



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 & Deliver Floating Docks – Rideau Canal - Parks Canada		Date July 27, 2015
Solicitation No. - No. de l'invitation 5P300-15-5083A	Client Ref. No. – No. de réf du client.	
GETS Reference No. – No de reference de SEAG		
Solicitation Closes L'invitation prend fin – at – à 02:00 PM on – le September 8, 2015	Time Zone Fuseau horaire - EDST	
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	

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Communications Notification
4. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures
7. Call-up Instrument
8. Limitation of Call-ups
9. Priority of Documents
10. Certifications
11. Applicable Laws

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

B. RESULTING CONTRACT CLAUSES

1. Requirements
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions

List of Annexes:

Annex A	Requirements
Annex B	Basis of Payment
Annex C	Standing Offer Reporting Form
Annex D	Attestation Form

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

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.

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

2. Summary

To supply and deliver floating docks as per specifications in Annex A.

The total value for this Standing Offer is estimated at **\$300,000.00** (HST extra) for the over a 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.

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.

Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada

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

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.

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.

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

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;

(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

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

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 (2015-07-03) 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.

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

Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada

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 two (2) additional years 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:

Lynn Kalp
Contracting Officer, National Contracting Services
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.

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.

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

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 – Rideau Canal

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;
- 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 _____ (insert date)

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

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 (2015-07-03) 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 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.

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

5. Invoicing Instructions

All invoices will include the following information:

- Number of items delivered, PO #, and the date.
- Taxes (if applicable)

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

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

Annex A

Purchase of dock floats for Parks Canada

SPECIFICATIONS

The dock floats have to meet the following specifications at the minimum:

- High quality raw materials;
- Standard wall thickness not less than 0.125”.
- Size: Various
- Exceeding the ASTM Falling Dart Puncture Test;
- Meeting the Hunt 7-Day Water Absorption Test
- Seamless, One-Piece Shell Construction;
- Excellent resistance to damages from collision/impact at low temperature;
- Manufactured under ISO 9001 Standards.
- 15 years warranty against manufactured defects;
- Compliance with FDA Title 21 environmental standards;
- Buoyancy: Tank-tested min 1260-1270 lbs.
- Outer Shell / Encasement: Seamless, Blow-Molded, Roto-Molded shell is also acceptable
- Color: Black
- Interior: EPS Foam Filled
- Void-free EPS foam fill
- UV ray inhibitors
- Docks will be delivered to the Rideau Canal Central Shop at; 49 Centre Street, Smiths Falls ON K7A 3B8
- Parks Canada staff will be available with a forklift to unload deliveries

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

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 total (as per Annex B) will be recommended for issuance of a standing offer.

The sum of the per unit prices column will be the bidders aggregate total.

Prices must be submitted in Canadian funds.

Prices must include all costs (labor, fuel, delivery etc....)

UNIT PRICE TABLE

2015

Description	Price per Unit Excluding Applicable Taxes
Floating Dock (as per requirements in Annex A)	
12"x48"x20"	
18"x48"x36"	
20"x72"x08"	
20"x96"x10"	
24"x36"x08"	
24"x36"x12"	
24"x36"x16"	
24"x36"x20"	
24"x48"x08"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

24"x48"x12"	
24"x48"x16"	
24"x48"x20"	
24"x48"x36"	
24"x96"x08"	
24"x96"x12"	
24"x96"x16"	
36"x48"x12"	
36"x48"x16"	
36"x48"x18"	
36"x48"x20"	
36"x48"x24"	
36"x48"x32"	
36"x72"x12"	
36"x72"x16"	
36"x72"x20"	
36"x72"x24"	
36"x72"x32"	
36"x96"x12"	
36"x96"x16"	
36"x96"x20"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

36"x96"x24"	
36"x96"x32"	
38"x72"x12"	
42"x72"x12"	
42"x72"x16"	
48"x48"x12"	
48"x48"x16"	
48"x48"x20"	
48"x48"x24"	
48"x48"x32"	
48"x60"x12"	
48"x60"x16"	
48"x60"x20"	
48"x60"x24"	
48"x60"x32"	
48"x72"x12"	
48"x72"x16"	
48"x72"x20"	
48"x72"x24"	
48"x72"x28"	
48"x72"x32"	

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

48"x96"x12"	
48"x96"x16"	
48"x96"x20"	
48"x96"x24"	
48"x96"x32"	
Total (excluding taxes)	\$

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 total (as per Annex B) will be recommended for issuance of a standing offer.

The sum of the per unit prices column will be the bidders aggregate total.

Prices must be submitted in Canadian funds.

Prices must include all costs (labor, fuel, delivery etc....)

2016

Description	Price per Unit Excluding Applicable Taxes
Floating Dock (as per requirements in Annex A)	
12"x48"x20"	
18"x48"x36"	
20"x72"x08"	
20"x96"x10"	
24"x36"x08"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

24"x36"x12"	
24"x36"x16"	
24"x36"x20"	
24"x48"x08"	
24"x48"x12"	
24"x48"x16"	
24"x48"x20"	
24"x48"x36"	
24"x96"x08"	
24"x96"x12"	
24"x96"x16"	
36"x48"x12"	
36"x48"x16"	
36"x48"x18"	
36"x48"x20"	
36"x48"x24"	
36"x48"x32"	
36"x72"x12"	
36"x72"x16"	
36"x72"x20"	
36"x72"x24"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

36"x72"x32"	
36"x96"x12"	
36"x96"x16"	
36"x96"x20"	
36"x96"x24"	
36"x96"x32"	
38"x72"x12"	
42"x72"x12"	
42"x72"x16"	
48"x48"x12"	
48"x48"x16"	
48"x48"x20"	
48"x48"x24"	
48"x48"x32"	
48"x60"x12"	
48"x60"x16"	
48"x60"x20"	
48"x60"x24"	
48"x60"x32"	
48"x72"x12"	
48"x72"x16"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

48"x72"x20"	
48"x72"x24"	
48"x72"x28"	
48"x72"x32"	
48"x96"x12"	
48"x96"x16"	
48"x96"x20"	
48"x96"x24"	
48"x96"x32"	
Total (excluding taxes)	\$

2017

Description	Price per Unit Excluding Applicable Taxes
Floating Dock (as per requirements in Annex A)	
12"x48"x20"	
18"x48"x36"	
20"x72"x08"	
20"x96"x10"	
24"x36"x08"	
24"x36"x12"	
24"x36"x16"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

24"x36"x20"	
24"x48"x08"	
24"x48"x12"	
24"x48"x16"	
24"x48"x20"	
24"x48"x36"	
24"x96"x08"	
24"x96"x12"	
24"x96"x16"	
36"x48"x12"	
36"x48"x16"	
36"x48"x18"	
36"x48"x20"	
36"x48"x24"	
36"x48"x32"	
36"x72"x12"	
36"x72"x16"	
36"x72"x20"	
36"x72"x24"	
36"x72"x32"	
36"x96"x12"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

36"x96"x16"	
36"x96"x20"	
36"x96"x24"	
36"x96"x32"	
38"x72"x12"	
42"x72"x12"	
42"x72"x16"	
48"x48"x12"	
48"x48"x16"	
48"x48"x20"	
48"x48"x24"	
48"x48"x32"	
48"x60"x12"	
48"x60"x16"	
48"x60"x20"	
48"x60"x24"	
48"x60"x32"	
48"x72"x12"	
48"x72"x16"	
48"x72"x20"	
48"x72"x24"	

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

48"x72"x28"	
48"x72"x32"	
48"x96"x12"	
48"x96"x16"	
48"x96"x20"	
48"x96"x24"	
48"x96"x32"	
Total (excluding taxes)	\$

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 total (as per Annex B) will be recommended for issuance of a standing offer.

The sum of the per unit prices column will be the bidders aggregate total.

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

Prices must be submitted in Canadian funds.

Prices must include all costs (labor, fuel, delivery etc....)

2017

Description	Price per Unit Excluding Applicable Taxes
Floating Dock (as per requirements in Annex A)	
12"x48"x20"	
18"x48"x36"	
20"x72"x08"	
20"x96"x10"	
24"x36"x08"	
24"x36"x12"	
24"x36"x16"	
24"x36"x20"	
24"x48"x08"	
24"x48"x12"	
24"x48"x16"	
24"x48"x20"	
24"x48"x36"	
24"x96"x08"	
24"x96"x12"	
24"x96"x16"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

36"x48"x12"	
36"x48"x16"	
36"x48"x18"	
36"x48"x20"	
36"x48"x24"	
36"x48"x32"	
36"x72"x12"	
36"x72"x16"	
36"x72"x20"	
36"x72"x24"	
36"x72"x32"	
36"x96"x12"	
36"x96"x16"	
36"x96"x20"	
36"x96"x24"	
36"x96"x32"	
38"x72"x12"	
42"x72"x12"	
42"x72"x16"	
48"x48"x12"	
48"x48"x16"	

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

48"x48"x20"	
48"x48"x24"	
48"x48"x32"	
48"x60"x12"	
48"x60"x16"	
48"x60"x20"	
48"x60"x24"	
48"x60"x32"	
48"x72"x12"	
48"x72"x16"	
48"x72"x20"	
48"x72"x24"	
48"x72"x28"	
48"x72"x32"	
48"x96"x12"	
48"x96"x16"	
48"x96"x20"	
48"x96"x24"	
48"x96"x32"	
Total (excluding taxes)	\$

*Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada*

*****This page (Annex B) must be submitted along with the cover page to be deemed compliant.**

ANNEX “C”

STANDING OFFER REPORTING FORM

Standing offer	(Insert Standing Offer #)	Start Date of SO (DD/MM/Y YYY)	End Date of SO (DD/MM?YYYY)
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***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

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

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

Location of Work:

General Description of Work to be Completed:
--

Mark "Yes" where applicable.

<input type="checkbox"/>	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)
<input type="checkbox"/>	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.
<input type="checkbox"/>	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.

***Request for Standing Offer
Supply Floating Docks – Rideau Canal
Parks Canada***

	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 _____