

REQUEST FOR QUOTATION

RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 635 – 8 Avenue S.W., Suite 1300
 Calgary, Alberta T2P 3M3
 Bid Fax No.: (403) 292-4475

Due to the nature of the Request for Quotation, transmission of bids by email to the Parks Canada Agency will not be accepted.

Quotations 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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefore.

Issuing Office:

Parks Canada Agency
 635 – 8 Avenue S.W., Suite 1300
 Calgary, Alberta T2P 3M3

Title: Mooring Systems Upgrades and Repairs for the Parks Canada Gwaii Haanas Field Unit		
Solicitation No.: 5P420-14-5027/A	Date: May 29, 2014	
GETS Reference No.: PW-14-00638171		
Solicitation Closes:		
At: 02:00 PM	On: June 19, 2014	Time Zone: Mountain Daylight Time (MDT)
Address Enquiries to: Adam Krisch		
Telephone No.: (403) 292-4560	Fax No.: (403) 292-4475	Email Address: adam.krisch@pc.gc.ca
Destination of Goods, Services, and/or Construction: See Herein		

TO BE COMPLETED BY THE BIDDER (type or print)

Vendor/Firm Name	
Address	
Telephone No.	Fax No.
Name of person authorized to sign on behalf of the Vendor/Firm	
Title	
Signature	Date



TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

PART 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

PART 6 – RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance – Specific Requirements
12. SACC Manual Clauses

List of Annexes:

Annex A – Statement of Work

Appendix A1 – Scotchman Buoy Setup

Appendix A2 – General Mooring System Site Locations

Annex B – Basis of Payment

Annex C – Insurance Requirements

Annex D – Attestation and Proof of Compliance with Occupational Health and Safety (OHS)



PART 1 – GENERAL INFORMATION

1. Security Requirement

There is no 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

After contract award, 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2011-05-16) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

1.1. SACC Manual Clauses

B1000T (2007-11-30) Condition of Material

2. Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the Request for Quotation, transmission of bids by email to PCA will not be accepted.

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

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:



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

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

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

Former Public Servant in Receipt of a Pension

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

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

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

Yes () **No** ()

If so, the Bidder must provide the following information:

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

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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

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

- (a) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- (b) 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.

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.

2. Basis of Selection

SACC Manual clause A0069T (2010-08-16) Basis of Selection

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. 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

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

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](https://buyandsell.gc.ca/policy-and-guidelines/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.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

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 the Contract

The period of the Contract is from date of Contract to August 01, 2014 inclusive.

5. Authorities

5.1. Contracting Authority

The Contracting Authority for the Contract is:

Adam Krisch

Contracts, Procurement and Materiel Management Advisor

Parks Canada Agency

635 – 8 Avenue S.W., Suite 1300

Calgary, AB T2P 3M3

Telephone No.: (403) 292-4560

Fax No.: (403) 292-4475

Email Address: adam.krisch@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 inserted at contract award)

The Project Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the 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

The Contractor’s Representative for the Contract is:

Representative’s Name:		
Title:		
Vendor/ Firm Name:		
Mailing Address:		
City:	Province/ Territory:	Postal Code:
Telephone No.:	Fax No.:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN online at the [Public Works and Government Services Canada Buyandsell.gc.ca Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6. Payment

6.1. Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B for a cost of \$ *(to be inserted at contract award)*. 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.

6.2. Single Payment

SACC Manual clause H100C (2008-05-12) Single Payment



7. Invoicing Instructions

7.1. 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.

7.2. Invoices must be distributed as follows:

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

8. Certifications

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

9. Applicable Laws

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

10. 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 2010C (2011-05-16) Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) the Contractor's bid dated *(to be inserted at contract award)*.

11. Insurance – Specific Requirements

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

The Contractor is responsible for deciding 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 is 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 evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12. SACC Manual Clauses

A1009C (2008-05-12) Work Site Access

A9039C (2008-05-12) Salvage

A9068C (2010-01-11) Government Site Regulations

B6802C (2007-11-30) Government Property

D5328C (2007-11-30) Inspection and Acceptance



ANNEX A – STATEMENT OF WORK

MOORING SYSTEMS UPGRADES AND REPAIRS FOR THE PARKS CANADA GWAII HAANAS FIELD UNIT

1. Scope

1.1. Objective

To obtain the services of a contractor to conduct mooring buoy system repairs, upgrades, and removals to make each mooring facility standardized and safe for vessel tie up.

1.2. Background

The Gwaii Haanas Field Unit has several mooring systems in place to provide a convenient tie-up at various anchorages for vessels visiting Gwaii Haanas National Park Reserve, National Marine Conservation Area Reserve, and Haida Heritage Site. In October 2013 an inspection of these mooring systems was performed. Gwaii Haanas Field Unit intends to have repairs and upgrades conducted based on recommendations given in the inspection report.

2. Reference Documents

Gwaii Haanas Mooring Buoys Dive Inspection Report, Tim Fennell, October 2013. Under separate attachment (*Attach01_Eng_14-5027A.pdf*).

3. Requirements

3.1. Tasks

3.1.1. Repair mooring facilities at Skedans:

- (a) Put a boom chain through hole in block, replace existing float with a Scotchman and attach 6m length of chain on the anchor system closest to the beach; and
- (b) Flip upright the anchor, add 6m length of chain to anchor, and replace float with Scotchman on the anchor system furthest from the beach.

Approximate Coordinates N52 57.755 W131 36.408

3.1.2. Repair mooring facilities at Tanu:

- (a) Replace buoy with Scotchman, replace chain and rope with a minimum of 20m rope and 6m chain.

Approximate Coordinates N52 45.682 W131 36.643

3.1.3. Repair mooring facilities at Muchison Island:

- (a) On South East buoy, replace steel foam filled tire floats with Scotchman, replace South chain with 6m length of chain and 36m of rope, and remove North chain; and
- (b) On North buoy, replace existing chain with 6m length of chain and minimum 21m of rope and replace existing steel foam filled tire floats with Scotchman.

Approximate Coordinates N52 35.59 W131 28.23

3.1.4. Repair mooring facility at Hotspring Island:

- (a) Flip block, replace chain with 6m length of chain, and replace dragger ball buoy with Scotchman on South mooring system.

Approximate Coordinates N52 34.468 W131 26.744



3.1.5. Repair mooring facilities at Ramsay Island:

- (a) At mooring system closest to shore, replace dragger ball buoy with Scotchman, flip block and replace chain with 6m length of chain;
- (b) At the middle mooring system, replace dragger call buoy with Scotchman, flip block and attach piece of 6m chain; and
- (c) At mooring system closest to the entrance, replace dragger ball buoy with Scotchman, flip block up, and replace rope with 6m length of chain and minimum 12m of rope.

Approximate Coordinates N52 34.40 W131 24.00

3.1.6. Repair mooring facility at Huxley Island:

- (a) Replace float with Scotchman, replace chain from block to rope with new 6m length of chain on East mooring system.

Approximate Coordinates N52 25.987 W131 22.232

3.1.7. Repair mooring facility at Burnaby Island (North Dolomite Narrows):

- (a) Replace all chain from block to buoy with 6m length of chain and minimum 5m of rope, replace steel buoy and tire filled foam floats with Scotchman, and replace swivel with shackle.

Approximate Coordinates N52 34.40 W131 21.11

3.1.8. Repair mooring facility at SGang Gwaay:

- (a) On the North mooring system, add an additional (2) 250lb weights and replace swivel with shackle.

Approximate Coordinates N52 06.138 W131.517

3.1.9. Repair mooring facilities at Rose Harbour:

- (a) On the South mooring system, replace large buoy with Scotchman, attach 6m length of chain to anchor and replace rope with minimum of 14m length of rope;
- (b) Large buoy that will be replaced to be used at Louscoone Inlet water line; and

Approximate Coordinates N52 09.020 W131 05.196

- (c) On North East buoy, replace dragger ball buoy with Scotchman, flip anchor upright, and replace 3 ropes with 6m length of chain and a minimum of 14m of rope.

Approximate Coordinates N52 09.189 W131 04.822

3.1.10. Repair Louscoone Inlet water line mooring facility:

- (a) Replace foam filled tires and steel float with large yellow buoy with steel tie up eye from Rose Harbour;
- (b) Reconnect water line to buoy;
- (c) Attach a length of chain of at least 7.6.m to replace plastic sheathed rope and get the attachment point of rope past possible points of abrasion;
- (d) Attach lengths of chain to anchors to give them more spring;
- (e) Replace tied eyes of rope with spliced eyes; and
- (f) Remove old ropes that are not serving any purpose.

Approximate Coordinates N52 11.64 W131 15.37

3.1.11. Locate anchoring system and repair Louscoone Inlet mooring facility:



- (a) Provide GPS coordinates of found anchoring system to Gwaii Haanas Field Unit;
- (b) Replace existing chain with 6m length of chain and rope with adequate length to prevent anchor from being lifted by a vessel tied up on a higher tide; and
- (c) Install a Scotchman buoy.

Approximate Coordinates N52 10.05 W131 15.37

3.1.12. Decommission mooring systems at Shuttle Island:

- (a) Remove and dispose of ropes, chains and buoys; and
- (b) 5 ton cements block can be left in place or removed for use at other mooring locations requiring 5 ton cement block.

Approximate Coordinates N52 39.90 W131 43.70

3.1.13. Material to be used, unless otherwise specified:

- (a) Rope: Amsteel-blue. No knots. Spliced eyes only;
- (b) 2cm thick steel chain;
- (c) 2.45cm shackles to be used for connecting chain to rope and anchors, and rope to Scotchman;
- (d) 5 ton anchor; and
- (e) 3' Scotchman buoy, to be set up as shown in Appendix A.

3.2. Deliverables and Acceptance Criteria

3.2.1. A schedule must be submitted to the Project Authority within five days of contract award. The schedule must show:

- (a) Anticipated progress stages; and
- (b) Final completion of work within time period required by contract documents.

3.2.2. Recommendations on how to best secure shackle pins must be provided to the Project Authority within five days of contract award.

3.2.3. A Health and Safety Plan must be submitted to the Project Authority within one week of contract award.

3.2.4. Copies of a written report must be submitted to the Project Authority on or before August 01, 2014. The written report must:

- (a) Document all work completed;
- (b) Document any work not completed along with rationale (if applicable);
- (c) Contain a minimum of three pictures of different components of each completed mooring system; and
- (d) Be in Microsoft Office Word format (2003 or higher). The Contractor must provide one electronic copy and one hard copy. Electronic copy and written copy must be in English. Hard copy must be on 8.5"x11" white copy paper.

3.3. Constraints

3.3.1. The Contractor must obtain a Gwaii Haanas Orientation prior to entering Gwaii Haanas or going ashore at Skedans.

3.3.2. Mooring system sites are located in a remote wilderness setting where easy access to goods and services is nonexistent. See Appendix B for general site locations.

3.4. Contractor's Responsibilities

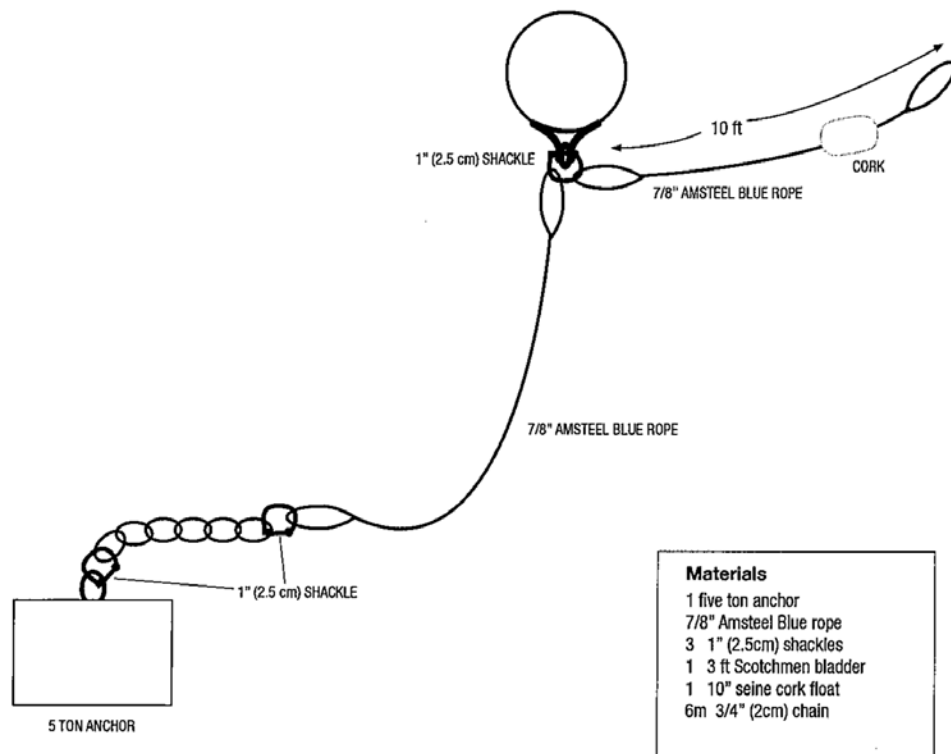
3.4.1. Provision of all labour, equipment, materials, supplies, transportation, food, and accommodation required to perform the work, both on and off the job site.



- 3.4.2.** Disposal of all mooring system parts that have been replaced.
- 3.4.3.** If using dive personnel:
- (a) Ensure that there is an on-site dive supervisor at all times when all dive work conducted on mooring systems is being carried out, and that this supervisor is responsible for the training, orientation and performance of the employees and that this supervisor has the authority to receive, on behalf of the Contractor, direction or other communication from Gwaii Haanas Field Unit;
 - (b) Ensure that appropriate measures are taken to restrict public marine vessel access and ensure safety and security at all times during dive operations;
 - (c) Perform work in compliance with all applicable dive regulations and standards; and
 - (d) Abide by all dive operation safety measures of the Federal Government, Provincial Government and Workers Compensation Board. In any case of conflict or discrepancy the more stringent requirements shall apply.
- 3.4.4.** The Contractor is responsible for the safety of all personnel and equipment on site.
- 3.4.5.** The Contractor must comply with all applicable codes, acts, bylaws, standards and regulations.
- 3.5. Support Provided by Canada**
- 3.5.1.** Provide the Contractor with Amsteel-blue rope;
- 3.5.2.** Provide the Contractor with Gwaii Haanas Orientation; and
- 3.5.3.** Ensure availability of the Project Authority to address any questions or concerns.
- 3.6. Timeframe and Delivery Dates**
- 3.6.1.** Work must commence as soon as possible upon official notification of contract award.
- 3.6.2.** A schedule and recommendations on how to best secure shackle pins are due within five days of contract award.
- 3.6.3.** A Health and Safety Plan is due within one week of contract award.
- 3.6.4.** All work must be completed on or before August 1, 2014 including a written report.
- 3.7. Contractor Qualifications**
- 3.7.1.** If the Contractor uses dive personnel, all divers carrying out underwater work must be commercially certified.



APPENDIX A1 – SCOTCHMAN BUOY SETUP





APPENDIX A2 – GENERAL MOORING SYSTEM SITE LOCATIONS



Mooring Systems locations are indicated on the map above with a yellow dot.



ANNEX B – BASIS OF PAYMENT

1. Firm Price

The Contractor will be paid an all-inclusive firm price (including but not limited to all labour, equipment, materials, supplies, transportation, accommodation, disbursements, mobilization and demobilization, insurance, etc.) for satisfactorily completing all of its obligations under the Contract as specified in Canadian currency below.

FIRM PRICE	\$
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Notes:

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (b) Customs duties are included and Applicable Taxes are extra.



ANNEX C – INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- 1.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than **\$2,000,000** per accident or occurrence and in the annual aggregate.
- 1.2. 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 Parks Canada Agency.
 - (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 Insureds: 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 Contracting 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.



ANNEX D – 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. The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Instructions:

- (a) Prime Contractor must sign this form for all projects undertaken at Parks Canada work places.
- (b) 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		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed



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: