

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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 therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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 sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Parks Canada Banners	
Solicitation No. - N° de l'invitation 5P110-140555/A	Date 2014-12-23
Client Reference No. - N° de référence du client 5P110-14-0555	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-66438	
File No. - N° de dossier cx027.5P110-140555	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-13	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Buck(CX Div.), Daniel	Buyer Id - Id de l'acheteur cx027
Telephone No. - N° de téléphone (613) 998-8588 ()	FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PARKS CANADA SUITE AH 201 1869 UPPER WATER ST HALIFAX Nova Scotia B3J1S9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Delivery Location, the Insurance Requirements and Evaluation Grid.

1.2 Summary

Parks Canada requires imprinting, fabricating to final format and delivery of high tenacity Acid Dyed nylon banners for display in national parks and national historic sites. There will be between one to three designs based on the thematic(s) of the year. Each design is made up for double or triple banners or both, that are hung as pairs or triads on posts. Each design is made of a coloured image printed onto one layer of high tenacity nylon, which is to be visible from both sides. The top and bottom of each banner incorporates an opaque strip onto which the text, logo is printed (both sides).

The quantities will vary based on the thematic of the year. Banners must be delivered to one address.

The period of the contract will be from date of award until March 25, 2017 with the option to extend this period by one (1) additional one (1) year period under the same terms and conditions.

As per the Integrity Provisions under section 01 of Standard Instructions 2003, bidders must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

For services requirements, Bidders must provide the required information as detailed in article 2.3 of Part 2 of the bid solicitation, in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.”

The requirement is limited to Canadian goods and/or services.

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1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing.

PART 2 - BIDDER INSTRUCTIONS

2.1 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 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.

2.4 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

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

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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

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (Five (5) hard copies and One (1) soft copy) on USB.

Section II: Financial Bid (Two (2) hard copies and One (1) soft copy) on USB.

Section III: Certifications (One (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

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Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1.1 Mandatory Technical Criteria

M.1 Experience of the Bidder

The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide imprinting, fabrication to final format, and delivery of custom imprinted banners to locations across Canada.

The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).

During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

The three (3) separate contracts must have been completed since January 01, 2009.

M.1.1 Each of the three (3) contracts must have included all of the following requirements:

- Custom imprinting of the required banners on UV resistant banner material;
- Custom imprinting using UV resistant, colour fast dyes;
- Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display;
- Packaging and delivery to final destination.

M.1.2 When combined*, each of the following requirements was included in the three (3) contracts:

- Banners fabricated using high tenacity (minimum 210 denier) flag nylon;
- Acid dye imprinting process;
- Silk screening process;
- Banners treated with a U.V. inhibitor after imprinting;
- Multi-coloured images (imprinting of a minimum of four [4] colours for any single design);
- Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sun light;
- Management of multiple distinct designs (four [4] or more) to be fabricated and assembled in packages for distribution;
- Management and distribution of fabricated banners to multiple (four [4] or more) destinations across Canada;
- A quantity of 600 banners or more, consisting of multiple (four [4] or more) distinct banner designs.

*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.

M.1.3: To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of each contract:

- a. The Contract reference number
- b. The Client information for the Contract
- c. The completion date of the Contract
- d. A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following:
 - The type of UV resistant banner material used and the properties of the material;
 - The imprinting process used and the number of colours imprinted for each distinct design;
 - The dyes used for imprinting;
 - The finishing requirements of the banners;
 - The number of distinct designs managed, imprinted and fabricated;
 - The packaging requirements;
 - The assembly and delivery/distribution requirements of the banners;
 - The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light)
- e. The invoice (or copy of) presented to the client

FAILURE TO PROVIDE DETAILED INFORMATION FOR ANY OF THE ABOVE MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE. BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.

4.1.2 Financial Evaluation

To determine the total evaluated price, the prices submitted in the Annex B: Basis of Payment of this bid solicitation for the initial period and the extension periods will be calculated as specified in the Annex B Basis of Payment Excel spreadsheet being distributed through Government Electronic Tender Service.

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 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 inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame specified will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification

5.1.3.1.1 SACC Manual clause [A3050T](#) (2010-01-11) Canadian Content Definition.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Statement of Work

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

6.2 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.

6.2.1 General Conditions

2030 (2014-09-25), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 25, 2017 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period(s) 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 fifteen (15) 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.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Public Works and Government Services Canada
Acquisitions Branch
Communication Procurement Directorate
Constitution Square, 12th Floor
360 Albert Street
Ottawa, Ontario K1A 0S5

Attn.: Daniel Buck

Tel.: (613) 998-8588 Fax: (613) 993-2581
E-mail Address: daniel.buck@pwgsc-tpsgc.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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board.

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$_____ (insert the amount at contract award). Customs duties are excluded 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

6.7.2 Limitation of Expenditure - Shipping

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 Payments in Annex B, to a limitation of expenditure of \$ _____ (insert the amount at contract award). Custom duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.8 Invoicing Instructions

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

The invoice must be supported by a copy of the invoice, receipts, vouchers for all direct expenses.

2. The Invoice 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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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.

6.9.2 SACC Manual Clauses

SACC Manual Clause A3060C (2008-05-12) Canadian Content Certification.

6.10 Applicable Laws

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

6.11 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 2035 (2014-09-25), General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated _____.

6.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

6.13 SACC Manual Clauses

SAAC Manual clause D5328C (2007-11-30), Inspection and Acceptance

ANNEX "A"

STATEMENT OF WORK

1. Description

Parks Canada is requesting proposals for the services of a Contractor with expertise and experience in the fabrication and delivery of a large amount of high tenacity Acid Dyed nylon banners for display in national parks and national historic sites.

This contract is based on a three year initial contract for 2015 to 2017 with possibility of an extension of an additional one year option to be renewed, based upon satisfactory results from the supplier.

2. Background

With Canada's 150th anniversary approaching in 2017, the Government is taking concrete steps to promote and commemorate Canada's history and build a lasting legacy for important nation-building milestones. These anniversaries include historical events and people that have contributed to our identity, institutions, symbols, culture, and values. The Road to 2017 is an opportunity for Parks Canada to engage Canadians in remembering Canada's history through Parks Canada's places across the country, increased visitation and raise the profile of national historic sites.

In light of the Government of Canada series of commemorations in the years leading up to 2017 and beyond, Parks Canada has partnered with Canadian Heritage, the lead authority, to build off of their banner program in the National Capital Region in order to expand the reach of these commemorative banners. This initiative will have parks and sites display additional banners every year across the country in Parks Canada places with high traffic, to commemorate Canada's historical events.

To accomplish this, Parks Canada wishes to purchase banners. Each year, Parks Canada will provide, to its sites, new banners with a specific theme.

3. General description of work

There will typically be between 1 and 3 designs depending on the thematic(s) of the year. Each design is made up for double or triple banners or both, that are hung as pairs or triads on posts.

Each design is made of a richly coloured image printed onto one layer of high tenacity nylon, which is to be visible from both sides. Therefore the print must ensure an appropriate ink penetration. The top and the bottom of each banner incorporates an opaque strip onto which the text, logo is printed (both sides). This allows us to have the text and logo featured and readable from both sides of the banner.

4. Banner Quantities

The quantities will vary according on the year of fabrication and on the thematic of that year.

Note: The following quantity is for information only to demonstrate the possible quantities that may be produced in each year. It does not represent the final quantity:

Example of Quantities:

2015: (Approximately 87 pairs)

Three (3) pairs (double banners) per sites (fabricated and prepared for delivery to 29 sites spread throughout the country in each province and territory)

2016: (Approximately 116 triads and 232 pairs)

Four (4) triads (three (3) banners per pole) per sites (fabricated and prepared for delivery to 29 sites spread throughout the country in each province and territory)

Eight (8) pairs (double banners) per sites (fabricated and prepared for delivery to 29 sites spread throughout the country in each province and territory)

2017: (Approximately 116 triads and 232 pairs)

Four (4) triads (three (3) banners per pole) per sites (fabricated and prepared for delivery to 29 sites spread throughout the country in each province and territory)

Eight (8) pairs (double banners) per sites (fabricated and prepared for delivery to 29 sites spread throughout the country in each province and territory)

5. Project Schedule for 2014-2015

Artwork(s) provided to supplier	January 30, 2015
First sample(s) provided to Parks Canada	February 6 th , 2015
Approval of sample by Parks Canada	February 12 th , 2015
Shipping of banners	March 4 th , 2015
Supplier submit his invoice	March 25, 2015

6. Delivery

The schedule as described above is planned in order to ensure that the banners are installed on time for the spring. Therefore the delivery date is critical and must be respected.

In the case that Parks Canada delays in delivering sample artwork or final art on time, the Contractor will be given extra time equivalent to the delayed period caused by Parks Canada.

7. Shipping address

All banners are to be delivered to one address:

External Relations and Visitor Experience Directorate
Parks Canada Agency
30 rue Victoria, 2nd Floor (PC-02-E) Bureau No 72
Gatineau, Quebec
K1A 0M5

8. General procedures

8.1 Final quantity

Once Parks Canada has completed its distribution plan, a final delivery address list with the quantity of each banner type will be established and sent out to the Contractor.

8.2 Sample production

Final artwork files will be sent out to the Contractor and the Contractor must fabricate the sample by the date specified. The Contractor must ship the sample to Parks Canada in Gatineau.

8.3 Sample corrections

The Contractor may have to re-print or re produce new samples if the sample does not deemed satisfactory to Parks Canada at no additional costs, e.g. the finishing, the saturation, the requested colours, (if 100% penetration is achieved, since the colours on the banners must be of equal intensity on both sides) also, if the sewing is not as specified in Annex "A" Statement of Work, Appendix 1 to Annex "A".

8.4 Fabrication

Once sample run(s) has/have been approved by Parks Canada, the Contractor can commence production and must deliver the banners as per the requested schedule.

8.5 Verification

Following delivery, Parks Canada will verify that the fabricated banners are compliant with the final samples, in terms of colour, ink penetration and overall finishing. Products that do not reasonably match the samples may have to be corrected at the Contractor's expense.

8.6 Replacement or extra banners

In the event that a significant amount of banners are damaged or more are needed within the season, the Contractor should be able to produce replacement or extra banners in a timely fashion. The price of any extra banners shall be held at the same per banner cost as the original order for a period of one year.

9. Detailed specifications for fabrication and delivery

The banners are hung for a 6-months period* and will be exposed to very windy conditions, direct sun light and rain. The fabrication methods, finishing, ink fastness and printing processes must live up to this expected timeframe without fading noticeably and the finishing done with care and attention as per the following specifications of the Annex "A" Statement of Work and Appendix 1 to Annex A Statement of Work.

*Please note that Parks Canada intends to re-use for an additional season a certain percentage of banners that will have made it through this 6-months period, without too much fading.

9.1 Artwork (see attached drawings for visual)

- All artwork will be provided to the Contractor by Parks Canada in Adobe Illustrator CS3 files, by e-mail or on an FTP site, upon initiation of the Contract.
- Artwork provided will include a bleed for the seam area, however in some cases due to the angular fold over, adjustments may have to be made by the Contractor.

- All graphics are the property of Parks Canada and must not be duplicated in any manner except for Parks Canada.

9.2 Preproduction Sample

- Preproduction sample with seam: The Contractor will provide one (1) sample banner for each design for Parks Canada's approval of colours dye penetration, and finishing before final production. The Contractor must obtain approval in writing before proceeding with production of the complete quantities.
- The delivery date must be met regardless of any required adjustments identified by Parks Canada in the evaluation of the sample provided. Once approved it will set the standard for the complete run for each design.
- The Contractor must re-print any of the samples if these are not satisfactory in terms of finishing, saturation, do not match the requested colours, etc. as specified in Annex "A" Statement of Work, Appendix 1 to Annex "A" Statement of Work and the supplied files.
- Review will be completed and comments will be given by Parks Canada within four (4) working days upon receipt of the samples for approval.

9.3 Fabrication specifications – (See Appendix 1 to Annex A Statement of Work for visual)

- All banners must be digitally acid dye printed according to the artwork supplied or silk screened, depending of the graphics, choice of colours and if the quantity of designs allow for this option to be more cost effective.
- All banners must be manufactured from high tenacity 210 denier U.V. resistant flag nylon.
- All banners must be printed in a way so that **100% penetration** is achieved, since the colours on the banners must be of equal intensity on both sides.
- The banners are to be printed before sewing to ensure that the colour of the hem is consistent with the banner colours
- The dyes used must be colourfast (U.V. resistant) to ensure that the colours do not bleed after washing or if wet from rain.

9.4 Sewing (See Appendix 1 to Annex A Statement of Work for visual)

- All edges must be heat cut and the curved outer edge of the banner is to be hemmed as shown. The outer edge to be folded over once 1/4" then fold over twice 3/8" and double stitch @ 7-8- stitches per inch.
- All other hems must be folded over twice and double stitched with U.V. resistant nylon thread at 10 stitches per inch.
- All hems must be sewn to minimize shrinkage and twisting.
- 20 ounce white vinyl is to be sewn into each sleeve so that it is not visible (see attached drawings for visual)
- Tolerance on the width of the sleeve, + or - 1mm must be maintained so that the sleeve will fit over the banner pole easily but must not loosen since it is designed to prevent the top of the banner from bunching up during strong winds. Tolerance on the overall banner length is to be + or - 25mm.

9.5 UV inhibitor treatment

All banners must be treated with a UV Inhibitor once the banners are printed to protect the colours from fading. If the banners fade noticeably within 6 months of installation, the Contractor must replace them at their own expense.

9.6 Delivery and Packaging

- Fabrication of banners 87 pairs of banners (each banner left and right pair)
- Prepare 29 packages of 3 banners each, labeled and ready for Parks Canada to ship to 29 different locations (the 29 addresses are provided below)
- All 29 packages of 3 banners must be delivered to the address below by March 25, 2015

External Relations and Visitor Experience Directorate
Parks Canada Agency
30 rue Victoria, 2nd Floor (PC-02-E) Bureau No 72
Gatineau, Quebec
K1A 0M5

10. Components

All components required to complete the contract, whether produced or purchased by the Contractor, or provided to the Contractor are the property of the Government of Canada.

The Contractor must return all components to the Project Authority within five working days of receiving the request to do so and at no additional cost to Canada.

Components must be packaged appropriately and shipped in a manner to ensure safe delivery at the specified destination.

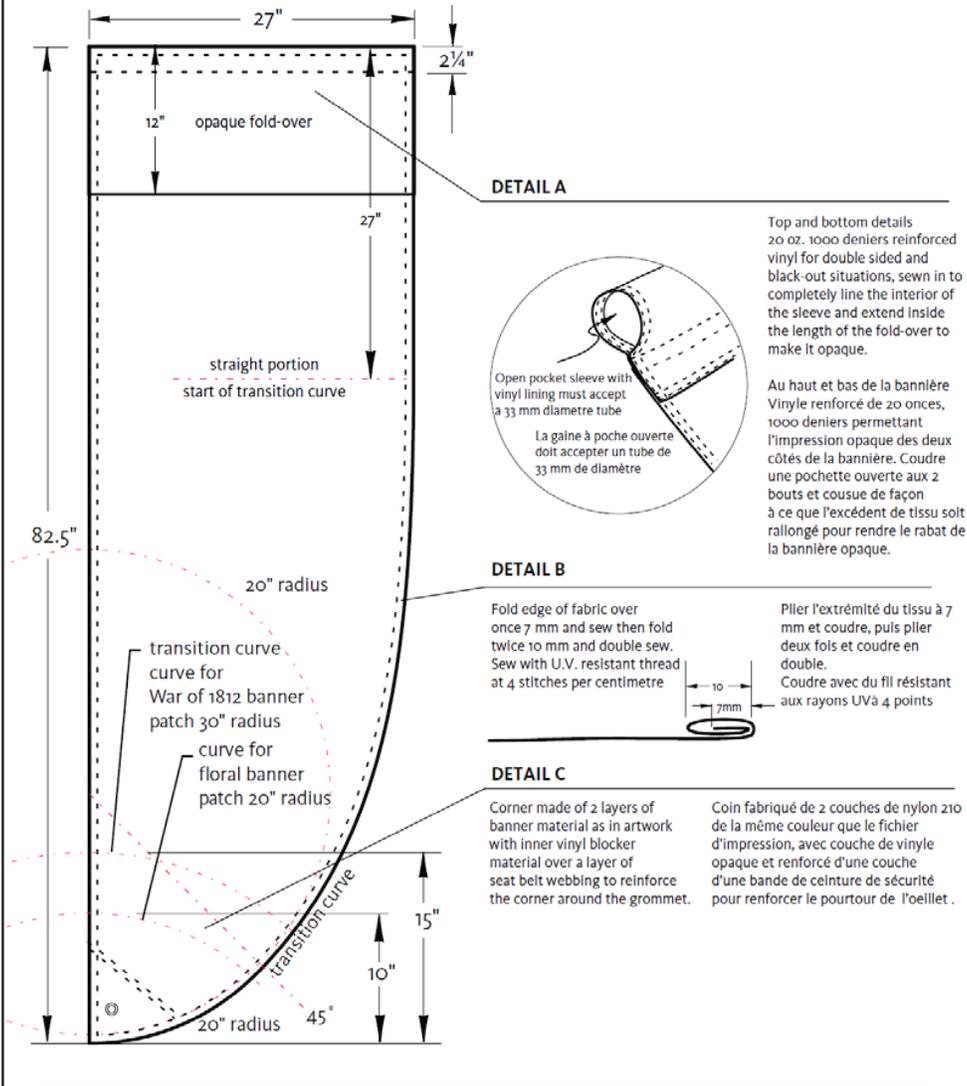
11. Quality Assurance

Quality Assurance by Contractor: The Contractor must perform all necessary quality assurance procedures to ensure the product meets the specified quality levels and specifications of the Annex "A" Statement of Work.

APPENDIX 1 TO ANNEX "A" STATEMENT OF WORK

Standard banner specifications for Floral and war of 1812 banners
Spécifications relatives à la bannière standard, modèle florales et guerre 1812

Other banner of the pair is the mirrored image / La deuxième bannière de la paire est l'image miroir.



DETAIL A

Top and bottom details
 20 oz. 1000 deniers reinforced vinyl for double sided and black-out situations, sewn in to completely line the interior of the sleeve and extend inside the length of the fold-over to make it opaque.

Au haut et bas de la bannière
 Vinyle renforcé de 20 onces, 1000 deniers permettant l'impression opaque des deux côtés de la bannière. Coudre une pochette ouverte aux 2 bouts et cousue de façon à ce que l'excédent de tissu soit rallongé pour rendre le rabat de la bannière opaque.

DETAIL B

Fold edge of fabric over once 7 mm and sew then fold twice 10 mm and double sew. Sew with U.V. resistant thread at 4 stitches per centimetre

Plier l'extrémité du tissu à 7 mm et coudre, puis plier deux fois et coudre en double. Coudre avec du fil résistant aux rayons UV à 4 points

DETAIL C

Corner made of 2 layers of banner material as in artwork with inner vinyl blocker material over a layer of seat belt webbing to reinforce the corner around the grommet.

Coin fabriqué de 2 couches de nylon 210 de la même couleur que le fichier d'impression, avec couche de vinyle opaque et renforcé d'une couche d'une bande de ceinture de sécurité pour renforcer le pourtour de l'oeillet.

MATERIAL:

- Banner main: high tenacity 210 deniers nylon, type 66
- Reinforcements with vinyl 20 oz. 1000 deniers.
- Spur grommets size 3, or ID 1/2 Inch marine type.

GRAPHIC APPLICATION:

- Ink jet printed with Acid dye.
- Graphic file will be supplied as well as graphic specs
- The ink penetration is to be 85% minimum.
- Bleed on white lettering to be minimum.
- NCC designer must approve colour match prior to production.

DURABILITY:

- All graphic reproduction methods and materials used must sustain use for at least 6 months of use during the spring, summer and fall in high winds condition, rain and full sun exposure, without noticeable changes.

MATÉRIAU :

- Bannière: nylon 210 deniers haute ténacité, type 66
- Renforts: en vinyle 20 oz. 1000 deniers.
- Oeilllets avec crampons calibre marin, taille 3, ou diamètre int. de 1/2 pouce

GRAPHIC APPLICATION:

- Impression jet d'encre avec colorants acides.
- fichier d'impression sera fourni avec un devis graphique séparé
- La traversée de l'encre doit être au minimum 85%
- Etalement de l'encre sur le texte blanc au bas doit être minime.
- Le designer de la CCN doit approuver les couleurs avant l'impression

DURABILITY:

- les procédés d'impression et les matériaux utilisés doivent permettre une utilisation continue de 6 mois des bannières à l'extérieur et soutenir des conditions de grands vents, de pluie et soleil, et ce sans se détériorer de façon notable.

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ANNEX "B"

BASIS OF PAYMENT

The Bidder must provide pricing in the format specified in Annex "B". Failure to provide prices in the format specified will render the proposal non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

The Bidder must submit firm, all-inclusive prices, FOB destination, GST/HST extra if applicable. Prices must include all materials and operations (set-up charges, provision of proofs, printing, fabrication to final format, etc.) to supply the final products as specified in the Annex A Statement of Work and ready the items for shipping. Transportation/Shipping charges are excluded.

Shipping

Transportation / Shipping costs incurred in the performance of the work will be paid by Canada at cost with no allowance for profit or overhead and upon receipt of proper cost support documentation. Transportation / Shipping charges are to be prepaid by the Bidder and shown as a separate item on the invoice, supported by a copy of the prepaid transportation bill.

All payments are subject to government audit.

Quantities for evaluation shown in the pricing grid of the Annex "B" pricing schedules are estimates for evaluation purposes only and are not a guarantee of an actual number of items to be produced, nor are they intended to reflect any expectations on behalf of the Government of Canada.

BIDDERS MUST ENTER THEIR PRICES ON THE MS EXCEL SPREADSHEET PUBLISHED ON THE GOVERNMENT ELECTRONIC TENDERING SERVICE (<https://buyandsell.gc.ca/procurement-data/tenders>) AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B BASIS OF PAYMENT WITH THEIR BID.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

ANNEX "C"

DELIVERY LOCATIONS

Address	City	Prov	P. Code	Tel	Contact
Building 1104-B Inuksugait Plaza 2 (PO Box 278)	Iqaluit	NU	X0A 0H0	867-975- 4680	Garry Enns 867-975-4668
Parks Canada Saguenay-Saint-Laurent Field Unit 182 rue de l'Église	Tadoussac	QC	G0T 2A0	418-235- 4703 Ext. 239	Danielle Gauthier or/and Angelle Rodrigue 418-235-4703 Ext. 239
Parks Canada La Mauricie and Western Quebec Field Unit 702, 5 ^{ie} rue	Shawinigan	QC	G9N 1E9	819 536- 2638 Ext : 245	Daniel Goselin or/and Martine Tousignant 819 536-2638 Ext : 245
Parks Canada Quebec Field Unit 2, rue d'Auteuil	Quebec	QC	G1R 5C2	418-648- 7115	Marie-Claude Belley 418-648-7115
Parcs Canada Unité des voies navigables au Québec 1156, rue Mill	Montreal	QC	H3K 2B3	514-283- 8303	Virginie Pelletier Gate open until 3:00 pm Eastern Time 514-283-8303
Parks Canada Forillon National Park 1501 Blvd Forillon Gaspésie Field Unit	Gaspé	QC	G4X 6L1	418 892-6033	Sébastien Nadeau 418 892-6033
1340, de la Digue	Havre-Saint- Pierre	QC	GOG 1P0	418-538-3331 ext 263	Stephanie Clouthier or /and Marlène Arsenault 418-538-3331 ext 263
Parks Canada Mainland Nova Scotia Field Unit 5425 Sackville Street Halifax Citadel National Historic Site, Cavalier Bldg, 3 rd floor	Halifax	NS	B3J 3Y3	902-426- 1999	Dave Danskin 902-426-1999
259 Park Service Road	Louisbourg	NS	B1C 2L2	902-733- 3540	Julie Cossette 902-733-3540
Parks Canada Gros Morne National	Rocky Harbour	NL	A0K 4N0	709-458- 3529	Vince Kennedy 709-458-3529

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Address	City	Prov	P. Code	Tel	Contact
Park 3 DOT drive					
Parks Canada Terra Nova National Park General Delivery	Glovertown	NL	A0G 2L0	709-533- 3154	Karen Wolfrey 709-533-3154
Parks Canada Fundy National Park Administration Bldg 8642 Highway #114	Fundy National Park	NB	E4H 4V2	506-887- 6387	Attation: Asloob Mohammad or Geri Syroteuk 506-887-6387
Parks Canada Kouchibouguac National Park 186 route 117	Kouchibougu ac	NB	E4X 2P1	506-876- 2443	Sylvie Robichaud 506-876-2443
Parks Canada 2 Palmers Lane	Charlottetown	PEI	C1A 5V8	902-672- 6386	Mike Critchley 902-672-6386
Parks Canada Banff Field Unit # 101 mountain Ave. (end of mountain Ave)	Banff	AB	T1L 1K2	403-760- 4920 403-678- 2505	Patti Vickers 403-760-4920 403-678-2505
Parks Canada Jasper National Park 1 Compound Road	Jasper	AB	T0E 1E0	780-852- 8494	Pam Clark 780-852-8494
Parks Canada Kootenay/Yoho/Lake Louise 101 A Samson Mall	Lake Louise	AB	T0L 1E0	403-522- 1203	Michael St. Denis and/or Michelle Cameron 403-522-1203
Parks Canada MT Revelstoke 301B 3 rd street West	Revelstoke	BC	V0E 2S0	250-837- 7510	Tina Withman 250-837-7510
Parks Canada 300-300 West Georgia Street	Vancouver	BC	V6B 6B4	604-666- 5749	Alison Manley 604-666-5749
Parks Canada Gwaii Hanaas National Park 60 Second Beach Road	Skidegate	BC	V0T 1S0	250-559- 6306	Drue Kendrick 250-559-6306

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Address	City	Prov	P. Code	Tel	Contact
Parks Canada Riding Mountain Field Unit 135 Wasagaming Drive	Wasaganin	MB	R0J 1N0	204-848- 7255	Richard Dupuis 204-848-7255
Parks Canada Lower Fort Garry Manitoba Field Unit 5925 Highway 9	St. Andrews	MB	R1A 4A8	204-785- 6080	Tom Kynman 204-785-6080
Parks Canada Northern Prairies Field Unit 969 Lakeview Drive	Waskesiu Lake	SK	S0J 2Y0	306-663- 4565	Carla Flaman 306-663-4565
Parks Canada Saskatchewan South Field Unit #310, 101 – 22 nd Street East	Saskatoon	SK	S7K 0E1	306-975- 5814	Irene Legatt 306-975-5814
Parks Canada Georgian Bay and Eastern Ontario Field Unit 901 Wye Valley Road	Midland	ON	L4R 4K6	705-527- 7207	Graham Lamb 705-527-7207
Parks Canada Ontario Waterways Field Unit 2155 Ashburnham Drive	Peterborough	ON	K9J 6Z6	613-283- 7199 Ext.: 263	Natalie Austin or Dale MacEachern 613-283-7199 Ext.: 263
Parks Canada South West Ontario Field Unit 26 Queen Street	Niagara-on- the-Lake	ON	L0S 1J0	905-308- 8533	Eric Nielsen 905-308-8533
Parks Canada Northern Ontario Field Unit 1 Canal Drive Attention: ER manages	Sault St. Marie	ON	P6A 6W4	705-941- 6201	Pamela Jalak 705-941-6201
Parks Canada 3620 Kingston Road	Toronto	ON	M1M 1R9	416-264- 2020	Gloria Blizzard 416-264-2020

ANNEX "D"

INSURANCE REQUIREMENTS

D.1 COMMERCIAL GENERAL LIABILITY INSURANCE

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. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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ANNEX "E"

EVALUATION GRID

EVALUATION SUMMARY	
MANDATORY REQUIREMENT:	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET
Mandatory Checked by:	Date:
Overall Comments:	

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EVALUATION TEAM SIGNATURES:

_____ Date: _____

NOTE TO EVALUATORS: This evaluation grid contains the basic criteria. This grid must be used in conjunction with the RFP document to ensure the evaluation is being conducted strictly in accordance with the published criteria.

1.1 TECHNICAL EVALUATION

1.1.1 MANDATORY REQUIREMENTS

Evaluation Criteria	Met	Not Met
M.1 Experience of the Bidder		
The Bidder must demonstrate that it has been contractually bound under three (3) separate contracts to provide imprinting, fabrication to final format, and delivery of custom imprinted banners to locations across Canada.		
The three (3) separate contracts must have been completed for at least two (2) separate external clients (outside of the Bidder's own company).		
The three (3) separate contracts must have been completed since January 01, 2009.		
<u>M.1.1: Contract #1:</u>		
<p><u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements:</p> <ul style="list-style-type: none"> - Custom imprinting of the required banners on UV resistant banner material; - Custom imprinting using UV resistant, colour fast dyes; - Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display; - Packaging and delivery to final destination. 		
<u>M.1.1: Contract #2:</u>		
<p><u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements:</p> <ul style="list-style-type: none"> - Custom imprinting of the required banners on UV resistant banner material; - Custom imprinting using UV resistant, colour fast dyes; - Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display; - Packaging and delivery to final destination. 		
<u>M.1.1: Contract #3:</u>		
<p><u>Each</u> of the three (3) contracts must have included <u>all</u> of the following requirements:</p> <ul style="list-style-type: none"> - Custom imprinting of the required banners on UV resistant banner material; - Custom imprinting using UV resistant, colour fast dyes; - Finishing to final format, including trimming to final size, sewing of hems and/or seams, and preparation for display; - Packaging and delivery to final destination. 		

<p>M.1.2: When combined*, <u>each</u> of the following requirements was included in the three (3) contracts:</p> <ul style="list-style-type: none"> - Banners fabricated using high tenacity (minimum 210 denier) flag nylon; - Acid dye imprinting process; - Silk screening process; - Banners treated with a U.V. inhibitor after imprinting; - Multi-coloured images (imprinting of a minimum of four [4] colours for any single design); - Fabrication of banners to be used in an outdoor location (or locations) exposed to outdoor weather conditions including wind, rain and sun light; - Management of multiple distinct designs (four [4] or more) to be fabricated and assembled in packages for distribution; - Management and distribution of fabricated banners to multiple (four [4] or more) destinations across Canada; - A quantity of 600 banners or more, consisting of multiple (four [4] or more) distinct banner designs. <p>*One (1) contract does not need to include all of the listed requirements for M.1.2, however each separate requirement must have been included in any of the three (3) contracts. The three (3) contracts together must have included all of the listed requirements for M.1.2.</p>		
<p><u>M.1.3: Contract #1:</u></p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> a. The Contract reference number b. The Client information for the Contract c. The completion date of the Contract d. A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following: <ul style="list-style-type: none"> · The type of UV resistant banner material used and the properties of the material; · The imprinting process used and the number of colours imprinted for each distinct design; · The dyes used for imprinting; · The finishing requirements of the banners; · The number of distinct designs managed, imprinted and fabricated; · The packaging requirements; · The assembly and delivery/distribution requirements of the banners; · The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light) e. The invoice (or copy of) presented to the client 		

<p>M.1.3: Contract #2:</p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> a. The Contract reference number b. The Client information for the Contract c. The completion date of the Contract d. A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following: <ul style="list-style-type: none"> · The type of UV resistant banner material used and the properties of the material; · The imprinting process used and the number of colours imprinted for each distinct design; · The dyes used for imprinting; · The finishing requirements of the banners; · The number of distinct designs managed, imprinted and fabricated; · The packaging requirements; · The assembly and delivery/distribution requirements of the banners; · The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light) e. The invoice (or copy of) presented to the client 		
<p>M.1.3: Contract #3:</p> <p>To demonstrate this corporate experience with external clients the Bidder must provide the following information in a description of <u>each</u> contract:</p> <ol style="list-style-type: none"> a. The Contract reference number b. The Client information for the Contract c. The completion date of the Contract d. A complete description of the requirements for the imprinting, fabrication and finishing to final format, and delivery/distribution of the custom imprinted banners. The description must demonstrate the following: <ul style="list-style-type: none"> · The type of UV resistant banner material used and the properties of the material; · The imprinting process used and the number of colours imprinted for each distinct design; · The dyes used for imprinting; · The finishing requirements of the banners; · The number of distinct designs managed, imprinted and fabricated; · The packaging requirements; · The assembly and delivery/distribution requirements of the banners; · The final display location of the banners (example: Outdoors exposed to outdoor weather conditions including wind, rain and sun light) e. The invoice (or copy of) presented to the client 		

FAILURE TO PROVIDE DETAILED INFORMATION FOR ANY OF THE ABOVE MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE. BIDS NOT MEETING THE ALL THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION.