technicians; Heating Ventilation and Air-Conditioning Mechanic; restoration Stone Mason; Sheet Metal Workers; Sprinkler System Installers; Steamfitters/Pipefitters; Tile setter; Welder; Gypsum Board and Plasterer; Acoustical Ceiling Installer/Repairer.

The established list of Contractors will remain in effect until March 31, 2016.

The Contractors will be invited to provide quotation on specific requirements valued up to \$100,000.00. Further details can be found in Annex "A" – Supply Arrangement Information and Call-up Procedures.

Details of skills and responsibilities of the General Contractor are described in the General Scope of Work included herein as Annex "B".

**2.1. Outline of the Supply Arrangement Process**

Supply Arrangements will permit the expeditious processing of contracts for General Maintenance

Services, suppliers, who are issued a Supply Arrangement, will have agreed to all applicable terms and conditions as well as applicable specifications in advance of any contract award. Furthermore, the suppliers have been qualified on their meeting mandatory requirements. A Supply Arrangement is not a contract. The Parks Canada Agency is under no obligation to solicit any tenders through the Supply Arrangement. Any level(s) of effort specified herein is an approximation of requirements given in good faith.

Two Phase Procurement Process

It is Canada's intention, by issuance of this Request for Supply Arrangement (RFSA) over the Government Electronic Tendering Service (MERX), to establish/maintain a List of Qualified Suppliers for General Maintenance Services. Qualification will be based entirely on meeting the mandatory requirements of this RFSA.

Phase 1: is the action of soliciting offers from suppliers of General Maintenance Services from which

Canada intends to establish Supply Arrangements with those Contractors whose offer meets all the mandatory requirements of this RFSA.

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Phase 2: is the action of soliciting tenders from suppliers, qualified through the Phase 1 activity, for requirements identified on an as-and-when-requested basis by Parks Canada. Any contracts that arise from the Phase 2 activity must satisfy the requirements of the solicitation. To solicit tenders for a particular requirement, Parks Canada will issue an "Invitation to Tender" (ITT) (9400-3) to suppliers from the List of Qualified Suppliers for General Maintenance Services. Suppliers must submit their tenders according to the instructions in each ITT. The tenders will be evaluated by Canada according to the method stated in the ITT. The successful bidder will be awarded a contract (9400-4). Each contract awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.

This Request for Supply Arrangements does not commit The Parks Canada Agency to authorize the utilization of a Supply Arrangement.

**3. Security Requirement**

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

**4. Canadian Content**

The goods and/or services covered by the Supply Arrangement may be limited to Canadian goods and/or services as defined in clause A3050T.

SACC Manual clause A3050T 12/05/2008 Canadian Content Definition

**PART 2 - SUPPLIER INSTRUCTIONS**

**1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 2012/11/19 Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

**2. Submission of Arrangements**

Arrangements must be submitted only to Parks Canada, Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements. Bidders must ensure that the solicitation number, closing date and time are clearly marked on all envelopes or parcels.

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Bid Receiving Unit  
Parks Canada Agency  
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P.O Box 1268  
St. John's, NL A1C 5M9

**2.1 Supply Arrangement Closing Date**

Arrangements can be submitted at any time prior to the closing date indicated on page 1 of the Request for Supply Arrangement. The Contracting Authority will issue Supply Arrangements immediately following receipt and review of submissions to determine compliance with all criteria stated herein.

**3. Enquiries - Request for Supply Arrangements**

All enquiries must be submitted in writing to the Supply Arrangement Authority.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

**4. Applicable Laws**

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

**5. SACC Manual Clause Incorporated by Reference**

S0005T 2007/11/30 Disclosure of Pricing

**PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

**1. Arrangement Preparation Instructions**

Canada requests that suppliers provide the arrangement in separately bound sections as follows:



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Section I: Areas of Service and Ceiling Pricing (1 Copy) – Annex "D"

Section II: Conditions Precedent to Issuance of Supply Arrangement (1 Copy) – Annex "E"

It is essential that the elements contained in a submission for supply arrangement are stated in a clear and concise manner. Failure to provide complete information as requested will be to the Bidders disadvantage.

Prices must appear in Section I only. No prices must be indicated in any other section of the arrangement.

**Section I: Areas of Service and Ceiling Pricing (1 copy) - ANNEX "D"**

The Contractor should indicate the location of work and the range of project values they would like the opportunity to quote on. The Contractor's ceiling pricing for those areas should be included.

**Section II: Conditions Precedent to Issuance of Supply Arrangement - ANNEX "E"**

In order to be issued a Supply Arrangement, all information attached in Annex "E", "Conditions Precedent to Issuance of a Supply Arrangement" is required. The Contractor may include this information with their response to the Request for Supply Arrangement or they may provide it when requested from the Supply Arrangement Authority.

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

**1. Evaluation Procedures**

Conditions Precedent to Issuance of Supply Arrangement

After reviewing the Contractor's response to the Request for Supply Arrangement the Contractor will be given written notification to provide the information required in Annex "E", by a specific date and time. Should the Contractor fail to provide all the information required by the date and time specified, the arrangement will be considered non-compliant and given no further consideration.

**2. Issuance of a Supply Arrangement**

Upon compliance with the Conditions Precedent to Issuance, the compliant Contractors will be issued a Supply Arrangement.

**3. Rejection and Non-acceptance of Arrangements**

3.1.1 Parks Canada Agency reserves the right to:

- (a) Reject any or all offers received in response to this RFSA; and
- (b) Cancel and/or reissue this requirement at any time.

3.1.22 Rejection of offers shall take place during the evaluation. Rejection may be due to incompleteness or failure to provide all the information required in Annex "E" of the RFSA. In the event that an offer is rejected, the Contractor has the opportunity to resubmit an amended offer in order to achieve compliance up to the final closing date the Request for Supply Arrangement

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**4. Security Requirement**

For work in specified areas contractors and all employees and sub-contractors working within the specified areas will be required to undergo a Criminal Records Check prior to commencement of any work. The requirement for a CPIC will be clearly indicated on any applicable Invitation to Tender (ITT) issued by Parks Canada. Information on the Canadian Police Information Centre (CPIC) is available on the following web site: [www.cpic-cipc.ca/English/index.cfm](http://www.cpic-cipc.ca/English/index.cfm)

**PART 5 - CERTIFICATIONS**

**1. Certifications Precedent to Issuance of a Supply Arrangement**

The certifications and information should normally be submitted with the arrangement, but may be provided afterwards. Canada may declare a arrangement non-compliant if the certifications and information is not submitted or completed when requested. Where Canada intends to reject a arrangement pursuant to this paragraph, the Supply Arrangement Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirement within that time period will render the arrangement non-compliant.

Compliance with the certifications the Contractor provides to Canada is subject to verification by Canada during the arrangement evaluation period (prior to Supply Arrangement issuance) and after Supply Arrangement issuance. The Supply Arrangement Authority will have the right to ask for additional information to verify the Bidder's compliance with the applicable certifications before issuance of a Supply Arrangement. The arrangement will be declared non-compliant if it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly. Any failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-compliant.

In order to be considered for issuance of a Supply Arrangement, the Contractor whose Arrangement is technically and financially compliant, must meet the following conditions:

**1.1. Commercial General Liability Insurance**

The Contractor shall provide a copy of their Commercial General Liability Insurance policy that meets the insurance requirements specified in Annex "D".

**1.2 Bidder's Procurement Business Number**

N/A

**1.3. Canadian Content Certification**

As outlined in Annex D

**1.3.1 SACC Clauses Incorporated by Reference**

A3050T

2010/01/11 Canadian Content Definition

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**1.4. Federal Contractors Program for Employment Equity - \$200,000 or more**  
As outlined in Annex D

**PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

**A. SUPPLY ARRANGEMENT**

**1. Arrangement**

The Supply Arrangement covers the Work described in the Statement of Work at Annex "B"

**2. Security Requirement**

For work in specified areas contractors and all employees working within the specified areas will be required to undergo a Criminal Records Check prior to commencement of any work. The requirement for a CPIC will be clearly indicated on any applicable Invitation to Tender (ITT) issued by Parks Canada. Information on the Canadian Police Information Centre (CPIC) is available on the following web site: [www.cpic-cipc.ca/English/index.cfm](http://www.cpic-cipc.ca/English/index.cfm)

**3. Standard Clauses and Conditions**

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](http://sacc.pwgsc.gc.ca/sacc/index-e.jsp) Manual (<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>) issued by Public Works and Government Services Canada.

**3.1 General Conditions**

2020 11/19/2012 General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

**3.2 Supply Arrangement Reporting**

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases paid for by a Government of Canada Acquisition Card. The data must be submitted on a quarterly basis to the Parks Canada Supply Arrangement Authority.

Quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

Electronic reports must be completed and forwarded to the Supply Arrangement Authority no later than 15 calendar days after the end of the quarterly period. An electronic version of the form in Excel and/or Lotus spreadsheet format is available on the Business Access Canada Website, under "Publications, Manuals, Forms", at the following address: <http://contratscanada.gc.ca/en/index.html>).

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All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the withdrawal by Canada from the Supply Arrangement, the removal of the Supplier from the list of qualified suppliers and the application of a vendor performance corrective measure.

**4. Term of Supply Arrangement**

**4.1 Period of the Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from date of Award to March 31, 2016.

The period for awarding contracts under the Supply Arrangement begins immediately following issuance of the first Supply Arrangement.

**5. Authorities**

**5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

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

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

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

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

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

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

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

**5.2 Supplier's Representative** *(Bidder must fill in this information below)*

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

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**6. Identified Users**

The Identified User is: Designated representatives of Parks Canada Agency , Prince Edward Island Field Unit including Prince Edward Island National Park, Ardgowan National Historic Site, Province House National Historic Site and Port-la-Joye Fort Amherst National Historic Site.

**7. On-going Opportunity for Qualification**

This notice will remain on the Government Electronic Tendering Service (MERX) until January 31, 2016 to allow the continuous addition of qualified suppliers.

**8. 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 the Supply Arrangement;
- (b) the general conditions 2020 11/19/2012 General Conditions - Supply Arrangement - Goods or Services
- (c) Annex "B", Statement of Work;
- (d) Annex "D", Area's of Service and Ceiling Pricing
- (e) the Supplier's arrangement dated \_\_\_\_\_ (*insert date of arrangement*) (*if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_". (Insert date(s) of clarification(s) or amendment(s), if applicable)*)

**9. Certifications**

**9.1 Compliance**

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

**10. Applicable Laws**

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island.

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**B. BID SOLICITATION**

**1. Bid Solicitation Documents**

Parks Canada will use the Invitation to Tender Templates for Minor Works (up to \$100K). The bid solicitation will contain as a minimum the following:

- (a) security requirements
- (b) a complete description of the Work to be performed;
- (c) General Instructions to Bidders R2410T (2012-07-16); As amended by paragraphs 3) 4) & 5) of SI01
- (d) bid preparation instructions;
- (e) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) evaluation procedures and basis of selection;
- (g) conditions of the resulting contract.

**2. Bid Solicitation Process**

- 2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 2.2** The bid solicitation will be sent directly to suppliers.
- 2.3** The designated representative of Parks Canada authorized by the Service Centre to generate call-ups against the supply arrangement will be responsible for the bid solicitation process and the award of contracts.
- 2.4** Maximum Call-up not to exceed \$100,000.00 HST Included.

**C. RESULTING CONTRACT CLAUSES**

**1. General**

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

Parks Canada Invitation to Tender Minor Works Template for all call-ups not exceeding \$100,000.00

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**ANNEX "A", SUPPLY ARRANGEMENT INFORMATION AND CALL-UP PROCEDURES**

**A1 General Information**

**1.1 Objectives**

The objectives of the Supply Arrangements are:

- I. To establish an open and competitive procurement process for the provision of services;
- II. To minimize the cost of services to Canada and the Industry; and
- III. To pre-establish terms and conditions under which the services will be delivered.

**1.2 Outline of the Supply Arrangement Process**

A Supply Arrangement is not a contract. Supply Arrangements include a set of predetermined terms and conditions that will apply to any subsequent contract. The use of Supply Arrangements allows efficient processing of contracts for Construction Service projects because Contractors who are issued a Supply Arrangement will have agreed to all applicable terms and conditions as well as applicable specifications (see Annex "B") in advance of any contract award.

**1.3 Compliance Audit**

1.3.1 The Contractor's compliance with information provided as per Annex "D" and "E" may be subjected to verification by government audit, at any time during the period of the Supply Arrangement.

1.3.2 If the Contractor refuses to permit such audit or if such audit demonstrates that the facility or company no longer meets the requirements of the criteria used to evaluate the original proposal, the Supply Arrangement will be immediately suspended until such time as the Supplier demonstrates compliance with the said criteria.

**1.4 Withdrawal of Authorization to use the Supply Arrangement Provisions**

1.4.1 If, during the course of the Supply Arrangement, the Supply Arrangement Authority becomes aware that the Contractor is in violation of the terms and conditions of this Arrangement or any associated contract (e.g., either through random inspections or written complaints from Project Authority, the Supply Arrangement Authority may withdraw authorisation to use the Supply Arrangement.

1.4.2 Conditions, which may result in withdrawal of authorisation to use the Supply Arrangement, include:

**(a) Unsatisfactory Contractor Performance**

For each incident reported in writing to the Supply Arrangement Authority regarding unsatisfactory Contractor performance such as: poor quality, failure to comply with specifications/drawings, or inadequate warranty, the Contractor shall be asked to provide in writing to the Supply Arrangement Authority within seven (7) calendar days of the request, what corrective actions will be taken to correct the current situation and how the Contractor will mitigate future occurrence of the problem.

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Parks Canada may withdraw the Supply Arrangement with that Contractor if the Contractor does not rectify their poor performance or there is a second incident of poor performance.

**(b) Non-Response to Requirements (ITT), for Not Quoting, Submitting High Prices Or Unreasonable Delivery**

For each incident reported in writing by the PA/TA to the Supply Arrangement Authority regarding the Contractor not responding to Invitation to Tenders (ITT) or deliberately quoting a high price in order to avoid receiving a contract, or providing unreasonable delivery dates/lead times the Supply Arrangement Authority will send a notice to the Contractor to explain what corrective measures are required. Should the Contractor fail to remedy the unacceptable bidding practices Parks Canada may withdraw the Supply Arrangement with the Contractor.

1.4.3 Withdrawal of authorisation to use the Arrangement, for whatever reason, does not remove the right of the Parks Canada to pursue other measures that may be available.

**A2 How Does a Supply Arrangement Work? The Two Phase Procurement Process**

**2.1 Phase 1 - How Supply Arrangements will be issued**

Phase 1 is the action, by Parks Canada, of soliciting offers from Contractors to provide Services. Parks Canada intends to issue Supply Arrangements (SAs) to those whose offers meet all the Mandatory Requirements and Conditions Precedent to the Issuance of the Supply Arrangements.

**2.2 Phase 2 - How to Bid on a Requirement**

Phase 2 is the action, by Designated Representatives, of tendering for specific projects on an as-and-when-requested basis. Designated Representatives shall only request a quote from the Contractors who have received Supply Arrangements through Phase 1 and have indicated at Annex "D" a willingness to provide services in the area of where project will commence.

PA/TA from Field Unit will issue a "Invitation to Tender" (ITT) to SA Holders who must submit their tenders according to the instructions in each ITT. The tenders will be evaluated by client, according to the method stated in the ITT. The successful bidder will be awarded a contract (Call-up).

Each call-up awarded will incorporate by reference, all the terms and conditions set out in the Supply Arrangement.

**A3 Procedures to Invitation to Tender and Contracting**

**3.1 Establishment of Supply Arrangement for Rotational Sourcing**

Parks Canada will provide all designated users with the list of Supply Arrangement (SA) Holders. The list shall be sorted in Numerical Order, based on the individual Supply Arrangement number of the SA Holder. It will be the responsibility of the Designated Representatives, to ensure that any additional Supply Arrangement holders are added to the rotation process as applicable. Each designated user group shall maintain a separate list.



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**3.2 For all requirements up to an estimated value of \$25,000.00, (applicable taxes included)**

SA Holders shall be contacted using a Rotational Basis, based on the list established under 3.1. Departments or Agencies shall contact at least one SA Holder by issuing a bid solicitation in the form of a "Invitation to Tender" (ITT).

**3.3 For all requirements with an estimated value between \$25,001.00 and \$100,000.00 (applicable taxes included)**

A minimum of 3 SA Holders must be sent a ITT using a Rotational Basis, based on the list established under 3.1.

**3.4 Invitation to Tender (ITT) Format**

The PA/TA can request prices using any of the following formats:

- Form DSS MAS 9400-3 (<http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/pdf/9400-3.pdf>)  
Transmission may be made through facsimile, electronic mail, regular mail or courier

**3.5 Call-up Against the Supply Arrangement Format**

The PA/TA shall issue the Call-up Contract using **any one** of the following methods:

- Form DSS 9400-04 Call-up Against a Supply Arrangement.  
Transmission may be made through facsimile, electronic mail, regular mail or courier. Verbal contracts are not acceptable.

**3.6 Maximum Individual Call-up Limitation**

Individual Call-up limits must not be exceeded unless it is approved in advance and countersigned by the Supply Arrangement Authority. Projects must not be split to reduce the call-up levels.

The value of any one call-up shall not exceed \$100,000.00 including applicable taxes and all amendments.

**3.7 Monitoring of Supply Arrangement Use**

Designated representatives shall monitor and adhere to these Supply Arrangement tendering and contracting procedures. Service Centres will conduct random audits of the designated representatives tendering procedures for compliance. Deviation from the procedures stated in the Supply Arrangement may result in the withdrawal of the designated representative's authority to use the Supply Arrangements.

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**ANNEX "B" – GENERIC STATEMENT OF WORK**

**1. SCOPE OF WORK**

**1.1 General**

The work under the resulting Supply Arrangements comprises the furnishing of all labour, material, and equipment required for the performance of General Contracting Services as required to the Parks Canada Agency - Prince Edward Island Field Unit including Prince Edward Island National Park, Ardgowan National Historic Site, Province House National Historic Site and Port-la-Joye Fort Amherst National Historic Site.

**1.2 Trade Certifications**

The successful General Contractors shall ensure that all personnel performing work in the following trade disciplines are licensed including all personnel Subcontracted to perform any work on behalf of the General Contractor. The use of registered apprentices will be as directed by the project authority. General Contractors shall provide copies of certificates and proof of certifications when and if requested by the Project Authority. The General Contractor is not required to be licensed in any of the applicable trades. General Contractors that do not hold any trade certification will only perform administrative project implementation activities and tasks that do not require licensed personnel to perform them.

**2. SITE ACCESS**

The movement of men, material and equipment shall be subject to the approval of the Technical Authority or a designated representative.

**3. STANDARDS**

- Throughout the various sections and subsections of this specification reference is made to domestic, national and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the specification as if they were reproduced herein. The Contractor shall therefore be fully familiar with their contents and requirements. The latest edition of all standards shall be applicable unless a specifically dated edition is mentioned.
- When reference is made to certain detailed drawings, catalogues or similar related data as published by equipment suppliers, the Contractor shall be solely responsible for obtaining these from the described sources.

**4. REFERENCE TO TRADE NAMES**

When trade names are used in this specification they are not necessarily restrictive unless specifically required. The acceptability of materials other than those specified shall be determined by the Technical Authority.

**5. ACCEPTABILITY OF MATERIAL**

- The acceptance of materials other than those specified shall be determined by the Technical Authority or a designated representative of in advance of the use by the contractor.
- Request for acceptance of non-specified materials shall be submitted in writing to Technical Authority or a designated representative. The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.

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**6. SCHEDULE OF WORK**

- The Contractor shall arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- The Contractors employees shall work in co-operation with other workers on the site.
- Work on job site shall normally be carried out between the hours of 0800 and 1630, Monday to Friday, unless authorized otherwise by the Technical Authority.

**7. USE OF PREMISES**

- At the discretion of the Technical Authority, the contractor may be permitted to store some of its apparatus, materials, etc., at or near the job site. In the absence of permission from the Technical Authority to store equipment, the contractor shall be responsible for the provision of storage facilities which may be required for the storage of its equipment and materials. At all times, the contractor shall confine its equipment, storage of materials and operations of its employees to limits indicated by law, ordinances or the direction of the Technical Authority, and shall not unreasonably encumber the site.

**8. SITE VISIT**

- Before submitting a quotation/estimate the Contractor may be instructed to report to the Technical Authority, to acquaint himself with all conditions that may affect his work prior to visiting the project site.
- Prior to commencing work the Contractor shall report to the Technical Authority or his delegated representative referred to as the "Technical Authority" in this specification.

**9. SUPPLY AND/OR INSTALLATION**

Unless the word "only" suffixes "supply" or "install" or other variations of these words according to the section wherein they are used, it is the express intent of this document that "supply and install" is implied. This will not apply to work supplied by one section and installed by another.

**10. RESPONSIBILITY**

- The responsibility for the requirement and work included in these documents, including any portion of the work to be performed by a subcontractor, rests solely with the Contractor.
- The responsibility for measurements and quantities rests solely with the Contractor.

**11. DAMAGE TO EXISTING FACILITIES**

The Contractor shall take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be repaired by the contractor without delay and at no expense to the Consignee.

**12. PLANS AND SPECIFICATIONS**

The Contractor shall have at all times on the site, a complete, up to date set of specifications.

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**13. CLEAN UP**

The Contractor shall perform a daily clean up of the debris resulting from the work, and all hazardous impediments shall be removed from the site at the end of each work day, to the satisfaction of the Technical Authority.

**14. FIRE SAFETY REQUIREMENTS**

- Fire Safety Plan Contractors and their personnel shall be familiar with this section and its requirements when performing work on any Federal Government Property.
- Fire Department Briefing.  
The Construction Project Manager shall co-ordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Technical Authority before any work is commenced.
- Reporting Fires
  - (1) Know the location of nearest fire alarm box and telephone, including the emergency phone number.
  - (2) Report immediately all fire incidents to the Fire Department as follows:
    - (a) Activate nearest fire alarm box, or
    - (b) Telephone 911 and ask for Base Fire Hall.
    - (c) Person activating fire alarm shall exit building and remain in area to direct Fire Department to scene of fire, and provide other details as required.
    - (d) When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- Interior and Exterior Fire Protection and Alarm Systems
  - (1) Fire protection and alarm systems shall not be:
    - (a) Obstructed.
    - (b) Shut off.
    - (c) Left inactive at the end of a working day or shift without notification and authorization from the Technical Authority or his representative.
  - (2) Fire hydrants, standpipes and hose systems shall not be used for other than fire fighting purposes unless authorized by the Technical Authority.
- Fire Extinguishers  
The Contractor shall supply fire extinguishers, as scaled by the Technical Authority, necessary to protect, in an emergency, the work in progress and the Contractors physical plant site.
- Blockage of Roadways  
The Technical Authority shall be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Technical Authority, erecting of barricades and the digging of trenches.
- Smoking Precautions  
Smoking is not permitted in any base building or facility.
- Rubbish and Waste Materials

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- (1) Rubbish and waste materials are to be kept to a minimum.
- (2) The burning of rubbish is prohibited.
- (3) Removal:  
All rubbish shall be removed from the work site at the end of the work day or shift or as directed.
- (4) Storage:
  - (a) Extreme care is required where it is necessary to store oily waste in work areas to ensure maximum possible cleanliness and safety.
  - (b) Greasy or oily rags or materials subject to spontaneous combustion shall be deposited and kept in an approved receptacle and removed as required in 14.h.3.

- **Flammable Liquids**

- (1) The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
  - (2) Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes requires the permission of the Technical Authority.
  - (3) Transfer of flammable liquids is prohibited within buildings or on jetties.
  - (4) Transfer of flammable liquids shall not be carried out in the vicinity of open flames or any type of heat-producing devices.
  - (5) Flammable liquids having a flash point below 38oC such as naphtha or gasoline shall not be used as solvents or cleaning agents.
  - (6) Flammable waste liquids, for disposal, shall be stored in approved containers located in a safe, ventilated area. Quantities are to be kept to a minimum and the Fire Department is to be notified when disposal is required.

- **Hazardous Substances**

- (1) If the work entails the use of any toxic or hazardous materials, chemicals, and/or explosives, or otherwise creates a hazard to life, safety or health, work shall be in accordance with the National Fire Code of Canada.
  - (2) The Technical Authority is to be advised, and "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
  - (3) Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers shall be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch shall be at the discretion of the Technical Authority. Contractors are responsible for their work on a scale established and in conjunction with the Technical Authority at the pre-work conference.

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(4) Where flammable liquids, such as lacquers or urethanes are to be used proper ventilation shall be assured and all sources of ignition are to be eliminated. The Technical Authority is to be informed prior to and at the cessation of such work.

- Questions and/or Clarification

Any questions or clarification on Fire Safety in addition to the above requirements shall be directed to and cleared through the Technical Authority.

**15. SAFETY AND SECURITY**

- All work will be done in compliance with construction safety measures of National Building Code Part 8, Province of PEI Occupational Health and Safety Act and Regulations for Construction Projects, Worker's Compensation Act including Regulation 950 and 951, C-02-040-009/AG-000 Applicable Parks Canada Agency Safety Regulations, the more stringent shall apply.

**16. WHMIS**

- Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- Deliver copies of WHMIS data sheets to Technical Authority on delivery of materials.
- Keep copies of Material Safety Data sheets for all hazardous materials on site and make available to anyone "working with" and/or "in proximity to" the hazardous material.

**17. NON-COMPLIANCE WITH REGULATIONS**

- In the event contract personnel are found to be in non-compliance with the health and safety regulations while on Parks Canada property, the following action will be taken by the Site General Safety Officer and/or designated officials:
  - (1) FIRST INCIDENT; supervisor will be told to remove person from Parks Canada property until the next work day.
  - (2) SECOND INCIDENT; person will no longer be permitted on Parks Canada property for the duration of that project.
- The incidents noted above need not be a repeat of a previous occurrence, but may take the form of unrelated instances of non-compliance with the health and safety regulations by the same individual.
- In circumstances where repetition of incidents indicates a lack of adherence to the health and safety regulations by the supervisor, the contractor will be instructed to remove the supervisor from the property.
- Should the contractor be responsible for a delay in the progress of the work due to an infraction of the legislated requirements, or the safety requirements, the contractor will, at its own expense, work such overtime, acquire and use manpower and/or equipment for the execution of the contract work, as deemed to be necessary, in the opinion of the Technical Authority, to avoid delay in the final completion of the work or any operations thereof.

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**18. APPLICATION FOR A VARIANCE**

- Contractors and Subcontractor may request a variance, in unusual circumstances, whenever regulations are considered contributory rather than preventive in nature to achieving the aims of our safety program. The decision to approve/disapprove the variance will be made by the Technical Authority and will be binding.
  
- Variances to Parks Canada safety regulations can only be approved or disapproved whenever the Parks Canada regulations are more stringent than the minimum requirements.

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**ANNEX "C" - EVALUATION CRITERIA AND BASIS OF SELECTION**

**1. It is the intention of the Crown to evaluate this requirement as follows:**

Step 1: Compliance with Mandatory Requirements

Each bid will be examined to determine that it meets the Mandatory Requirements detailed at para 3. Bids which fail to meet any of the Mandatory Requirements will be given no further consideration and will be considered non compliant. Bids which meet the Mandatory Requirements will move to Step 2.

Step 2: Conditions Precedent to Issuance of Supply Arrangement

Each compliant Bidder will be given written notification to provide the information required in Annex "D", by a specific date and time. Should the Bidder fail to provide all the information required by the date and time specified, the bid will be considered non-compliant and given no further consideration.

Step 3: Issuance of a Supply Arrangement

Upon compliance with the Conditions Precedent to Issuance, the compliant Offer's will be issued a Supply Arrangement.

**2. Rejection and Non-acceptance of Offers**

2.1 Parks Canada reserves the right to:

- (a) Reject any or all offers received in response to this RFSA; and
- (b) Cancel and/or reissue this requirement at any time.

2.2 Rejection of offers shall take place during the evaluation. Rejection may be due to incompleteness or non-compliance with the Mandatory Requirements **OR** failure to provide all the information required in Annex "D" of the RFSA. In the event that an offer is rejected, the Bidder has the opportunity to resubmit an amended offer in order to achieve compliance up to the **final closing date of 31 January 2016**.

**3. Mandatory Requirements:**

Any proposal which fails to meet the following Mandatory Requirements will be deemed non-compliant and will receive no further consideration. Bidders must provide the necessary information to support compliance.

	<u><b>Mandatory Requirements</b></u>	<u><b>Compliance</b></u>		<u><b>Identify Section of Proposal</b></u>
		<b>Yes</b>	<b>No</b>	
1	The Bidder must have a minimum two years recent experience acting as the General Contractor and managing all aspects of projects that may include the demolition, renovation and construction. The Bidder must submit a detailed narrative demonstrating experience.			



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**ANNEX "D" CONDITIONS PRECEDENT TO ISSUANCE OF A SUPPLY ARRANGEMENT**

The certifications and information should normally be submitted with the bid, but may be provided afterwards. Canada may declare a bid non-compliant if the certifications and information are not submitted or completed when requested. Where Canada intends to reject a bid pursuant to this paragraph, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-compliant. Compliance with the certifications the Bidder provides to Canada is subject to verification by Canada during the bid evaluation period (prior to Supply Arrangement issuance) and after Supply Arrangement issuance. The Contracting Authority will have the right to ask for additional information to verify the Bidder's compliance with the applicable certifications before issuance of a Supply Arrangement. The bid will be declared non-compliant if it is determined that any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Any failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-compliant. In order to be considered for issuance of a Supply Arrangement, the Bidder whose Bid is technically compliant, must meet the following conditions:

**1. Workers Compensation**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers Compensation Board. The Bidder must provide, when requested, a certificate or letter from the applicable Workers Compensation Board confirming the Bidder's good standing account.

**2. Bidder's Procurement Business Number: N/A**

**3. Canadian Content Certification**

This procurement is limited to Canadian goods and Canadian services. Bidders should submit this certification completed with their arrangement. If the certification is not completed and or submitted with the arrangement, the Supply Arrangement Authority will so inform the Contractor and provide the Contractor with a time frame within which to submit this completed certification. Failure to comply with the request of the Supply Arrangement Authority and submit the completed certification will render the arrangement non-responsive. The Contractor certifies that a minimum of 80 percent of the total arrangement price consists of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

Annex 7.8 of the *Supply Manual* (<http://www.pwgsc.gc.ca/acquisitions/text/sm/chapter07-e.html#annex 7.8>) shows how Canadian content is determined for a mix of goods, a mix of services or a mix of goods and services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3.1 SACC Clauses Incorporated by Reference**

A3050T                      2008/05/12    Canadian Content Definition

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**4. Federal Contractors Program for Employment Equity - \$200,000 or more**

The Federal Contractors Program for Employment Equity (FCP-EE) requires that some suppliers bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder is subject to the FCP-EE, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible Contractors by Human Resources and Social Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contract Regulations. Suppliers may be declared ineligible Contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP-EE for a reason other than the reduction of their workforce. Any bid from ineligible Contractors will be declared non-responsive.

If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP-EE, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC. The form can be found on the following Service Canada Website: <http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>.

The Bidder certifies its status with the FCP-EE, as follows:

The Bidder

- (a) ( ) is not subject to the FCP-EE, having a workforce of less than 100 permanent full or part-time employees in Canada,
- (b) ( ) is not subject to the FCP-EE, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP-EE, having a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from HRSDC, (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP-EE, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared ineligible Contractor by HRSDC).

Further information on the FCP-EE is available on the following HRSDC Website: <http://www.hrsdc.gc.ca/en/gateways/topics/wzp-gxr.shtml>.

**Signature of authorized representative:** \_\_\_\_\_

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**5. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Supply Arrangement, in an amount usual for a Work of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Supply Arrangement Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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**ANNEX "E" - AREAS OF SERVICE AND CEILING PRICING**

**Areas of Service and Call Out Rate:**

Contractors should indicate areas in which they intend to provide services and the value of the projects that they would submit quotes in response to ITTs.

**Ceiling Pricing**

The ceiling prices shall be the maximum pricing that the Contractor will charge for the duration of the Supply Arrangement. This pricing doesn't preclude the Contractor from using lower rates in the quotations that they provide in response to the ITTs issued under this Supply Arrangement.

**Call-Out Rate:** is an all inclusive rate which includes but, is not limited to, transportation and/or traveling expenses for equipment and personnel (to and from work locations) and first hour of on-site productive labour during regular working hours from 7:30 a.m. to 5:00 p.m. local time from Monday to Friday, excluding Statutory Holidays. Call-Out Rates will not apply if the crew is already on-site for other work.

**Hourly Labour Rate:** is an all inclusive rate for the provision of on-site productive labour during regular working hours from 7:30 a.m. to 5:00 p.m. local time from Monday to Friday, excluding Statutory Holidays.

The Location of Work list indicates the most often used locations and is not an exclusive list. Additional locations may be added at the request of Federal Government Departments or Agencies.

Contractors wishing to provide services to an area where a Federal Government Department or Agency is located, but is not showing on the list below, may add the location(s).

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**Prince Edward Island Field Unit**

Location Of Work	Year #1 Ceiling Prices Date of Award – 2014/03/31		Year #2 Ceiling Prices 2014/04/01 – 2015/03/31		Year #3 Ceiling Prices 2015/04/01–2016/03/31	
	Call-Out	Hourly Labour	Call-Out	Hourly Labour	Call-Out	Hourly Labour
Prince Edward Island National Park of Canada District Office Palmers Lane, Charlottetown, PEI	\$	\$	\$	\$	\$	\$
Ardgowan National Historic Site of Canada, Charlottetown, PEI	\$	\$	\$	\$	\$	\$
Dalvay-by-the-sea National Historic Site of Canada, Charlottetown, PEI	\$	\$	\$	\$	\$	\$
L.M. Montgomery's Cavendish National Historic Site of Canada, Cavendish, PEI	\$	\$	\$	\$	\$	\$
Port-la-Joye-Fort Amherst National Historic Site of Canada, Rocky Point, PEI	\$	\$	\$	\$	\$	\$
Province House National Historic Site of Canada, Charlottetown, PEI	\$	\$	\$	\$	\$	\$

**ADDITIONAL PREMIUM FOR SERVICE AFTER REGULAR HOURS:**

Premium for Service Calls between 5:01 p.m. And 7:29 a.m. Monday to Friday, on Statutory Holidays and Weekends to be added to above ceiling prices for regular hours

Call-Out Rate \_\_\_\_\_% Hourly Labour Rate \_\_\_\_\_%.

**Parts and Materials**

Mark-up above the laid down cost on Parts and Materials shall not exceed \_\_\_\_\_%

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**ANNEX "F"**

**Attestation and Proof of Compliance with Occupational Health and Safety (OHS)  
Submission of this completed form, satisfactory to Parks Canada, is a condition of  
gaining access to the work place.**

**Instructions:**

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

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

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

Location of Work
General Description of Work to be Completed

**Request for Supply Arrangement  
General Contracting Services for Prince Edward Island National Park  
Parks Canada**

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Mark "Yes" where applicable.

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

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_