



RETURN BIDS TO:

Parks Canada
 Banff Field Unit
 P.O.Box 900
 100 Hawk Avenue
 Banff, Alberta
 T1L 1K2

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

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, service, and construction listed herein, and on any attached sheets at the price(s) set out therefor.

Comments

Title Armoured Car Service	
Solicitation No. 5P421-14-0416	Date January 23, 2014
Client Reference No. 52018-4111-10002669-22264	
File No. 5P421-14-0416	
Solicitation Closes at 2:00 PM on March 5, 2014	Time Zone Mountain Time MT
Address Enquiries to: Rose Marino	
Telephone No. (403) 760-1319	FAX No. (403) 762-5057
Destination – of Goods, Services and Construction Parks Canada Agency Banff National Park Various Sites	

Instructions: See Herein

Vendor/Firm Name and Address

Issuing Office
 Parks Canada Agency
 Banff National Park
 P.O. Box 900
 Banff
 Alberta
 T1L 1K2

Delivery Required See Herein	Delivery Offered XXXXXXXXXXXXXXXX
Vendor/Firm and Address	
Telephone No. Facsimile No.	
Name and title of person authorized to sign on behalf of vendor/Firm (type or print)	
Signature	Date



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The style and content of the Standard Template are the responsibility of the Department of Public Works and Government Services Canada. Any references, as applicable, to "Her Majesty" shall mean "Parks Canada" and any reference to "Minister" shall mean the "Chief Executive Officer".

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PART 1 - INFORMATION AND INSTRUCTIONS

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work is to be performed as detailed in Annex "A", Statement of Work of the resulting contract clauses.

PART 2 - BIDDERS 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>. 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 (2011-05-16) Standard Instructions - Goods or Services, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

2.1 Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Parks Canada Agency will not be accepted.

3. Enquiries - Bid Solicitation

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

4. Applicable Laws

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

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.

5. 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 3 - 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

- a) Annex "C", Basis of Payment must be completed.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria Only

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 4 - 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 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 5 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work is to be performed as detailed in Annex "A", Statement of Work of the resulting contract clauses.

3. 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 issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

3.1 General Conditions

2010C (2011-05-16) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of Contract

The period of the Contract will be from April 1, 2014 to March 31, 2015.

4.2 Option to extend

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods 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 sixty (60) calendar days before the Contract expiry date. 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:

Rose Marino
Parks Canada Agency
Banff Field Unit
P.O. Box 900
Banff, Alberta
T1L 1K2

Telephone: 403-760-1319 Facsimile: 403-762-5057

E-mail address: rose.marino@pc.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: To Be Announced

The Project Authority named below is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matter 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 Contacts

Name: _____

Address: _____

Phone: _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

The Contractor will be paid its costs reasonably and properly incurred in the performance of the Work, as detailed in Statement of Work, Annex "A", and as determined in accordance with the Basis of Payment in Annex "C". Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 10 of 2010C, General Conditions - Services (Medium Complexity).

8. Applicable Laws

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

9. 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) 2010C (2011-05-16) General Conditions - Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Insurance Requirements;
- (d) Annex "C", Basis of Payment;
- (g) the Contractor's bid dated _____ (insert date of bid), as amended on _____ (insert date(s) of amendment(s) if applicable)



10. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "B". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements will not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible to decide if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage will be at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



Annex A

Statement of Work

Armoured Care Service

For the supply of all labour, equipment, material, supervision and expertise to perform daily Armoured Car Service to Parks Canada Agency, Banff National Park, Banff, Alberta, in accordance with the following Scope of Work and pick up schedule. The service to include the delivery of money change to specified locations. The supply of plastic deposit bags, of various sizes and receipt books, as required by the various locations, to be included in the total cost.

Scope of Work

- 1) Pickup cash from defined locations and delivery to the Canadian Imperial Bank of Commerce, INTRIA, Calgary, Alberta excluding Statutory Holidays except as defined in the basis of payment herein.
- 2) Frequency and times for pickup are defined by location as per the Schedule detailed herein.
- 3) Delivery of coin up to 3 times per week to locations as requested, given 20 hours, minimum notice, incorporated with the pickup schedule.
- 4) Photo ID to be shown at all times by contractor's staff involved in pickup and deliveries.
- 5) Invoicing to be done on a monthly basis for all pickups for that period broken down as to location.

Site locations:

1. Banff East Gate
2. Banff Info Centre
3. Tunnel Mountain Trailer Court
4. Two Jack Lakeside Campground
5. Johnston Canyon
6. Administration Building



Annex B

Insurance Requirements

A. Commercial General Liability Insurance

1. Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The following endorsements must be included:

- (a) Additional Insured: Canada is included as an additional insured, but only with respect to liabilities that may arise from the Contractor's own negligence in the performance of the Contract.

The interest of Canada as additional insured should read as follows: Canada, represented by Parks Canada Agency.

- (b) Notice of Cancellation or Amendment: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (c) Cross Liability: Without increasing the limit of liability, the policy shall protect all insured parties to the full extent of coverage provided. Further, the policy shall apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (d) Contractual Liability: The policy shall, on a blanket basis or by specific reference to this Contract, extend to assumed liabilities with respect to contractual insurance provisions.
- (e) Contingent Employer's Liability: To protect the Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of its employees.
- (f) Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, shall be included as additional insured.
- (g) Voluntary Medical Payments, \$5,000 per person, \$25,000 per accident: To provide for expenses incurred in instances of minor accidental bodily injuries without determination of liability.
- (h) Non-owned Automobile: To protect the Contractor for liabilities arising by its use of vehicles owned by other parties.

B. Automobile Liability Insurance

1. Automobile Liability [Sections A & B] insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence. The policy must include Accident Benefits in accordance with basic regional statutory requirements.

2. The policy must include the following endorsement:



Notice of Cancellation: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of cancellation.

C. All Risk in Transit Insurance

1. All Risk Property in Transit insurance coverage for all applicable conveyances shall be effected by the Contractor and maintained in force on government property while under the care, custody or control of the Contractor, in an amount of NOT LESS THAN \$ 75,000 per shipment. Government property shall be insured on replacement cost (new) basis value basis.
2. Administration of Claims: The Contractor is responsible to monitor, investigate and document losses of or damage to government property to ensure that claims are properly made and paid to Canada as its interests appear.
3. The following endorsements must be included:
 - (a) Notice of Cancellation or Amendment: The Insurer agrees to give the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
 - (b) Loss Payee: Canada as its interest appears or as it may direct.



Annex C

Basis of Payment

- 1) Lump sum Price per location, in accordance with the Schedule and Statement of Work
- 2) Statutory Holidays exclude Christmas Day and New Years Day
- 3) Credit for Lost Pickups due to Park Official Area Closures (Fire Hazards, Bear Activity, etc.), will be deducted at the pickup rate as indicated in the Basis of Payment for the locations and dates affected.

A. Year One: April 1, 2014 to March 31, 2015

No.	Location	Estimated Year Pickups	Price Per Pickup	Extended Total
1	Banff East Gate	354 x	=	
2	Banff Info Centre	116 x	=	
3	Tunnel Mountain Trailer Court	172 x	=	
4	Two Jack Lakeside	96 x	=	
5	Johnston Canyon	92 x	=	
6	Administration Building	51 x	=	
7	Coin Delivery - cost per order	156 x	=	
Total Bid Price				

B. Optional Period One: April 1, 2015 to March 31, 2016

No.	Location	Estimated Year Pickups	Price Per Pickup	Extended Total
1	Banff East Gate	355 x	=	
2	Banff Info Centre	130 x	=	
3	Tunnel Mountain Trailer Court	177 x	=	
4	Two Jack Lakeside	122 x	=	
5	Johnston Canyon	65 x	=	
6	Administration Building	51 x	=	
7	Coin Delivery - cost per order	156 x	=	
Total Bid Price				



Annex C cont'd

Basis of Payment

C. Optional Period Two: April 1, 2016 to March 31, 2017

No.	Location	Estimated Year Pickups		Price Per Pickup	Extended Total
1	Banff East Gate	355	x	=	
2	Banff Info Centre	130	x	=	
3	Tunnel Mountain Trailer Court	177	x	=	
4	Two Jack Lakeside	122	x	=	
5	Johnston Canyon	65	x	=	
6	Administration Building	51	x	=	
7	Coin Delivery - cost per order	12	x	=	
Total Bid Price					

D. Optional Period Three: April 1, 2017 to March 31, 2018

No.	Location	Estimated Year Pickups		Price Per Pickup	Extended Total
1	Banff East Gate	355	x	=	
2	Banff Info Centre	130	x	=	
3	Tunnel Mountain Trailer Court	177	x	=	
4	Two Jack Lakeside	122	x	=	
5	Johnston Canyon	65	x	=	
6	Administration Building	51	x	=	
7	Coin Delivery - cost per order	12	x	=	
Total Bid Price					