



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS Á:

Parks Canada Agency
Bid Fax: (877) 558-2349

Request For a Standing Offer

Demande d'offre à commandes

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 identifies Users herein.

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaries

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title-Sujet RFSO – Supply and Install Parking Meters	
Solicitation No. - No. de l'invitation 5P322-14-0984	Date May 1, 2015
GETS Reference No. – No de reference de SEAG	
Client Reference No. – No. de référence du client	
Solicitation Closes L'invitation prend fin – at – á 02:00 PM on – le June 15, 2015	Time Zone Fuseau horaire - Eastern Daylight Saving Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Laura Lawson	
Telephone No. - No de téléphone (613) 938-5791	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 (type or print) Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____	_____
Name	Title
_____	_____
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1: General Information - provides a general description of the requirement;

Part 2: Offeror Instructions - provides the instructions applicable to the clauses and conditions of the RFSO;

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

Part 4: Evaluation Procedures and Basis of Selection - indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

Part 5: Certifications - includes the certifications to be provided;

Part 6: Security, Financial and Insurance Requirements - includes specific requirements that must be addressed by offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, 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.

2. Summary

The work will involve the purchase of parking meters and associated services (delivery, installation, commissioning and monitoring) for Parks Canada Waterways lockstations and training of Parks Canada maintenance staff. (Construction of concrete pads is not part of the contract)

3. 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 the results of the request for standing offers process. The debriefing may be 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 (2014-09-25) 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.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 Ontario.

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

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer one (1) soft copy
Section II: Financial Offer one (1) soft copy
Section III: Certifications one (1) soft copies

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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

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;

(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

1.2 Former Public Servant Certification

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

Insurance requirements as per Annex "C".

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to perform the Work 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 \(https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual\)](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

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

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from Issuance of Standing Offer to March 31, 2018.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Laura Lowson
Title: Contracting Officer
Parks Canada Agency
Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5791
Facsimile: 866-246-6893
E-mail address: laura.lowson@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.

4.2 Project Authority

The Project Authority for the Standing Offer will be named upon award.

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 (To be completed by Bidder)

Name: _____

Address: _____

Telephone: _____

Email: _____

5. Identified Users

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

Parks Canada Agency
Parks Canada Agency Waterways

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 Identified User(s) 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;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2014-09-25), General Conditions – Goods or Services (Low Dollar Value)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Health and Safety Requirements;
- i) the Offeror's offer _____ (to be completed upon award).

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 Ontario.

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

2.1 General Conditions

2029 (2014-09-25), General Conditions - Goods or Services (Low Dollar Value), 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

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 in Annex "B" for all work performed pursuant to the individual Call-up against the Standing Offer. Applicable taxes extra.

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Monthly Payment

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

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

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows to the Parks Canada Representative identified on the Call-up.

6. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract.

Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"
STATEMENT OF WORK

1.0 Location of Work

Various lockstations throughout Parks Canada Waterways.

2.0 Scope of Work:

- The work will involve the purchase of parking meters and associated services (delivery, installation, commissioning and monitoring) Parks Canada Waterways lockstations.
- The training of Parks Canada maintenance staff.

The construction of new concrete pads is not part of the contract.

3.0 Technical documentation

Submit technical documentation (shop drawing) of the proposed equipment, with information sufficient to evidence full compliance with contract requirements. Time submission to assure adequate lead time.

The Project manager assumes no responsibility for checking schedules or shop drawings for details of items.

4.0 Materials, Supplies and Equipment:

The Contractor shall supply all necessary tools, labour, equipment, materials and supervision to perform the work as outlined in this document.

5.0 Site Visit:

Contractors are invited to visit the sites and familiarize themselves with the existing conditions before tendering, for the proper assessment and execution of the contract.

6.0 Schedule:

The work shall be coordinated with the Parks Canada Project Manager.

7.0 Site Access:

Access to the Sites for the purposes of quoting on this work is free. Access for performing the work upon acceptance of the proposal is to be coordinated with the Project Manager.

8.0 Hours of Work:

The work shall be completed from Monday to Friday between the hours of 7:00 a.m. and 6:00 p.m. or as authorized by the Project Manager.

9.0 Heritage Value:

- 9.1 The work site is located within a National Historic Site of Canada. The Contractor is to make every effort and take all means necessary to ensure that no damage is sustained to the roadways, grounds or appurtenances as a result of the work performed under this contract.

- 9.2 Should historic objects or archaeological finds be uncovered during the work, stop work immediately and notify the Project Manager. Do not resume work until such time as directed by the Project Manager.

10.0 Repairs and Damages:

The Contractor shall report immediately any repair requirements resulting from the work. The Contractor shall be liable for any damages occurring during the proposed work.

11.0 Services Provided By Parks Canada:

- 11.1 Public washrooms at the lock sites will be provided for normal usage only and without charge during normal working hours. Cleaning up of equipment and tools is not to be conducted within the building. Contractor to ensure washrooms are clean after usage.
- 11.2 A maximum of 3 parking spaces will be provided at no charge to the Contractor.

12.0 Temporary Facilities

- 12.1 Power is not available at the site. Washroom Services facilities will be available.
- 12.2 Provide and maintain:
- .1 Suitable storage facilities, of types and at locations approved by the Project Manager;
 - .2 All necessary enclosures, guards, guardrails, barricades, warning signs, flashing warning lights and similar items.

13.0 Clean-Up

- 13.1 Clean and tidy the work area on a daily basis and permit no undue amounts of debris, trash and/or garbage to accumulate.
- 13.2 At the completion of the work, remove all surplus materials, tools, rubbish and debris and dispose of them in an approved manner off the site.

PARKING METERS

1 Samples:

Inform Project Manager at least 1 month prior to beginning Work, of proposed sources of parking meters and components.

The equipment shall meet the following requirement at the minimum:

2 General description:

- High security, stainless steel cash box; rust free. Sealed against ingress of water and dust and designed for exposed outdoor and extreme environmental conditions;
- Reliable operating system and hardware; latest technology.
- Must be accessible to people with disabilities (ADA compliant).
- Multi-language capability (at least English and French).
- Off-site monitoring capabilities.

3 Specifications:

- Operating temperature: -29°C to 60°C.
- Power supply: solar charged battery.
- Payment systems: coins, credit cards utilizing secure, on-line real-time PCI compliant processes.
- Ticket printing: Standard ticket sizes. Capacity of at least 3,000 3-inch tickets per roll.

- Sufficient contrast, LED back light;
- Coin acceptor;
- Vandal resistant keypads; resistance to impact, shock and vibration to MIL standard;
- Cash box: secure and high capacity stainless steel container;

- User-friendly graphic interface tools for diagnostic, configuration and editing;

Execution

- 1 Requirements: Adhere to National, Provincial and Municipal requirements relating to the safety, health and protection of workers and the environment.

- 2 Scheduling:
 - .1 Carefully plan work to satisfy schedule requirements. Submit the Project Schedule within ten days of contract award.
 - .2 Take all necessary measures to complete the work within the scheduled times approved by the Project Manager.
 - .3 Do not make changes to the approved schedule except with the Project Manager's approval.

ANNEX "B"
BASIS OF PAYMENT

Your financial bid will be used to determine the Basis of Payment, please fill in the amounts on the following page. 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 Offeror must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are firm net prices in Canadian funds including Canadian customs duties, except taxes, and are to be FOB destination(s) indicated, including all delivery charges.

HST shall not be included in pricing and shall be shown as a separate item on invoices.

Year 1 from Issuance of Standing Offer to March 31, 2016			
(A) Description	(B) Estimated Usage	(C) Unit Price	(D) Extended Price (B x C= D)
Parking Meter as per specification in Annex "A"	12	\$	\$
Delivery, Installation, Commissioning Parks Canada Staff	12	\$	\$
Monitoring Fee – Annual / Monthly (circle one)	12	\$	\$
Total cost Year 1 Canadian Dollars (excluding applicable taxes)			

Year 2 from April 1, 2016 to March 31, 2017			
(A) Description	(B) Estimated Usage	(C) Unit Price	(D) Extended Price (B x C= D)
Parking Meter as per specification in Annex "A"	9	\$	\$
Delivery, Installation, Commissioning Parks Canada Staff	9	\$	\$
Monitoring Fee – Annual / Monthly (circle one)	9	\$	\$
Total cost Year 2 Canadian Dollars (excluding applicable taxes)			\$

Year 3 from April 1, 2017 to March 31, 2018			
(A) Description	(B) Estimated Usage	(C) Unit Price	(D) Extended Price (B x C= D)
Parking Meter as per specification in Annex "A"	8	\$	\$
Delivery, Installation, Commissioning Parks Canada Staff	8	\$	\$
Monitoring Fee – Annual / Monthly (circle one)	8	\$	\$
Total cost Year 3 Canadian Dollars (excluding applicable taxes)			\$
Total cost Year 1 + Year 2 + Year 3 Canadian Dollars (excluding applicable taxes)			

ANNEX "C"
INSURANCE REQUIREMENTS

GC9.1 Indemnification

1. The Consultant shall indemnify and save harmless Canada, its employees and agents, from losses arising out of the errors, omissions or negligent acts of the Consultant, its employees and agents, in the performance of the Services under the Agreement.
2. The Consultant's liability to indemnify or reimburse Canada under the Agreement shall not affect or prejudice Canada from exercising any other rights under law.

GC9.2 Insurance Requirements

1. General
 - a. The Consultant shall ensure that appropriate liability insurance coverage is in place to cover the Consultant and the members of the Consultant Team and shall maintain all required insurance policies as specified herein.
 - b. The Consultant shall, if requested by the Contracting Officer at any time, provide to the Contracting Officer an Insurer's Certificate of Insurance and/or the originals or certified true copies of all contracts of insurance maintained by the Consultant pursuant to the provisions contained herein.
 - c. The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Consultant.
 - d. Any insurance coverages additional to those required herein that the Consultant and the other members of the Consultant Team may deem necessary for their own protection or to fulfill their obligations shall be at their own discretion and expense.
2. Commercial General Liability
 - a. The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have: a limit of liability of not less than \$5,000,000 per occurrence; an aggregate limit of not less than \$5,000,000 within any policy year.
 - b. The policy shall insure the Consultant and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services as an Additional Insured, with respect to liability arising out of the performance of the Services.
3. Professional Liability
 - a. The Professional Liability insurance coverage shall be in an amount usual for the nature and scope of the Services but, shall have a limit of liability of not less than \$250,000 per claim, and be continually maintained from the commencement of performance of the Services until five (5) years after their completion.
 - b. The following provision must be incorporated into the conditions of the Consultant's Professional Liability insurance coverage: "Notice of Cancellation of Insurance Coverage: The Insurer agrees to give the Contracting Authority at least thirty (30) days' prior written notice of any policy cancellation and before making any reduction in coverage."

ANNEX "D"

HEATH AND SAFETY REQUIREMENTS

1.0 Health and Safety:

1.1 Comply with the following acts and regulations. Where two or more acts or regulations apply conform to the most stringent:

- 1.1.1 Canadian Labour Code, Canada Occupational Health and Safety Regulations.
- 1.1.2 Province of Ontario Occupational Health and Safety Act - R.S.O. 1990, c.0.1 Regulations for Construction Projects 213/91 as amended by Regulation 145/00
- 1.1.3 Province of Ontario: Occupational Health and Safety Act and Regulations for Construction Projects, Revised Statutes of Ontario 1990, Chapter O.1 as amended, O. Reg. 213/91 as amended, Workplace Safety and Insurance Act, 1997.
- 1.1.4 Municipal statutes and authorities.
- 1.1.5 Fire Commissioner of Canada (FCC): FC-301 Standard for Construction Operations; FC-302 Standard for Welding and Cutting, June 1982.

1.2 Work Stoppage:

- 1.2.1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work. Should any unforeseen safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise Project Manager.
- 1.2.2 The Project Manager may also stop work for health and safety considerations.

2.0 Environmental Protection:

- 2.1 Control emissions from equipment to local authorities' emission requirements and provincial and federal regulations.
- 2.2 Do not dispose of waste or volatile materials into waterways, storm or sanitary sewers.
- 2.3 Do not pump water containing suspended materials into waterways, storm or sanitary sewers.
- 2.4 Prevent extraneous materials, including cement, concrete, mortar, asphalt, oil, fuel, etc. from contaminating air or water.
- 2.5 Comply with municipal by-laws concerning noise pollution. Operate equipment only during hours permitted by local by-laws.
- 2.6 No sediment, construction material or otherwise contaminated run-off is to reach the Rideau Canal waters during or as a result of the scheduled work.
- 2.7 Standard best management practices (e.g. run-off containment devices) are to be employed as necessary to ensure that any such contaminants are intercepted and removed from site.
- 2.8 The re-fuelling and lubrication of machinery is not to take place over or near canal waters, and contingency plans are to be in place to prevent, but also react to and quickly clean-up any hazardous spills that may occur.
- 2.9 Hazardous spills are to be reported to the MOE SPILL centre at 1-800-268-6060 and the Rideau Canal Office (613) 283-7199.

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 _____