



Parks
Canada

Parcs
Canada



RETURN BIDS TO:
Parks Canada Agency
Suite 1300, 635 – 8th Avenue S.W.
Calgary, Alberta T2P 3M3
Bid Fax: (403) 292-4475

REQUEST FOR QUOTATION

Quotation 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
Suite 1300, 635 – 8th Avenue S.W.
Calgary, Alberta T2P 3M3

Title:
Solid Waste Collection – Pacific Rim National Park Reserve

Solicitation No.:
5P420-14- 5076/A

Date:
December 19, 2014

GETS Reference No.:

Client Reference No.:
n/a

Solicitation Closes:

At:
02:00 PM

On:
January 30, 2015

Time Zone:
Mountain Standard Time **(MST)**

Address Inquiries to:

Joanne Cuthbert

Telephone No.:
(403) 292-4558

Fax No.:
(403) 292-4475

Email Address:
joanne.cuthbert@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 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. SACC Manual Clauses
12. Inspection and Acceptance
13. Insurance

List of Annexes:

- | | |
|---------|---|
| Annex A | Statement of Work |
| Annex B | Basis of Payment |
| Annex C | Attestation and Proof of Compliance with Occupational Health and Safety (OHS) |



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

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 Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

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.

3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or



(d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (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 seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary



nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders 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:

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

Section I: Technical Bid – N/A

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) must be shown separately, if applicable.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.



1.1 Technical Evaluation – N/A

1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26) Evaluation of Price

2. Basis of Selection

2.1 SACC Manual Clause A0069T (2007-05-25) Basis of Selection

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract.

Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. 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-responsive.

1. Mandatory Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, 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-responsive.

1.1 Federal Contractors Program - Certification

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

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



PART 6 - RESULTING CONTRACT CLAUSES

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](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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

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 February 01st, 2015 to March 31st, 2016 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 three (3) additional one (1) year period(s), from April 01st, 2016 to March 31st, 2017; April 01st, 2017 to March 31st, 2018 and April 01st, 2018 to March 31st, 2019 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 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:

Joanne Cuthbert
Acting Contracts, Procurement and Material Management Officer
Parks Canada Agency
Contracting Operations
#1300, 635 – 8th Avenue SW
Calgary, AB T2P 3M3

Telephone: (403) 292-4558
Facsimile: (403) 292-4475
E-mail address: joanne.cuthbert@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:

(Insert at contract award)

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

5.3. Contractor's Representative

Vendor/Firm Name:		
Representative's Name:		
Title:		
Mailing Address:		
Telephone No.	Fax No.	Email Address:
Procurement Business Number (PBN):		

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

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. 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 - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex C, to a limitation of expenditure of \$ *(inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ *(inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their



incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

7. Invoicing Instructions

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

Invoices must be distributed as follows:

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

8. Certifications

8.1 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), General Conditions - Services (Medium Complexity);
- (c) Annex A - Statement of Work;
- (d) Annex B - Basis of Payment
- (e) Annex C – Attestation and Proof of Compliance with Occupational Health and Safety; and
- (f) the Contractor's bid dated *(inserted at contract award)*

11. SACC Manual Clauses

A1009C (2008-05-12) Work Site Access
A9068C (2010-01-11) Government Site Regulations
B6802C (2007-11-30) Government Property
B9028C (2007-05-25) Access to Facilities and Equipment

12. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

13. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified herein. 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.

13.1 Commercial General Liability

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.
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 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.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.



ANNEX A - STATEMENT OF WORK

Solid Waste Collection Pacific Rim National Park, BC

1. Scope of Work

This contract is for solid waste collection and removal from Pacific Rim National Park Reserve and disposal at the Regional landfill.

2. Contractor's Responsibilities

The contractor will be responsible for the following:

The Contractor must be available from Monday to Friday 8:00 a.m. to 5:00 p.m. **and** on weekends and holidays, the Contractor must return **service calls** within **two (2) hours** of receipt of calls from the Parks Canada Representative.

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, as follows:

a) Schedule:

- i) each Friday from April 1st to May 15th
- ii) each Monday and Friday from May 16th to October 15th
- iii) once every two weeks on Fridays from October 16th to March 31st

Collection points year round:

- | | | |
|---|---|--------------|
| • | Wickaninnish Day Use Area | 2 containers |
| • | Long Beach Parking Lot | 2 containers |
| • | Incinerator Rock Parking Lot | 1 container |
| • | Government Compound - Tofino Airport | 1 container |
| • | Administration Office - 2040 PacRim Hwy | 1 container |
| • | 1951 Cynamocka, Ucluelet | 1 container |

Collection points from May 1 to October 30 of each year:

- | | | |
|---|-----------------------------------|--------------|
| • | Green Point Campground | 5 containers |
| • | Comber's Day Use Area Parking Lot | 1 container |

Collection point from July 1 to September 30 of each year:

- | | | |
|---|---------------------------------------|-------------|
| • | Pacific Rim Visitor Centre (Junction) | 1 container |
|---|---------------------------------------|-------------|

b) Provide the telephone/cellular/fax numbers of all persons carrying out the Work under the successful contractor to the Parks Canada Representative at the start of the contract.

c) Supply the required quantity of containers which must meet or exceed the specifications in Appendix "A".



- d) Must ensure the additional latch and hasp to lock the front loading door container at 1951 Cynamocka is secured with the lock provided by Parks Canada.
- e) Provide additional pickups to those specified above as requested by the Parks Canada Representative.
- f) Dispose of all solid waste collected at the Regional Landfill and pay any applicable fees related thereto.
- g) Ensure that, each time prior to entering Pacific Rim National Park Reserve for the purpose of fulfilling this contract, the garbage truck is empty of all garbage and/or fluids.
- h) Clean up any solid or liquid spills from the garbage truck within two (2) hours of notification by the Parks Canada Representative.
- i) Repair any damage or defacing of the garbage containers or components thereof within 48 hours of the Contractor becoming aware of the situation as well as maintaining proper operation of the garbage bins.
- j) Ensure all spillage around the container and adjacent areas is picked up in a prompt and timely manner, to maintain a neat and odourless condition of the area. Excess odours must be reported to the Parks Canada Representative within 48 hours of becoming aware of the odours.
- k) Monitor container levels weekly and contact the Parks Canada Representative the same day should adjustments be required to the schedule.
- l) Ensure that every container is disinfected a minimum of every two (2) weeks.
- m) Ensure that all of the containers provided as part of this contract are stripped of old paint and rust by using a high pressure washer (4000 psi minimum) with a 5 degree nozzle, scrub the bin with a caustic cleaner such as One-Step diluted to 1 to 1 as an acid cleaner and paint etcher, re-pressure wash the bin, prime the areas where the metal is showing with the appropriate primer required for enamel paint, re-paint the bins with two (2) full coats of premium Speed Enamel paint. (or equivalent)
- n) Provide a monthly accounting of the garbage weights, from certified scales, of garbage picked up in Pacific Rim National Park Reserve as well as the 8-plex complex in Ucluelet. The weights must be provided on or with the monthly invoice.
- o) Occupational certification
 - ensuring all 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 drivers licence 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 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.
- p) Vehicle maintenance and condition
 - 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.
- all equipment used to complete this contract shall prominently display the Contractor's company name or logo and phone number.

q) Insurance

The Contractor shall maintain and provide proof of general public liability, automobile and other vehicular coverage (on all vehicles owned and operated or licenced in the name of the Contractor and used in the performance of this contract) and workers' compensation insurance or employer's liability insurance (in accordance with the attached Insurance Conditions).

- r) To ensure that all chemicals and cleaning agents are approved by the Parks Canada Representative prior to use. (info must be provided upon request)

Restrictions

The Contractor must have their base of operation in the Ucluelet-Tofino area.

Special Considerations

Direct and proportionate unit price adjustments due to Regional Landfill rate increases are acceptable under the Contract. Unit price adjustments must be accepted by the Project Authority and dealt with via an amendment to the Contract when new rates take effect and prior to performing the Work at an adjusted rate.

3. Parks Canada's Responsibilities

Parks Canada is responsible for the following:

- a) Approving all containers to be used in performance of this work and notifying the Contractor of any unacceptable containers.
- b) Providing the Contractor with a minimum of 24 hours notice of any additional pickups required.
- c) Monitoring the work performed and notifying the Contractor of any situations requiring rectification.
- d) Negotiating changes to pick-up schedule which may be required, upon notification by the Contractor.
- e) Provide lock for latch and hasp for the front loading door at 1951 Cynamocka



Appendix "A"

Solid Waste Container Specifications

Solid Waste Collection

1. **Size**

Solid waste containers must have an internal capacity of six (6) cubic yards.

2. **Construction**

Containers must be made of all metal materials. The containers must have a front loading capacity. The front opening is to have the following dimensions:

Inside Height	18 inches
Inside Length	20 inches

The front door must have a bear proof locking mechanism approved by the Parks Canada Representative. The front door must also have stops to prevent the door from being left open. The front door must open up, not down or to either side.

Parks Canada reserves the right to refuse installation of any bin that is not functioning properly or is not designed to exclude access by wildlife (including bears).

All hinges must be fitted for lubrication.

All containers are to be constructed in such a manner so as to prevent water access inside of the containers during heavy rain storms.

All containers are to have a means of locking the top dumping lid of the containers with a padlock. Padlocks for the top dumping lids are to be supplied by the contractor. The location of the lock on the top dumping lid must either be middle edge opposite of the hinged side if only one padlock is to be used. If the event the contractor decides to use 2 padlocks per dumping lid, the padlocks must be located on the edge of the corners located opposite the hinged side of the dumping lid.

3. **Paint**

All containers are to be painted to standard colour code specification as provided by the Parks Canada Representative.

4. **Decals**

All containers must have decals showing how the bear proof latch works. All containers must also have decals identifying the bins as garbage bins on all sides visible to the public with arrows pointing to the location of the access hatch. Decals identifying the bins as garbage bins will be made of reflective engineer grade material and be a minimum of 4 inches in height.



ANNEX B – BASIS OF PAYMENT FIRM PRICE

The prices below are in Canadian Dollars, and are for the provision of all costs (including but not limited to labour, administrative expenses, materials, supplies, equipment, transportation, and travel costs to and from the Long Beach Unit of Pacific Rim National Park Reserve, British Columbia) as required to perform the Work in accordance with the Statement of Work at Annex “A” except for those items provided by Parks Canada.

Item No.	Description – Contract Period Lump sum monthly price (inclusive of all travel and administrative expenses)	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit (PU)	Estimated Amount (EQ x PU)
1.	February 01 st , 2015 to March 31 st , 2016.	Per Month	14	\$	\$
Monthly Total Bid Price					\$ A
Item No.	Description – Contract Period Lump sum hourly price for all additional pickups requested by Parks Canada (inclusive of all travel and administrative expenses)	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit (PU)	Estimated Amount (EQ x PU)
2.	February 01 st , 2015 to March 31 st , 2016.	Hourly	8	\$	\$
Hourly Total Bid Price					\$ B
Item No.	Description – Option Period(s) Lump sum monthly price (inclusive of all travel and administrative expenses)	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit (PU)	Estimated Amount (EQ x PU)
3.	Option Period: April 01 st , 2016 to March 31 st , 2017.	Per Month	12	\$	\$
4.	Option Period: April 01 st , 2017 to March 31 st , 2018.	Per Month	12	\$	\$
5.	Option Period: April 01 st , 2018 to March 31 st , 2019.	Per Month	12	\$	\$
Total Option Period Monthly Bid Price					\$ C
Item No.	Description – Options Period(s) Lump sum hourly price for all additional pickups requested by Parks Canada (inclusive of all travel and administrative expenses)	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit (PU)	Estimated Amount (EQ x PU)
6.	Option Period: April 01 st , 2016 to March 31 st , 2017.	Hourly	8	\$	\$
7.	Option Period: April 01 st , 2017 to March 31 st , 2018.	Hourly	8	\$	\$
8.	Option Period: April 01 st , 2018 to March 31 st , 2019.	Hourly	8	\$	\$
Total Option Period Hourly Bid Price					\$ D
Total Evaluated Firm Bid Price (A+B+C+D)					



Notes:

- (a). Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b). Bidders must submit their financial bid in accordance with the Basis of Payment. Additional payment terms and conditions will not apply to the contract.
- (c). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
- (d). In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation. In the case of error in the extension of prices, the unit price will govern.



ANNEX C – 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/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.

Signature

Date