



RETURN BIDS BY FAX TO:
RETOURNER LES SOUMISSIONS

À:

Bid Fax: (877)558-2349

Parks Canada
111 Water Street East
Cornwall, ON
K6H 6S3

Request for a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Standing Offer on behalf of the Identified Users herein

Comments - Commentaries

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Parks Canada Agency
111 Water Street East
Cornwall, ON
K6H 6S3

Title-Sujet RFSO – Supply of Gravel to Fortress of Louisbourg, Louisbourg, NS Parks Canada		Date January 21, 2015
Solicitation No. - No. de l'invitation 5P128-14-0200	Client Ref. No. – No. de réf du client.	
GETS Reference No. – No de reference de SEAG		
Solicitation Closes L'invitation prend fin – at – á 02:00 PM on – le March 2, 2015	Time Zone Fuseau horaire - EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Lynn Kalp lynn.kalp@pc.gc.ca		
Telephone No. - No de téléphone (613)938-5803	Fax No. – No de FAX: (866) 246-6893	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein		
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur		
Name and title of person authorized to sign on behalf of the Vendor/Firm Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
6A, Standing Offer, and
6B, Resulting Contract Clauses; and,

the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work the Basis of Payment and any other annexes.

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2. Summary

To supply, deliver and stockpile gravel to various locations at the Fortress of Louisbourg as required on a per tonne basis. The individual gravel types and stock pile locations are detailed in the Statement of Work.

The total value for this Standing Offer is estimated at **\$300,000.00** (HST extra) for the three (3) year period. Individual call-ups will vary to a maximum of **\$25,000.00** (HST included).

Offerors should note that there is no guarantee that the full amount or any amount of the Standing Offer will be called up.

3. Communications Notification

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [*Standard Acquisition Clauses and Conditions*](#) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-06-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offers must be submitted only to Parks Canada Bid Receiving Unit **BY FAX** by the date, time and facsimile indicated on the cover page of the Request for Standing Offers.

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3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Section I: Financial Offer - One hard copy

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

It is mandatory that bidders submit firm prices/rates for ALL items in the Basis of Payment/financial bid in the Unit Price Table in Annex B. Should there be an error in calculation, unit prices prevail and the calculation will be corrected in the Estimated Total Column.

Section II: Certifications - One hard copy

Offerors must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Basis of Selection

1.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the **lowest aggregate total** (as per Annex B) will be recommended for issuance of a standing offer.

1.2 Must comply with all the requirements of the Request for Standing Offer (RFSO);

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested. Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 Federal Contractors Program – Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;

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(c) () is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

(d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows:

_____. Further information on the [FCP](#) is available on the HRSDC Web site.

Signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](#) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. The data must be submitted as outlined below to the Parks Canada Standing Offer Authority.

Reports will be submitted for the following periods for each year of the Standing Offer:

**From Date of Award –
January 1st, – June 30th
July 1st, – December 31st
for each year of the Standing Offer**

Electronic reports must be completed and forwarded to the Standing Offer Authority no later than 15 calendar days after the end of each period. A copy of the form is provided under Annex C.

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All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Contract award for a two (2) year period with the option to renew for an additional year.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional year under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

The Standing Offer Authority is:

Lynn Kalp
Contracts, Procurement & Materiel Management Officer
Finance and Contracting Operations Chief Financial Officer Directorate
Parks Canada Agency
111 Water Street East
Cornwall, ON
K6H 6S3

Telephone | Téléphone 613-938-5803
Facsimile | Télécopieur 866-246-6893
Email: lynn.kalp@pc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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4.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative (Must be filled in by bidder)

Name:

Address:

Telephone:

Email:

Business/Tax Number:

5. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

Parks Canada Agency
Fortress of Louisbourg

6. Call-up Procedures

Call-ups will be issued to the contractor as specific projects arise, accompanied by the description of work and in accordance with the fixed rates as per Annex "B" of the Standing Offer.

7. Call-up Instrument

The Work will be authorized by the Administrative Authority by the issuance of a call-up against the Standing Offer.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

a) the call up against the Standing Offer, including any annexes;

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- b) the articles of the Standing Offer;
- c) 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.
- d) Annex A - Statement of Work
- e) Annex B - Basis of Payment
- f) Annex C- Standing Offer Reporting Form
- g) Annex D- Attestation Form
- h) the Offeror's offer _____

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Nova Scotia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

Payment will be made in accordance with the unit pricing as indicated in Annex "B". For jobs with a duration of one (1) month or less, payment will be made after completion of the project, and receipt and acceptance of all deliverables by the project manager. For jobs with a duration of more than one (1) month, payment will be made in accordance with the negotiated milestone schedule detailed in the call-up

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document provided the work to be performed against the milestone has been completed to the satisfaction of the project manager, and/or any deliverables required under the milestones have been received and accepted by the project manager.

4.1 Basis of Payment

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, Annex B for all work performed pursuant to the individual Call-up against the Standing Offer. Harmonized Sales Tax (HST) is extra.

5. Invoicing Instructions

All invoices will include the following information:

- Fixed number of billable hours
- Taxes (if applicable)

Invoices should be addressed to the Parks Canada Representative identified on the Call-up.

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**ANNEX "A"
Statement of Work**

1.0 REQUIREMENT DEFINITION

Request for Standing Offer Agreement for Gravel supply and delivery at Parks Canada Sites in the Fortress of Louisbourg, Louisbourg, Nova Scotia. Delivery of material could be at any location throughout the Fortress of Louisbourg and will be clearly specified during each individual call up.

2.0 PURPOSE OF STANDING OFFER

To supply, deliver and stockpile gravel to various locations at the Fortress of Louisbourg as required on a per tonne basis. The individual gravel types and stock pile locations are detailed below. All types of gravel should meet the following minimum requirements.

3.0 GENERAL REQUIREMENTS ALL TYPES OF GRAVEL

3.1 SOURCE APPROVAL

- .1 Inform Engineer of proposed source of aggregates and provide access for sampling prior to commencing production.
- .2 If, in opinion of Engineer, aggregate from the proposed source does not meet or cannot reasonably be processed to meet specified requirements, locate an alternative source or demonstrate that aggregate from source in quotation can be processed to meet specified requirements.
- .3 Should a change of aggregate source be proposed during work, advise Engineer 4 weeks in advance of proposed change to allow sampling and testing.
- .4 Acceptance of an aggregate at source does not preclude future rejection if it is subsequently found to lack uniformity or if it fails to conform to requirements specified, or if its field performance is found to be unsatisfactory.

3.2 STOCKPILING

- .1 Stockpile aggregates on-site in locations as indicated unless directed otherwise by Engineer.
- .2 Stockpile aggregates in sufficient quantities to meet project schedules.
- .3 Stockpiling sites to be level, well drained, and of adequate bearing capacity and stability to support stockpiled materials and handling equipment.
- .4 Separate different aggregates by strong, full depth bulkheads, or stockpile far enough apart to

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prevent intermixing

.5 Do not use intermixed or contaminated materials. Remove and dispose of rejected materials

as directed by Engineer within 48 hours of rejection.

.6 Do not cone piles or spill material over edges of piles.

.7 During winter operations, prevent ice and snow from becoming mixed into stockpile or in

material being removed from stockpile.

3.3 MATERIAL ACCEPTANCE

.1 Contractor to advise Department Representative a minimum of 24 hours in advance of material delivery.

.2 Department Representative must be onsite during delivery of material and contractors to provide a weigh slip to Department Representative for all material. Department Representative to sign all weigh slips in order to guarantee payment of material.

3.4 REFERENCES

.1 Pit and Quarry Guidelines, Public Highways Act (Nova Scotia), Environmental Construction Practice Specifications, Forest Improvement Act, National Parks Act and Regulations, Canadian Environmental Protection Act.

.2 Nova Scotia Department of Transportation Highway and Construction

Maintenance.

3.5 MAINTENANCE OF WORK DURING CONSTRUCTION

.1 Maintain work during construction. Undertake continuous and effective maintenance of work day by day, with adequate equipment and forces so that the structures are continuously kept in a condition satisfactory to Department Representative.

3.6 CODES

.1 Perform work in accordance with Code of Practice of the Department of Labour, as it pertains to the Temporary Workplace Traffic Control Manual (Department of Transportation & Public Works and all applicable codes of federal, provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

.2 Materials and workmanship must conform to or exceed applicable standards of Canadian General Standards Board (CGSB), Canadian Standards Association, and other standards organizations.

.3 Conform to latest revision of any referenced standard as reaffirmed or revised to date of specification. Standards or codes not dated shall be deemed editions in force on date of tender advertisement.

.4 Vehicle weights and dimensions shall conform to Public Highway Act (Nova Scotia).

3.7 WORK WITHIN PARK BOUNDARIES

.1 The Contractor shall be fully aware that the project is within a national park and it is essential that lands remain as undisturbed as possible. The Contractor will be expected to use standards and methods beyond those for normal construction in order to protect the environment and ensure the aesthetics of the work. Contract limits shall be strictly adhered to and every precaution shall be taken to minimize

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environmental damage and disruption to vegetation, wildlife habitat, and structures or existing services, both on construction and storage sites.

.2 If any damage occurs during construction, the Contractor is responsible to bear the expense to immediately restore such damaged areas to the satisfaction of the Department Representative.

.3 If Contractor fails to repair damage to the satisfaction of the Department Representative, the Department Representative may complete repairs at the Contractor's expense.

.4 The Contractor shall ensure that contracted work meets the standards outlined in the contract specifications.

.5 The Contractor shall ensure that no damage will be done to underground services.

3.8 DOCUMENTS REQUIRED

.1 Maintain at job site, one copy each document as follows:

.1 Specifications.

.2 Addenda.

.3 Change orders.

.4 Other modifications to Contract.

3.9 SITE CONDITIONS

.1 The Contractor will be deemed to have familiarized them self with existing site and working conditions and all other conditions which may affect performance of the Contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

.2 The Contractor will be deemed to have examined the site of work for nature of location of work, local conditions, soil and subsurface structure and topography, nature and quality of material to be used, equipment and facilities needed to execute the work, means of access, existing underground and overhead infrastructure and understand the risk, contingencies and circumstances that may affect the Work.

.3 Any information provided by the Owner as to the subsurface or concealed conditions is only for informational purposes.

3.10 WORK SCHEDULE

.1 Submit to the Department Representative a minimum of 24hrs prior to requiring site access.

.2 The final completion date shall be 2 weeks after award of contract unless an alternative time period is approved in advance by the Department Representative.

.3 Parks Canada may require delivery of gravel at any time throughout the duration of the contract. It will not be expected that the contractor will have to deliver gravel when roads are closed during the spring weight restrictions set by the Province of Nova Scotia. However, the Contractor maybe required to deliver gravel immediately before or after the road closure period.

.4 Contractor will be expected to commence delivery of material a maximum of 3 days after request to provide service unless approved otherwise by Department Representative.

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3.11 CONTRACTOR'S USE OF SITE

- .1 The Department Representative will specify the areas for work and storage.
- .2 Department Representative must be present during delivery of gravel.
- .3 Gravel Deliveries will only be accepted during normal operating hours which

include:

Monday – Friday from 7am – 3pm

Excluding weekends and Holidays

Contractor will be expected to deliver during these hours unless agreed upon in advance with the Department Representative.

3.12 SETTING OUT OF WORK

- .1 Contractor to contain stockpile within specified area unless directed otherwise by Department Representative.

3.13 EXISTING SERVICES

- .1 Carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to operations of surrounding facilities.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Department Representative of findings.

3.14 TRAFFIC DIRECTION AND CONTROL

- .1 Provide sufficient signs and barriers to redirect pedestrians or vehicle traffic away from work area. Comply with all applicable federal, provincial and local authorities having jurisdiction.

3.15 RELICS, ANTIQUES & WILDLIFE HABITAT

- .1 Protect relics, antiquities, wildlife habitat, items of historical or scientific interest such as cornerstones and contents, animal nesting sites, commemorative plaques, inscribed tablets, and similar objects found during course of work.
- .2 Give immediate notice to Department Representative and wait Department Representative's written instructions before proceeding with work in this area.
- .3 Relics, antiquities and items of historical or scientific interest remain her Majesty's property.

3.16 MEASUREMENT OF QUANTITIES

- .1 Linear: Items which are measured by metre will be measured along centreline of installation unless otherwise shown on plans.
- .2 Area:
 - .1 Longitudinal and transverse measurements for areas to be measured on plane of installation, either horizontal, vertical or sloped horizontally.
- .3 Volume:
 - .1 In computing volumes, average end area method will be used unless otherwise directed by Department Representative in writing.
- .4 All volume measurements refer to in place measure unless specified elsewhere in specification.
- .5 Mass:
 - .1 Term "tonne" shall mean 1000 kg.
 - .2 Materials which are specified for measurement by mass shall be weighed on scales approved by and at locations designated by Department Representative. Units used to haul material being paid for by mass shall bear legible identification numbers plainly visible to scale person as it approaches and leaves scale-house.

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3.17 PERMITS/AUTHORITIES

.1 The Contractor shall be responsible for obtaining all applicable permits, inspections and approvals required and shall pay all changes in connection therewith. The Contractor also shall comply with all pertinent regulations of all authorities having jurisdiction over the work. The Contractor shall provide copies of all permits to the Owner prior to starting the work.

4.0 GRAVEL CATEGORY REQUIREMENTS

4.1 TYPE I GRAVEL

4.1.1 The project stockpile is to be located at the Fortress of Louisbourg, Louisbourg, Nova Scotia. Exact area will be identified before the arrival of materials.

4.1.2 The work generally includes, but is not limited to:

.1 The supply of Type I gravel to the Fortress of Louisbourg, Louisbourg, Nova Scotia which includes all the labour, equipment and material to supply and transport Type I gravel to this location.

.2 Contractor will be required to stockpile Type I gravel at this location ensuring it is contained to the area designated by Parks Canada.

.3 Gravel to meet the following minimum specifications:

Type I Gravel: .1 Gravel shall be composed of approved hard, durable stones and sand particles to meet or exceed the following specifications:

Gradation Requirements: The gravels shall be free from flat, elongated or other objectionable pieces and shall be approved by the Department Representative prior to utilization. The gravels shall be tested in accordance with ASTM C 117 and C136 and shall fulfill the enclosed gradation results.

TYPE I GRAVEL - Gradation	
Sieve Size, µm	Percent Passing
20 000	100
14 000	50 – 85
5 000	20 – 50
160	5 – 12
80	3 – 8 ⁽¹⁾

⁽¹⁾For gravel sources not classified as quarries the allowable percentage passing the 80 µm sieve shall be 3 to 5%

.2 Fractured particle content of a minimum of 80% of Fractured Particles, one face.

.3 Maximum absorption of 1.75%

.4 Maximum LA Abrasion of 40%

.5 Maximum Plasticity Index of 0

.6 Maximum Micro-Deval 20%

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4.2 TYPE II GRAVEL

4.2.1 The project stockpile is to be located in the Fortress of Louisbourg, Louisbourg, Nova Scotia.

Exact area will be identified before the arrival of materials.

4.2.2 The work generally includes, but is not limited to:

.1 The supply of Type II gravel to Fortress of Louisbourg, Louisbourg, Nova Scotia which includes all the labour, equipment and material to supply and transport Type II gravel to this location.

.2 Contractor will be required to stockpile Type II gravel at this location ensuring it is contained to the area designated by Parks Canada.

.3 Gravel to meet the following minimum specifications:

Type II Gravel: .1 Gravel shall be composed of approved hard, durable stones and sand particles to meet or exceed the following specifications:

Gradation Requirements: The gravels shall be free from flat, elongated or other objectionable pieces and shall be approved by the Department Representative prior to utilization. The gravels shall be tested in accordance with ASTM C 117 and C136 and shall fulfill the enclosed gradation results.

TYPE II GRAVEL - Gradation

Sieve Size, µm	Percent Passing
80 000	100
56 000	70 – 100
28 000	50 – 80
14 000	35 – 65
5 000	20 - 50
160	5 – 12
80	0 – 7

.2 Fractured particle content of a minimum of 50% of Fractured Particles, one face.

.3 Maximum absorption of 1.75%

.4 Maximum LA Abrasion of 40%

.5 Maximum Plasticity Index of 0

.6 Maximum Micro-Deval 20%

4.3 Rip Rap

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4.3.1 The project stockpile is to be located in the Fortress of Louisbourg, Louisbourg, Nova Scotia.

Exact area will be identified before the arrival of materials.

4.3.2 The work generally includes, but is not limited to:

.1 The supply of rip rap to Fortress of Louisbourg, Louisbourg, Nova Scotia which includes all the labour, equipment and material to supply and transport Rip Rap to this location.

.2 Contractor will be required to stockpile Rip Rap at this location ensuring it is contained to the area designated by Parks Canada.

.3 **100mm – 150mm Rip Rap** to meet or exceed the following specifications:

Specially selected and graded field or quarried rock with angular shape and free from rounded, flat or elongated particles, non ore-bearing, and non toxic.

4.4 Sand

4.4.1 The project stockpile is to be located in the Fortress of Louisbourg, Louisbourg, Nova Scotia.

Exact area will be identified before the arrival of materials.

4.4.2 The work generally includes, but is not limited to:

.1 The supply of sand to Fortress of Louisbourg, Louisbourg, Nova Scotia which includes all the labour, equipment and material to supply and transport sand to this location.

.2 Contractor will be required to stockpile sand at this location ensuring it is contained to the area designated by Parks Canada.

.3 Sand to meet the following minimum specifications:

.1 hard, granular, sharp material, well-graded from coarse to fine, free of impurities, chemicals or organic matter, and graded as follows:

SAND - Gradation

Sieve Designation	Cum. % Passing
5 mm	100
0.16 mm	0 - 5

5.0 TRAVEL

The price / tonne cost submitted for this standing offer agreement will include all travel, or lodging costs required to provide gravel to the specified locations.

6.0 CONFIDENTIALITY

It is understood and agreed that the Contractor will, during and after the effective period of the solicitation, and any resultant contract, treat as confidential and not divulge, unless authorized in writing by Parks Canada, any information obtained in the course of the performance of the proposed Work.

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7.0 COMMUNICATIONS

During the contract period the Consultant shall remain in regular contact with the Project authority identified in this solicitation either by telephone or in person to ensure the project is progressing well.

The consultant will require access from onsite personnel in order to commence the project and gain access to the building. Site visits must be arranged prior to arrival with the enclosed Project Authority.

8.0 OFFICIAL LANGUAGES

The Agency is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

9.0 TERM OF STANDING OFFER

The Standing Offer will be valid for a period of 3 years with the option to extend the contract at the end of 3 years for a 1 year period. In order to extend the contract both parties must reach mutual consent a minimum of 2 months prior to the termination of the agreement.

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ANNEX "B"

BASIS OF PAYMENT

Your financial bid will be used to determine the Basis of Payment, please fill in the amounts below. An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest aggregate price will be recommended for issuance of a standing offer.

The responsive offer with the **lowest aggregate total** (as per Annex B) will be recommended for issuance of a standing offer.

The sum of the extended price column will be the bidders aggregate total.

FORTRESS OF LOUISBOURG STANDING OFFER GRAVEL

UNIT PRICE TABLE

1. The Unit Price Table designates the Work to which a Unit Price Arrangement applies.
 - (a) The Price per Unit and the Estimated Total Price must be entered for each item listed.
 - (b) Work included in each item is as described in the referenced specification section AND ADDITIONAL DETAILS PROVIDED IN THIS UNIT PRICE NEGOTIATED DOCUMENT. ALL SPECIFICATIONS DESCRIPTIONS STILL APPLY IN ADDITION TO THIS ADDITIONAL INFORMATION.
 - (c) The Price per Unit shall not include any amounts for Work that is not included in that unit price item.

Item No.	DESCRIPTION OF REQUIREMENT <i>(ALL PRICES TO BE QUOTED ON REGULAR WORKING HOURS RATE)</i>	A Estimated Quantity	B Price per Unit Applicable Taxes Extra	C Estimated Total Price Applicable Taxes Extra
A1	TYPE I GRAVEL	400 tonnes	\$_____/tonne	\$
A2	TYPE II GRAVEL	400 tonnes	\$_____/tonne	\$
A3	100mm – 150mm RIP RAP	200 tonnes	\$_____/tonne	\$
A4	SAND	300 tonnes	\$_____/tonne	\$
TOTAL EXTENDED AMOUNT (TEA) (Items A1 – A4) Excluding Applicable Taxes Note: Bidders are reminded that it is their responsibility to include in their bid all work as described in the standing offer specifications.				\$

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From time to time Parks Canada may have a requirement for similar items. Please complete below for the purchase of such items:

For miscellaneous items of a similar nature not listed in pricing table above, the supplier agrees that the pricing will be at actual laid down cost less a discount of

_____ %

Offeror must submit with their invoice a copy of an invoice to support the actual cost claimed.

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**ANNEX D
Attestation and Proof of Compliance with Occupational Health and Safety (OHS)**

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Instructions:

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work:

General Description of Work to be Completed:
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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name _____ Signature _____

Date _____