



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

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

**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
Suite 1300, 635 – 8th Avenue S.W.
Calgary, Alberta T2P 3M3
Bid Fax: (403) 292-4475

Title-Sujet Firewood – Mount Revelstoke & Glacier National Parks					
Solicitation No. - No. de l'invitation 5P420-15-5031/A	Date 21 May 2015				
GETS Reference No. – No de reference de SEAG PW-15-00684662					
Client Reference No. – No. de référence du client n/a					
Solicitation Closes L'invitation prend fin – at – à 02:00 PM on – le 2015-07-02	Time Zone Fuseau horaire - Mountain Daylight Saving Time (MDT) / heure avancée des Rocheuses (HAR)				
Address Inquiries to: - Adresser toute demande de renseignements à : Joanne Cuthbert					
Telephone No. - No de téléphone (403) 292-4558	Fax No. – No de FAX: (403) 292-4475				
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: Mount Revelstoke and Glacier National Parks					
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : Telephone No. - No de telephone: Facsimile No. - N° de télécopieur:					
Name and title of person authorized to sign on behalf of the Vendor/Firm (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) <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-top: 1px solid black;">Name</td> <td style="width: 50%; border-top: 1px solid black;">Title</td> </tr> <tr> <td style="border-top: 1px solid black;">Signature</td> <td style="border-top: 1px solid black;">Date</td> </tr> </table>		Name	Title	Signature	Date
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 Requirement, the Basis of Payment and any other annexes.

2. Summary

Parks Canada requires the supply and delivery of firewood to the following locations in accordance with the requirement attached for each location. The standing offer is for One (1) year period with One (1) one (1) year option period to extend:

- Loop Brook and Illecillewaet campgrounds, and the Rogers Pass Discovery Centre located in Glacier National park; and
- The One Mile Compound and Monashee picnic area located in Mount Revelstoke National Park.

The requirement is subject to the provisions of the North American Free Trade Agreement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT),

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. 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](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.

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 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

1.1 SACC Manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates

2. Submission of Offers

Offers must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by electronic email to Parks Canada Agency (PCA) Bid Receiving Unit will not be accepted.

3. Former Public Servant – Rejection of Bid

3.1. Definition:

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) 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.

3.2. By submitting a bid, the Bidder agrees that

- a) no former public servant as defined above in receipt of a payment under the Public Service Superannuation Act (a PSSA pension), the RCMP Superannuation Act, or the Canadian Forces Superannuation Act, or

b) no former Parks Canada Employee in receipt of a Transition Support Measure for a period of one year;

are to receive any benefit under a contract arising from this bid solicitation.

3.3. In addition, bids from a former public servant as defined above will be considered non-responsive and given no further consideration.

3.4. Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

4. 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.

5. 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 British Columbia.

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)

Section II: Certifications (one hard copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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, offerors are encouraged to:

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

Section I: Financial Offer

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.

1.1 SACC Manual Clauses

C3011T (2013-11-06) Exchange Rate Fluctuation

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a)

() Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____
Master Card _____

(b)

() Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Financial Evaluation

The estimated quantities listed under Annex "B" are for evaluation purposes only and will not form part of any resulting Standing Offer.

Standing Offers will be issued on a lowest cost per location basis. The total price per location will be calculated by multiplying the unit price for each line item by the associated estimated usage. Calculation will be applied to each option year pricing and will be totaled to determine the lowest cost per location.

More than one Standing Offer may result from this Request for Standing Offer.

1.1.1 SACC Manual Clauses

M0222T (2013-04-25) Evaluation of Price

2. Basis of Selection

2.1 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.

More than one standing offer may be issued for this solicitation.

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 bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

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

The Bidder 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, and/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, and/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.

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 Requirement 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.

All reference to the Minister of Public Works and Government Services should be deleted and replaced with the Chief Executive Officer of Parks Canada. All reference to the Department of Public Works and Government Services should be deleted and replaced with Parks Canada Agency.

2.1 General Conditions

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

2.2.1 Periodic Usage Reports – Standing Offer

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. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to May 31, 2016 inclusive.

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 an additional one year period, from June 01, 2016 to May 31, 2017 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 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:

Joanne Cuthbert
Parks Canada Agency
Contracting Operations
#1300, 635 – 8th Avenue SW
Calgary, AB T2P 3M3

Telephone: (403) 292-4558

Facsimile: (403) 292-4475

E-mail address: joanne.cuthbert@pc.gc.ca

The 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 is:

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 Offer)

The Offeror's Representative for the Standing Offer is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Mailing Address:		
City:	Province/ Territory:	Postal Code:
Telephone No.:	Fax No.:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

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

Canadian Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN online at the [Public Works and Government Services Canada Buyandsell.gc.ca Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, "Call-up Against a Standing Offer", or electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. 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 2006 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements,

- d) the general conditions 2010A (2011-05-16), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer usage Report
- h) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- i) the Offeror's offer *(to be inserted at Standing Offer Award)*.

9. Certifications

9.1 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.

10. 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 British Columbia.

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. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2011-05-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2011-05-16) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be made within two (2) calendar days from receipt of a 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, to a limitation of expenditure of \$ *(inserted at Standing Offer Award)*. Customs duties are included and Applicable Taxes are extra.

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ *(inserted at Standing Offer Award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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

4.3 SACC Manual Clauses

C2000C (2007-11-30) Taxes – Foreign-based Contractor
H1000C (2008-05-12) Single Payment

4.5 Payment by Credit Card (if applicable)

The following credit cards are accepted:

_____ and;
_____.

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. Invoices 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.

6. SACC Manual Clauses

A1009C (2008-05-12) Work Site Access
A9041C (2008-05-12) Salvage
A9068C (2010-01-11) Government Site Regulations
B6802C (2007-11-30) Government Property
B7500C (2006-06-16) Excess Goods
G1005C (2008-05-12) Insurance

7. Inspection and Acceptance

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

ANNEX A - REQUIREMENT

To supply firewood, which includes all necessary labor, supervision, expertise, tools, equipment, and transportation, to Illecillewaet and Loop Brook Campgrounds and Rogers Pass Discovery Centre located in Glacier National Park and, One Mile Compound and Monashee picnic areas in Mount Revelstoke National Park for Parks Canada, on an "as and when" requested basis during the period of the standing offer in accordance with the Scope of Work detailed below.

Each tenderer shall be required to sign a Certificate that the wood supplied was sourced from a legal source.

Scope of Work

1. The firewood is to be delivered on site to the wood bin or designated wood sites at the following locations:
 - Loop Brook and Illecillewaet campgrounds, and the Rogers Pass Discovery Centre located in Glacier National Park; and
 - The One Mile Compound and Monashee picnic area located in Mount Revelstoke National Park.

Note - the Contractor will be directed to the Mount Revelstoke One Mile Compound firewood location.

2. The firewood must be seasoned and delivered dry, split and cut to fire pit length (approximately 15" to 20" long, 8" maximum diameter). The wood must be placed under the sheltered portion of the wood bins only.
3. The area around the wood bins must be left clean of debris after deliveries. The Contractor will be responsible for removing chips, bark, branches and other material from the area directly in front of the wood bins and surrounding area.
4. Green wood is not accepted. If slab wood is going to be incorporated in to the supply, the quality of the slab wood must be approved by Project Authority at the beginning of the season. Wood that has not been split and wood that exceeds the specified dimensions as reference in Item 2 above, will not be accepted.
5. The firewood must be of mixed hardwood and softwood species. The following species are acceptable: fir, hemlock, pine, spruce, birch.
6. Wood from outside of BC must be de-barked or heat treated.
7. The firewood must be delivered within **24** hours of call-up to the sites indicated by the Project Authority or designate ordering the wood.
8. The wood is to be delivered in minimum amounts of one cord; however, order may require delivery amounts as large as nine cords being delivered in a single day.
9. If the firewood is to be delivered Loose Pile (note I.), it should be of an additional 30% greater volume than if delivered in a stack cord of 128 cu. ft.

Note: I. Loose Pile: 168 cu. feet of wood shall equal 1 cord;

10. Delivery must not be made prior to 9:00 a.m. PST or later than 9:00 p.m. PST so as not to disturb the campers.

11. Invoices for work required/performed must identify the following:

- a. Quantity (per cord) delivered at each site;
- b. Date of call-up, with call-up number
- c. The name of the Project Authority or designate who requested the call up.
- d. Date and location of deliveries made.
- e. Delivery receipts can be left under the door at the Illecillewaet Campground Kiosk.

12. Invoices must be dropped off or mailed to the Mount Revelstoke & Glacier National Parks Administration Office located at:

Mount Revelstoke and Glacier National Park
Parks Canada Agency
Post Office Building
301B – 3rd Street West
Box 350
Revelstoke, BC V0E 2S0

13. The Contractor must have a telephone answering machine/service in order to accept firewood order or instruction when not available for direct telephone call-up. When the Contractor receive an order on the answering machine/service, the Contractor must call or fax/email the Project Authority or designate to confirm that the order was received.

14. The Contractor must advise the Project Authority or designate of any difficulties filling any orders.

Contact hours are from 8:30 a.m. PST to 4:30 p.m. PST, Monday to Friday.

ANNEX B - BASIS OF PAYMENT

The prices below are in Canadian Dollars, and are for the provision of all costs (including but not limited to labour, materials, supplies, equipment, transportation, mobilization/demobilization costs to and from Glacier National Park and Mount Revelstoke National Park as required to perform the Work in accordance with the Statement of Work at Annex "A" except for those items provided by Parks Canada.

Standing Offer Period from the date of issuance to 31 May 2016				
Item No.	Location	Estimated usage	Price per Unit (PU)	Extended Amount (EQ x PU)
1.	Glacier National Park: Illecillewaet and Loop Brook campgrounds; Rogers Pass Discovery Centre	70	\$_____/cord	\$
2.	Mount Revelstoke National Park	9	\$_____/cord	\$

Extension Period One (1) from June 01, 2016 to 31 May 2017				
Item No.	Location	Estimated usage	Price per Unit (PU)	Extended Amount (EQ x PU)
3.	Glacier National Park: Illecillewaet and Loop Brook campgrounds; Rogers Pass Discovery Centre	70	\$_____/cord	\$
4.	Mount Revelstoke National Park	20	\$_____/cord	\$

Notes:

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

ANNEX C – STANDING OFFER USAGE REPORT

Return to Project Authority:

Facsimile: (250) 857-7536

Email: _____

The usage reports must be submitted no later that fifteen (15) days after the end of the refresh period.

SUPPLIER:

STANDING OFFER NO: 5P420-15-5031/A

DEPARTMENT OR AGENCY: Parks Canada

REPORTING PERIOD: April 1 to June 30 July to September 30
 October 1 to December 31 January to March 31

Call-up No.	Description	Value of each Call-up (GST included)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Dollar Value Call-ups for this reporting period		\$

NIL REPORT: We have not done any business with the federal government for this period

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ **DATE:** _____

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. The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Instructions:

- (a) Prime contractor must sign this form for all projects undertaken at Parks Canada work places.
- (b) This form is to be administered by the Project Manager and completed by the Prime Contractor **AFTER** contract award.

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

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

Location of Work

General Description of Work to be Completed
--

Mark "Yes" where applicable.

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

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

Name **Signature**

Date