



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

**Parks Canada Agency
Contracts/ Procurement Services
100 Hawk Avenue
P.O. Box 900
Banff, Alberta T1L 1K2**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

Proposition à: l'Agence Parcs Canada

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

Comments - Commentaries

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

Issuing Office - Bureau de distribution

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

Title-Sujet Solid Waste Collection and Cleaning Services		Date July 25, 2014
Solicitation No. - No. de l'invitation 5P421-15-0197		Client Ref. No. - No. de réf du client.
Solicitation Closes L'invitation prend fin – at – á 02:00 PM on – le September 8, 2014	Time Zone Fuseau horaire - Mountain Daylight Saving Time (MDT) / heure avancée des Rocheuses (HAR)	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à :		
Rose Marino		
Telephone No. - No de téléphone 403-760-1319	Fax No. - No de FAX: 403-762-5057	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein		
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :		
Telephone No. - No de telephone: _____		
Facsimile No. - N° de télécopieur: _____		
Name and title of person authorized to sign on behalf of the Vendor/Firm Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur		
_____ Name / Nom		_____ Title / Titre
_____ 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 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

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

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual 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 (2014-06-26) Standard Instructions - Goods or Services, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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 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.

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.

4. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Bidders must provide copies of their bid in separately bound sections as follows:

Section I: Technical Bid (1 copy)

Section II: Financial Bid (1 copy)

Prices must not appear in any other section of the bid except in the Financial Bid.

Canada requests bidders to 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 corresponding to the bid solicitation

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

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 specified below.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

2. Basis of Selection

1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain a minimum of 70 of the required points for the technical evaluation criteria which are subject to point rating.

2 Bids not meeting (a) or (b) or (c) will be declared non responsive.
The responsive bid with lowest aggregate bid price will be recommended for award.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

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 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 (2014-06-26) 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 October 1, 2014 to September 30, 2014 inclusive

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) 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 60 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rose Marino
Contracting Officer
Parks Canada Agency
Banff National Park
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 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.

6. Payment

6.1 Basis of Payment

1. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor shall be paid a firm price of \$TBA, Goods and Services Tax or Harmonized Sales Tax extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation in the Work.

6.2 SACC Manual Clauses

H1001C (2008-05-12) Multiple Payments

7. Invoicing Instructions

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

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) 2010C (2014-06-26) General Conditions - Services (Medium Complexity);
 - (c) Annex "A", Statement of Work;
 - (d) Annex "B", Basis of Payment
 - (e) Annex "C", Solid Waste and Cleaning Location and Pick-up Schedule, Kootenay National Park
- (d) the Contractor's bid dated _____ (insert date of bid), as amended _____ (insert date(s) of amendment(s), if applicable).

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



Annex A

Scope of Work

Solid Waste Services and Day Use Area Cleaning Services Kootenay National Park, British Columbia

1. General Description

This contract is for the collection and disposal of municipal solid waste and for cleaning of day use areas for Kootenay National Park, British Columbia. Specifically the services to be provided are:

- collection of solid waste at locations/facilities identified in the attached annex entitled Solid Waste and Cleaning Location and Pick-up Schedule, Kootenay National Park (solid waste collection for the Hot Pools is not included in this contract).
- litter picking and clean up around non-commercial garbage containers.
- shoveling of snow away from non-commercial garbage containers to make them safely accessible.
- periodic inspection and minor maintenance of garbage bins.
- periodic sanitization of garbage bins.
- cleaning of washrooms, outhouses, kitchen shelters, fire pits/boxes/stoves and tables, litter picking at day use areas identified on the attached annex entitled "Solid Waste and Cleaning Location and Pick-up Schedule, Kootenay National Park.

Approximately 300 tonnes of solid waste is collected annually in the Kootenay National Park. Once collected, the solid waste is hauled to the Windermere landfill located approximately 20 to 30 kms south of the Radium west gate. Parks Canada is responsible for tipping fees at the Windermere landfill. The Contractor should make themselves familiar with the operation, hours of operation and any other requirements by the Windermere landfill for solid waste disposal at this facility.

Solid waste collection is required on a seven day a week basis year round although not necessarily at each location. Exceptions to this apply to Christmas, Christmas Eve, New Years Day, Boxing Day and any other statutory holiday. In these cases, solid waste must be collected at the heaviest locations in such a manner as to fulfill the standards identified herein.

Cleaning of day use areas is required on a year round basis at some day use area locations and seasonally at other day use area locations. For seasonal definitions, the following dates are generally used. These may change slightly depending on weather conditions and facility open/close dates:

Summer - May 15th to October 1st

Fall Shoulder - October 1st to November 15th or until facilities are snowed in

Winter - November 15th to April 1st or until the snow melts

Spring Shoulder - April 1st to May 15th

"On-call" locations must be serviced within 24 hours of notification, 48 hours in winter. On-call locations are those that require service on a less than weekly basis.

2. Contractor's Responsibilities

The Contractor is responsible for providing all labour, material, supplies and equipment required to perform the work, except as otherwise indicated under Parks Canada's Responsibilities.

2.1 Occupational Certification

The Contractor is responsible for:

- ensuring all its' staff are legally certified by law to drive and/or operate the equipment relating to solid waste collection and disposal. This, at a minimum, requires a valid provincial driver's license with the appropriate class and certifications for the equipment being operated.
- performing the work in accordance with the Occupational Health and Safety Act.



- ensuring all its' staff have training as specified by Occupational Health and Safety for their area of operation and will include training in workplace hazardous materials and transportation of dangerous goods, where applicable.
- providing documentation regarding the above noted to the Parks Canada Representative as requested.

2.2 Vehicles

The Contractor shall:

- ensure that garbage trucks have an on board hydraulic system and are compatible with these units, as most garbage bins are hydraulic operated Haul All equipment using canola oil.

- use only Canola oil in the operation of the bins.

- ensure vehicles and equipment relating to solid waste collection or the movement of solid waste containers are maintained in a clean and mechanically sound state. Clean means no buildup of dirt or grease on the interior or exterior of the vehicle. Mechanically sound is as defined per federal or provincial laws, acts and regulations. As a minimum, the vehicle garbage container component shall be washed and disinfected twice per year.

- be responsible for insuring its' equipment against all risks or accidental loss or damage.

- ensure each truck has a valid provincial vehicle registration or equivalent permit and a current Commercial Vehicle Inspection Certificate Decal. The decal shall be displayed on the vehicle at all times.

- maintain each truck to the minimum standard established by the commercial vehicle inspection. If, in the opinion of the Parks Canada Representative, the truck is not in a satisfactory mechanical or safe condition, it shall be removed from the contract area until the necessary repairs have been made.

- ensure that if a truck has broken down for more than 72 hours, a replacement truck is leased or rented to continue the pick- up schedule as required.

- ensure each truck engaged in the works is assigned a unique number that is prominently displayed on the truck, for the duration of the contract. The doors of each truck shall prominently display the Contractor's company name or logo and phone number.

- ensure that no advertising, stickers, bumper stickers or other communications are added to any vehicle engaged in the work, except when approved in writing by the Parks Canada representative.

- ensure that vehicles that cross provincial boundaries carry or have permits to meet the requirements of each respective province.

2.3 Pesticide and Herbicide or Other Chemical Use

The Contractor shall ensure that only chemicals and cleaning agents approved by the Parks Canada Representative are used.

2.4 Enclosures/Containers and Surrounding Area

The Contractor shall:

- be responsible for the care of all garbage and recycling containers owned by Parks Canada or other private owners.

- ensure all 4 yard solid waste containers are mechanically emptied completely as per the pick-up schedule.

- ensure bins are left empty, washed and disinfected within ten (10) days after the closing date of each facility.

- ensure one and two baggers, recycle bins and cans garbage bags must be replaced as per the pickup schedule.

- ensure (one and two baggers, recycle bins and cans) are odour free and sanitary and do not attract bears or other wildlife.



- except for commercial bins, ensure the area around the garbage container (defined as within ten (10) meters), is maintained free from all litter, debris and garbage. Commercial operators are responsible for litter pick up around their bins, except for litter that the Contractor has caused. In this case, the Contractor is responsible for its pick up.
- after any snowfall, shovel snow away from garbage containers and apply sand at the time of a collection visit, so as to ensure safe access to the container.
- ensure vehicles are dumped at the end of the day.
- as a minimum, wash and disinfect bins twice annually and on average every six (6) months. Discharge to the ground within the National Park is not permitted.
- inspect all garbage containers and infrastructure during the collection visit to ensure they are functioning properly. The Contractor shall report any major repairs required or malfunctioning components to the Parks Canada Representative within 24 hours of inspection.
- at a minimum monthly, or more frequently as required, ensure all hinges and moving parts are adjusted and lubricated and minor repairs such as tightening/replacing screws and bolts, repair of hydraulic leaks, etc. are performed.
- maintain a record of repairs performed and submit the record to the Parks Canada Representative on a monthly basis, including nil reports.
- when requested by the Parks Canada Representative, assist in the lifting of bins when major repairs or the moving of bins is required.
- ensure solid waste bins or containers are only moved with the written consent of the owner.
- attend periodic meetings as scheduled by the Parks Canada Representative to review work plans and address concerns and problems.

2.5 Noise Control

The Contractor shall ensure that, in urban locations, such as town sites, outlying commercial accommodation and campgrounds, no equipment is operated between 9:00 p.m. and 7:00 a.m., except as required to respond to emergencies or approved special events.

2.6 Collection, Storage and Disposal of Hazardous Material

Minimal collection, storage and disposal of hazardous waste or materials occurs within the Kootenay National Park. In general, Garage Services, Technical Services and Wardens Services handle the responsibility in this area.

2.7 Cleaning of Day Use Areas

2.7.1 Outhouses

The Contractor, based on the operational schedule shall:

- ensure pit toilets, seats, lids, walls, floors and any other fixtures are in a clean and fully functional condition free of dirt, dust, stains, moulds, cobwebs, graffiti, garbage, excess water, unpleasant odours and all foreign material.
- report to the Parks Canada Representative any maintenance required within 24 hours of the site visit.
- provide, as required, toilet paper, deodorant, and deodorizing chemical (lime products may not be used).
- maintain area surrounding the pit toilet free from all litter, debris and garbage.
- with any snowfall, shovel snow and apply sand at the time of a scheduled site visit, so as to provide safe access to the facility (except for those facilities so identified herein).



- report any repair work, vandalism or other incidences requiring Parks Canada attention within 24 hours to the Parks Canada Representative.
- visually check tank levels regularly to ensure waste levels are not within one (1) metre of the floor level and report to the appropriate authority for emptying when levels approach the one (1) metre level.
- pressure wash facility as required to maintain the above standards of cleanliness.
- maintain a daily record of cleaning inside each facility, noting time of day when cleaning took place and ensure it is initialed by the cleaner.
- ensure a complete cleaning of outhouses occurs within five (5) days of receipt of notification before opening of each facility and within ten (10) days of receipt of notification of closing of each facility.

2.7.2 Washrooms

The Contractor shall maintain washrooms in accordance with the standards identified for outhouses above. In addition, the Contractor shall:

- provide, as required, soap, paper towels, deodorant, urinal blocks, garbage bags and sanitary napkins in locations currently providing these items.
- ensure all mirrors, light fixtures and enamel surfaces are clean and polished.
- maintain a daily record of cleaning inside each facility, noting time of day when cleaning took place and ensure it is initialed by the cleaner.

2.7.3 Kitchen Shelters, Fire Pits/Boxes/Stoves and Tables

The Contractor, based on the operational schedule shall:

- maintain fire pits/boxes/stoves in a clean condition clear of ashes, coals and unusable wood.
- maintain facilities in a clean and sanitary condition free of dirt, dust, stains, moulds, cobwebs, garbage and all foreign material.
- pressure wash as required to maintain the standards, with a minimum of once per year.
- maintain a daily record of cleaning inside each facility, noting time of day when cleaning took place and ensure it is initialed by the cleaner.

2.7.4 Litter Picking

The Contractor shall ensure litter is picked in the entire day use area a minimum of once per week or more frequently as required. The day use area includes the parking lot, adjacent wooded areas, picnic areas and shelters and trails up to the trailhead. Litter pick up includes cigarette butts, paper, debris, metal and wood, diapers and any other foreign material.

2.7.5 Recycling

The Contractor is encouraged to carry out recycling. All recycling activities must be approved by the Parks Canada Representative.

3. Parks Canada's Responsibilities

Parks Canada is responsible for:

- arranging for major repairs/replacement of garbage bins.
- establishing any and all fees which may now or in the future relate to solid waste.
- paying hauling/tipping fees at the Windermere regional landfill.



- assessing the Contractor's performance through various means such as inspections, customer complaints and surveys.
- supplying a maximum of ten (10) cubic meters of sand for use in this contract.
- providing the Contractor with a list of opening and closing dates for all facilities.
- notifying the Contractor of actual opening and closing dates for each facility in order to provide a minimum of five (5) and ten (10) days notice respectively for cleaning of the facilities.
- arranging for and attending periodic meetings with the Contractor to review work plans and address concerns and problems.
- providing the Contractor with details of any complaints received which is to include, as a minimum, the location, date and time of the occurrence.



**Annex B
Basis of Payment - Kootenay**

PAYMENT SCHEDULE - KOOTENAY

It is understood and agreed that, subject to performance of the work to the entire satisfaction of the Parks Canada Representative, payment shall be made as follows for each year of the contract:

- a) Upon completion of the work and submission of an invoice, on or before September 30th, 10% of the contract amount.
- b) Upon completion of the work and submission of an invoice, on or before October 31st, 4.5% of the contract amount.
- c) Upon completion of the work and submission of an invoice, on or before November 30th, 4.5% of the contract amount.
- d) Upon completion of the work and submission of an invoice, on or before December 31st, 4.5% of the contract amount.
- e) Upon completion of the work and submission of an invoice, on or before January 31st, 4.5% of the contract amount.
- f) Upon completion of the work and submission of an invoice, on or before February 28th, 4.5% of the contract amount.
- g) Upon completion of the work and submission of an invoice, on or before March 31st, 4.5% of the contract amount.
- h) Upon completion of the work and submission of an invoice, on or before April 30th, 15% of the contract amount.
- i) Upon completion of the work and submission of an invoice, on or before May 31st, 14% of the contract amount.
- j) Upon completion of the work and submission of an invoice, on or before June 30th, 14% of the contract amount.
- c) Upon completion of the work and submission of an invoice, on or before July 31st, 10% of the contract amount.
- l) Upon completion of the work and submission of an invoice, on or before August 31st, 10% of the contract amount.

Basis of Payment

Bidders must provide a fixed fee per year (inclusive of all labour and expenses) for the work for all 3 years of the contract. The price quoted is to be exclusive of the Goods and Services Tax (GST). Please provide your GST/HST Registration number. The GST is to be identified as a separate amount on all invoices.

Bid Price Per year:

2014/2015	Bid Price	\$ _____
2015/2016 Option Year 1	Bid Price	\$ _____
2016/2017 Option Year 2	Bid Price	\$ _____
	Total Bid Price for 3 years	\$ _____

The responsive bidder with the lowest aggregate Bid Price will be recommended for award of the contract.



Annex D

Basis of Selection - Minimum Point Rating

1. Each proposal will be assessed based solely on the information provided in the Bidder's proposal, in accordance with the criteria and point system identified below.

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory technical evaluation criteria; and
- (c) obtain the required minimum 70 points for the technical evaluation criteria which are subject to point rating.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

It is the Bidder's responsibility to ensure that the contents of their proposal provides adequate documentation and/or evidence for evaluation in accordance with the criteria identified below.

Point Rated Criteria

- | | | | | | | | | | |
|---|--|--------------|--|--------------|---|--------------|--------------------------|----------|--------------------------|
| <p>a) Experience of Firm</p> <ul style="list-style-type: none"> - in the solid waste industry and management - in provision of janitorial services <p>Must provide maximum of three (3) reference names and phone numbers</p> <table border="0" style="margin-left: 20px;"> <tr> <td>Extensive experience with the same size and scope:</td> <td>30-40 points</td> </tr> <tr> <td>Acceptable experience with the same size and scope</td> <td>20-29 points</td> </tr> <tr> <td>Minimum experience with the same size and scope</td> <td>10-20 points</td> </tr> <tr> <td>No experience:</td> <td>0 points</td> </tr> </table> | Extensive experience with the same size and scope: | 30-40 points | Acceptable experience with the same size and scope | 20-29 points | Minimum experience with the same size and scope | 10-20 points | No experience: | 0 points | <p>Maximum 40 points</p> |
| Extensive experience with the same size and scope: | 30-40 points | | | | | | | | |
| Acceptable experience with the same size and scope | 20-29 points | | | | | | | | |
| Minimum experience with the same size and scope | 10-20 points | | | | | | | | |
| No experience: | 0 points | | | | | | | | |
| <p>b) Equipment</p> <ul style="list-style-type: none"> - Identify make, model and year of all equipment to be used on contract - Identify make, model and year of all backup equipment - Points will be awarded based on suitability of equipment for this contract <table border="0" style="margin-left: 20px;"> <tr> <td>Meets requirement:</td> <td>30 points</td> </tr> <tr> <td>Partially meets requirement:</td> <td>1-29 points</td> </tr> <tr> <td>Unacceptable:</td> <td>0 points</td> </tr> </table> | Meets requirement: | 30 points | Partially meets requirement: | 1-29 points | Unacceptable: | 0 points | <p>Maximum 30 points</p> | | |
| Meets requirement: | 30 points | | | | | | | | |
| Partially meets requirement: | 1-29 points | | | | | | | | |
| Unacceptable: | 0 points | | | | | | | | |
| <p>c) Occupational Health and Safety</p> <p>Describe safety plan, hazard assessment procedures (10 points)
Describe training provided to staff working on this project (10 points)</p> <table border="0" style="margin-left: 20px;"> <tr> <td>Adequate safety plan:</td> <td>10 points</td> </tr> <tr> <td>Comprehensive Training:</td> <td>10 points</td> </tr> <tr> <td>Unacceptable:</td> <td>0 points</td> </tr> </table> | Adequate safety plan: | 10 points | Comprehensive Training: | 10 points | Unacceptable: | 0 points | <p>Maximum 20 points</p> | | |
| Adequate safety plan: | 10 points | | | | | | | | |
| Comprehensive Training: | 10 points | | | | | | | | |
| Unacceptable: | 0 points | | | | | | | | |
| <p>d) Environmental</p> <p>Describe the company's environmental policies (5 points)
Describe recycling initiatives (5 points)</p> <table border="0" style="margin-left: 20px;"> <tr> <td>Comprehensive environmental policies:</td> <td>5 points</td> </tr> <tr> <td>Comprehensive recycling initiatives:</td> <td>5 points</td> </tr> <tr> <td>Unacceptable:</td> <td>0 points</td> </tr> </table> | Comprehensive environmental policies: | 5 points | Comprehensive recycling initiatives: | 5 points | Unacceptable: | 0 points | <p>Maximum 10 points</p> | | |
| Comprehensive environmental policies: | 5 points | | | | | | | | |
| Comprehensive recycling initiatives: | 5 points | | | | | | | | |
| Unacceptable: | 0 points | | | | | | | | |



Annex E

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



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 _____