



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Trail User Counter System	
<b>Solicitation No. - N° de l'invitation</b> 5P421-160148/A	<b>Date</b> 2015-12-01
<b>Client Reference No. - N° de référence du client</b> 5P421-160148	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-136-6391	
<b>File No. - N° de dossier</b> CAL-5-38031 (136)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-01-11</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hemy, Andrew	<b>Buyer Id - Id de l'acheteur</b> cal136
<b>Telephone No. - N° de téléphone</b> (403) 292-4716 ( )	<b>FAX No. - N° de FAX</b> (403) 292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> PARKS CANADA P.O.BOX 900 BANFF Alberta T1L1K2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.  
Calgary  
Alberta  
T2P 3M3

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Trail User Counter System	5P421	5P421	1	Each	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Annex A

### **1.2 Debriefings**

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

### **1.3 Trade Agreements**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### **2.1.1 Condition of Material**

B1000T (2014-06-26), Condition of Material- Bid

### **2.2 Submission of Bids**

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is

eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### Section I: Technical Bid

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

#### Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### 3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Bidder must meet minimum technical specifications specified herein (See Annex "A" for details)

#### 4.1.2 Financial Evaluation

*SACSACC Manual* Clause [A0222T](#) (2014-06-26), Evaluation of Price

The total evaluated bid price will be calculated as follows:

Multiplying the unit price offered for item 1 of Annex B by one;

Plus:

The unit price offered for item 2 of Annex B times one;

Plus:

The unit price offered for item 3 of Annex B times one;

Plus:

The unit price offered for item 4 of Annex B times ten.

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Mandatory Technical Criteria

*SACC Manual* Clause A0031T (2010-08-16), Basis of Selection - Mandatory Technical Criteria

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### **6.2 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the *[Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **6.2.1 General Conditions**

[2010A](#) (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

#### **6.2.2 Supplemental General Conditions**

4003 Licensed Software 2010-08-16, apply to and form part of the Contract.

4001 Hardware Purchase, Lease and Maintenance 2015-04-01, apply to and form part of the Contract.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

The trail counter system must be delivered no later than March 31, 2016.

Installation oversight (if requested) will be required no later than September 30, 2016. The supplier will be provided with a minimum of 30 days notice should installation oversight be required.

### **6.4 Authorities**

#### **6.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Andrew Hemy  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 1650, 635 – 8 Ave SW  
Calgary, AB T2P 3M3

Telephone: 403-292-4716  
Facsimile: 403-292-5786  
E-mail address: Andrew.Hemy@pwgsc-tpsgc.gc.ca

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The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 6.4.2 Technical Authority

The Project Authority for the Contract is: TBD

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 6.4.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### 6.5 Payment

##### 6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a *firm unit price as specified in Annex A for a cost of \$ TBD*. Customs duties are TBD and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

##### 6.5.2 Single Payment

H1000C (2008-05-12), Single Payment

##### 6.5.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### 6.6 Invoicing Instructions

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.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **6.7 Certifications**

### **6.7.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **6.8 Applicable Laws**

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

### **6.9 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 Articles of Agreement;
- (b) the supplemental general conditions 4003 Licensed Software 2010-08-16;
- (c) the supplemental general conditions 4001 Hardware Purchase;
- (d) the general conditions 2010A (2015-09-03), goods (medium complexity);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment;
- (g) the Contractor's bid dated \_\_\_\_\_.

### **6.10 SACC Manual Clauses**

B1501C (2006-06-16) Electrical Equipment  
B7500C (206-06-16), Excess Goods  
C5201C (2008-05-12) Prepaid Transportation Costs  
D0018C (2007-11-30) Delivery and Unloading  
D5328C (2014-06-26) Inspection and Acceptance

## ANNEX "A" REQUIREMENT

Parks Canada has a requirement to establish a trail use counter system in Banff National Park that:

- Counts and distinguishes between bicyclists and other (non-bicyclist) trail users as they leave the Town of Banff on the Legacy Trail;
- Displays trail use data on a digital display next to the Banff Legacy Trail, at the edge of the Town of Banff;
- Transmits trail use data from the counter to a server which makes it available on a web-based portal from which it may be analyzed and downloaded by the public and by Parks Canada, Town of Banff and Town of Canmore staff;
- Is fabricated and delivered to Parks Canada's facility located in the town of Banff, Alberta no later than March 31, 2016.

### COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

Proposals must meet the mandatory requirements outlined in the table below in order to be considered.

Instructions to Bidders:

1. Bidders must indicate that their proposal is compliant by filling out the "COMPLIANT (YES/NO)" column in the table below. Failure to complete this column at time of bid submission will result in your proposal being deemed non-responsive, and given no further consideration in the evaluation process.
2. Prior to being considered for award Bidders are to clearly demonstrate how their proposal complies with mandatory performance specifications. Bidders **MUST** respond with complete specifications and/or descriptive literature of the equipment being offered.
3. The complete specifications and/or descriptive literature should be submitted with the proposal. If the complete specifications and/or literature is not submitted as requested or should further clarification be required, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time frame will render the bid non-responsive.
4. Demonstration of compliance to the mandatory performance specifications can be provided through either or both of the following means:
  - i) Provision of a manufacturer's product brochure(s) or technical data sheet(s) with reference made in the table below as to where the supporting information can be found in the brochure/specification sheet.

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- ii) Should a brochure or technical data sheet not be available or not outline all of the requirements a bidder may provide their own written explanation of how the requirement is met. If there is insufficient space in the table to do this, assign a SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal
- 5) Canada will not evaluate information such as references to Web site addresses where additional information can be found.
- 6) Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

	REQUIREMENTS	MANDATORY	COMPLIANT (YES/NO)	Bidder Response: Indicate how they meet the specifications addressed below/cross reference where this technical specification is indicated in their bid documentation
<b>1</b>	<b>Trail User Counter System</b>			
1.1	The trail user counter must count individual trail users passing the measurement point, including their direction of travel, on a paved trail approximately 3 m wide.	X		
1.2	The trail user counter must distinguish between bicyclists and other (non-bicyclist) trail users	X		
1.3	The trail user counter must count users with unobtrusive sensors placed in the trail pavement and/or adjacent to the trail. The sensors must be able to detect direction of passage, have accuracy + or -5%, and provide accurate counting between -30° C and 40° C.	X		
1.4	<p>The system must wirelessly send trail user data to a server at regular intervals using a wireless modem (GSM or similar). There may be an ongoing service fee for data transmission, if so it must be stated in the bid.</p> <p>The trail user data must be stored on a secure cloud server, and must include web-based data analysis software with the possibility to create charts, graphs and reports as well as user profiles for sharing data on local, regional and national scales. This service must be provided with no software access fees and include a website devoted to the monthly, weekly, and daily data, key data and location of the trail user counter display.</p>	X		

2 Trail User Counter Display				
2.1	The system must digitally and automatically display the number of users that have passed the measurement point A) to date B) this year C) today, in such a manner as to be visible to trail users and to passing motorists on the adjacent roadway (5 to 15 m away), approaching from either direction. (e.g. the display must have numeric displays on both sides of a two sided display)	X		
2.2	The display sign must automatically dim the digital display between sunset and sunrise to avoid disturbing wildlife or motorists.	X		
2.3	The display sign may be connected to power from the grid if required. Any additional sensors or devices not connected to the display system must have their own source of power (e.g. solar or battery).	X		
2.4	The display sign post must be customizable with a graphic wrap or treatment to be designed by Parks Canada and fabricated/installed by the Contractor. This graphic wrap or treatment must be visible and legible in daylight without being backlit, and must be graffiti and vandalism resistant. Material selection for the wrap or treatment is at the discretion of the contractor.	X		
3 Installation Oversight				
3.1	<p>Upon request the contractor will provide a technician to oversee the installation and set-up of the Trail Counter System as performed by the Parks Canada installation team.</p> <p>Technician responsibilities will be to troubleshoot, assist and adjust settings as needed to ensure installation is properly completed. All equipment, transportation and installation fees for the technician must be included in the bid.</p>	X		

**ANNEX "B"**

**BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified below. Applicable taxes are extra, if applicable, and to be shown as a separate item on any resulting invoice.

All prices in Canadian Dollars unless stated otherwise.

All requirements FOB destination – Banff, Alberta

Item	Description	Quantity	Unit of Issue	Unit Price
1	Design and fabrication of trail counter system and display post	1	each	_____
2	Oversight of installation and setup of trail counter system and display post by a knowledgeable technician (as per section 3.1 of Annex A and upon request from Parks Canada)	1	each	_____
3	Delivery including freight and offloading charges FOB destination	1	each	_____
			Total:	_____

Item	Description	Quantity	Unit of Issue	Unit Price
4	Current annual fee for wireless data transmission (if applicable) Note: Any applicable wireless fees will be paid for through a local purchase order separate from this contract. Fees are included in the Basis of Payment for evaluation purposes only and will not form part of any resulting contract	1	each	_____