



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Parks Canada Agency  
National Contracting Services  
Suite 1300 – 635 8th Ave S.W.  
Calgary, Alberta  
T2P 3M3**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Parks Canada Agency  
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 or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Proposition à : l'Agence Parcs 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Title-Sujet</b> <b>Housekeeping &amp; Grounds-care Services</b> <b>Palisades Centre</b> <b>Jasper National Park</b>	
<b>Solicitation No. - N° de l'invitation</b> <b>5P420-15-5287</b>	<b>Date</b> <b>January 15, 2016</b>
<b>GETS Reference No. – N° de référence de SEAG</b> <b>PW-16-00715982</b>	
<b>Client Reference No. – N° de référence du client</b>	
<b>Solicitation Closes</b> <b>L'invitation prend fin –</b>  <b>at – à 2 :00 pm</b> <b>on – le February 24, 2016</b>	<b>Time Zone</b> <b>Fuseau horaire -</b> <b>MST</b> <b>Heure normale des</b> <b>Rocheuses</b>
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b>  <b>Ryan Taylor</b>	
<b>Telephone No. - No de téléphone</b> <b>403-292-8503</b>	<b>Fax No. – N° de FAX:</b> <b>403-292-4475</b>
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction :</b>  <b>Palisades Centre</b> <b>Jasper National Park</b> <b>Box 10</b> <b>Jasper, Alberta</b> <b>T0E 1E0</b>	
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur :</b>  <b>Telephone No. - N° de telephone :</b>  <b>Facsimile No. - N° de télécopieur :</b>	
<b>Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>  _____	
<b>Name/Nom</b>	<b>Title/Titre</b>
_____	_____
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is a security requirement associated with the requirement. For additional information, consult Part 6-Resulting Contract Clauses.

Before award of a contract, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 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.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **1.5 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site.

The site visit will be held on February 3, 2016 at 2:00 pm MST. Bidders are to meet at the Jasper National Park Palisades Centre main office located 12 kms east of the town of Jasper off Highway 16 in Jasper National Park.

Bidders are requested to communicate with the Contracting Authority one (1) day before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

## **2.2 Submission of Bids**

Bids must be submitted only to the Jasper National Park, Parks Canada Agency's (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or by email to PCA will not be accepted.

## **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**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 adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 Enquiries - Bid Solicitation

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

## 2.5 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 (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 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**

SACC Manual Clause 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**

##### **Point Rated Technical Criteria**

The point rated evaluation criteria are attached at Annex B.

#### **4.1.2 Financial Evaluation**

The estimated quantities listed at Annexes C, are for evaluation purposes only and will not form part of any resulting Contract.

The total aggregate bid price will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.

Calculation will be applied to each year of pricing and all periods will be totaled to determine the total evaluated aggregate bid price.

*SACC Manual Clause A0220T (2014-06-26) Evaluation of Price*

#### **4.2 Basis of Selection- Highest Combined Rating of Technical Merit and Price**

(SACC Manual Clause A0027T, 2012-07-16)

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of 21 points (60%) overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 35 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates **an example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated 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 in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions – Bid, of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2 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](#) 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](#)" 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 Security Requirements**

1. The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Parks Canada Departmental Security Office (PCDSO)
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCDSO.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### **6.3 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.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

#### **6.3.1 General Conditions**

2010C (2015-09-03) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.4 Term of Contract**

#### **6.4.1 Period of the Contract**

The period of the Contract is from April 1, 2016 to March 31, 2017 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Margot Simpson  
Contracts Officer  
Jasper National Park  
Box 10  
Jasper, Alberta  
T0E 1E0

Telephone: 780-852-6255  
Facsimile: 780-852-6189  
E-mail address: margot.simpson@pc.gc.ca

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.

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

To be named at contract award.

The Project Authority 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 Project Authority, however the Project 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.

### **6.5.3. Contractor's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

## **6.6 Proactive Disclosure of Contracts with Former Public Servants**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with

Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

## Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **6.7 Payment**

### **6.7.1 Basis of Payment – Limitation of Expenditure**

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 C to a limitation of expenditure of \$\_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

### **6.7.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. 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.

### **6.7.3 Monthly Payment**

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

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

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

## **6.8 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.

1. 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.

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated 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 associated 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.

### **6.10 Applicable Laws**

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

### **6.11 Insurance**

#### **6.11.1 Insurance – Specific Requirement**

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

#### **6.11.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Parks Canada Agency.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

## 6.12 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 general conditions 2010C (2015-09-03) Service (Medium Complexity)
- (c) Annex A, Statement of Work and Appendices 1,2 & 3
- (d) Annex B Evaluation Criteria
- (e) Annex C Basis of Payment
- (f) Annex D Example of Room List
- (g) Annex E Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- (h) the Contractor's bid dated \_\_\_\_\_ *(to be inserted at contract award)*

## 6.13 SACC Manual Clauses

SACC Manual Clause A9068C (2010-01-11) Government Site Regulations  
SACC Manual Clause B6802C (2007-11-30) Government Property  
SACC Manual Clause C0711C (2008-05-12) Time Verification

## 6.14 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 – STATEMENT OF WORK**

### **HOUSEKEEPING & GROUNDS CARE SERVICES PARKS CANADA PALISADES CENTRE JASPER NATIONAL PARK of CANADA, ALBERTA**

#### **BACKGROUND**

The Parks Canada Palisades Centre (hereinafter referred to as “the Palisades Centre”) requires housekeeping and grounds care services.

The Palisades Centre is located 12 km east of the town of Jasper. It is a rustic facility with modern amenities. The site consists of approximately 15 buildings including accommodation, offices, a dining hall, commercial kitchen, laundry / linen rooms and meeting spaces. Some buildings have basements and furnace rooms.

The Palisades Centre provides education programs, meals and accommodation to a wide range of visitors. A variety of functions and activities take place on site, including school programs, conferences, forums, meetings, retreats, family reunions and staff workshops, etc.

The current number of rooms is 21. Bed configuration is 50 single beds; 14 double or queen-sized beds; 4 single cots; and 4 queen-sized hide-a-bed couches. Maximum overnight capacity of the Palisades Centre is 90 persons, although the Centre attempts not to book more than 68. The dining hall accommodates 50 people in one seating.

The Palisades Centre makes every attempt to book groups in successive weeks or simultaneous time periods. The minimum number of guests requiring housekeeping services could be as few as one (1) person, but could be as high as eighty (80).

The average number of guests ranges between twelve (12) to fifty (50) staying for 2-4 days. This may be a combination of two or more groups with separate check-in and check-out days. There is a fairly even distribution of events throughout the year with lower occupancy occurring late November through mid-February. The busiest months are April through October.

The Palisades Centre welcomed over 3000 guests in 2014-2015, and the intention is to increase this number in the next three years.

#### **SCOPE OF WORK**

The purpose of this contract is to provide housekeeping and grounds care services at the Palisades Centre on an “as and when requested basis.”

Spring and fall cleaning is also required which includes removing and installing storm windows.

Fall Cleaning will start on or about October 15 and be completed by November 15. Spring Cleaning will start on or about April 1 and be completed by April 30.

Occasionally furniture moving and / or removal is also required.

The work areas include most of the buildings on site and the grounds:

- Bathrooms including shower stalls and bathtubs
- Kitchens
- Bedrooms

- Stairways / porches
- Common Areas / living rooms / dining rooms
- Laundry / linen areas
- Meetings rooms
- Offices
- Hallways / corridors
- Common staff areas
- Basements
- All entry-ways and emergency exits
- All miscellaneous rooms such as equipment, furnace, first aid and utility rooms

The buildings specifically include:

- Den
- Barn
- Smithy
- Machine Shed
- The House
- Ice House
- Bull Pen
- Garage
- Bunkhouse
- Saddle Shop / Palisades Office
- Recycle Shed
- Lodge may be included in the term of the Contract but the building is currently closed to public use

The work excludes the following areas:

- Midden
- Tool Shed
- Shed behind the House

## **TASK DESCRIPTION**

## **EQUIPMENT**



All equipment required to perform the work, (i.e.: scrubbers, vacuums, brooms, stripping and waxing equipment) must be of the type suited for the size of the facility and must be in good working order. They must be supplied and maintained by the Contractor.

## **MATERIAL**

All cleaning materials must, as much as possible be environmentally compatible and as required to do the work. The authorized Parks Canada Representative (PCR) may at any time request that a product be changed or it may be mutually decided upon that the product intended is not doing the job and therefore must be changed. Storage of these materials must be in accordance with the WHMIS guidelines.

## **PROCEDURES**

The proper procedures must be used for each task. Materials must be applied as per manufacturer's specifications and equipment must be operated as per their respective operating manuals.

## **TASK DETAILS**

Housekeeping tasks to be performed are described as follows. The descriptions are in accordance with the items being serviced and appear in the *Palisades Facility Description, Cleaning Requirements and Schedule* (Appendix 1)

### **A. HOUSEKEEPING**

#### **1. CUSTOMER SERVICE**

- Provide solutions to guests regarding any housekeeping related concerns or problems they may have
- Unlock buildings in preparation for guests' arrival, and lock buildings when they are not in use to ensure the facility is secure
- Ensure windows are closed and locked when building is not in use
- Ensure that temperature of buildings is suitable for guest occupancy, and that heat is turned down when room is not in use
- Ensure that room is thoroughly clean and ready to receive guests
- Ensure all clocks display the correct time
- Replace light-bulbs as necessary
- Report any damaged furniture or equipment to the Palisades Centre in a timely fashion
- Deliver any property left behind by guests to the Palisades office in a timely manner
- Deliver guest keys to the Palisades office

#### **2. BATHROOMS**

- Clean toilet and urinal including all interior and exterior surfaces, base and floor / wall area.
- Occasional plunging of a plugged toilet, sink or tub may be required, but Parks Canada plumbers will attend to all serious plumbing issues
- Clean and polish all mirrors
- Clean and polish sinks and sink fixtures
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, under counters and cabinets, around

pictures on walls, windowsills, and any other place that there may be spider webs and dust

- Clean tub / shower, including all walls and shelves
- Polish tub / shower fixtures
- Dust all cabinets and cabinet tops
- Sweep and mop the floor
- Run duster over woodwork and trim
- Spot clean doors and cabinet doors with special attention given to the doorknobs
- Clean light switches
- Empty wastebasket and replace bag as required
- Spot clean smudges from windows
- Dust blinds and / or spot vacuum curtains
- Restock consumables and towels / washcloths as required

### **3. KITCHENS**

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under tables, lampshades, around pictures on walls, windowsills and any other place that there may be spider webs and dust
- Clean outside of refrigerator, including handles, top and vacuuming the bottom part that houses the filter
- Spot-clean inside of refrigerator including shelves and drawers
- Clean all small appliances – toaster, coffee maker, etc.
- Spot clean walls, door frames paying special attention to the walls around the stove
- Dust the cabinet fronts and knobs, with special attention to the grime that collects on and around the cabinet handles and knobs
- Spot clean inside / outside of cupboards
- Clean and polish all countertops and surfaces
- Clean the stove top and burners
- Clean and polish the outside oven door and handle
- Spot clean inside the oven as required
- Clean the inside and outside of the microwave oven
- Spot check and clean smudges and fingerprints from all windows and glass
- Empty the wastebasket and recycling and replace bag if required
- Clean the inside and outside of the wastebasket if required

- Dust all trim and woodwork with duster or rag
- Take dirty dishes back to Bunkhouse kitchen to be run through dishwasher
- Clean light switches
- Restock kitchen with consumables, tea-towels, dish-clothes and appropriate numbers of dishes / utensils, pots and pans etc.
- Ensure that dirty tea-towels and dish-cloths are laundered
- Clean dish rack
- Put away any clean dishes that guest may have washed

#### **4. BEDROOMS**

- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider webs and dust
- Vacuum or sweep under the bed
- Polish all mirrors
- Dust all furniture
- Clean light switches
- Vacuum rugs and sweep or vacuum floors
- Dust baseboards of room
- Empty wastebasket and replace bag if required
- Spot clean smudges from any windows and glass
- Sweep and dust closet
- Change the bed linens and make bed on turnover days. Linens must be free of stains. On stay-over days, make the bed but linens are not changed unless required
- Spot vacuum or dust the curtains and blinds
- On turnover days, check drawers and under beds to ensure that guests have not left anything behind
- Spot clean floor and / or carpet when required

#### **5. STAIRWAYS**

- Vacuum steps using broom or crevice tool along all edges and corners
- Polish handrail
- Dust baseboards
- Spot clean walls
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the

stairway, all the light fixtures, ceiling fans, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider webs and dust

#### **6. COMMON AREAS / LIVING ROOMS / DINING ROOMS**

- De-cobweb and dust: run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider webs and dust
- Vacuum floor and rugs or mop floors and shake out rugs
- Vacuum underneath edges of furniture as far as vacuum will reach
- Clean fireplace: vacuum or shovel out ashes, scrape andirons with wire brush, clean and polish glass doors and fixtures
- Straighten magazines, books, other items on end-tables and coffee tables
- On turnover days, ensure that books, games, magazines etc. are returned to their proper locations
- Dust TV and AV equipment (note that TV screens may need special cleaning solutions)
- Polish mirrors and glass
- Spot clean all windows
- Vacuum couches and chairs
- Dust vents
- Dust / polish telephone bases and handsets
- Spot dust decorating accessories
- Dust and polish all furniture
- Dust and spot clean all chairs
- Wipe tables. If there are table cloths, shake them free of crumbs or replace with a clean one if required
- Sweep and tidy front / back porch or outdoor entrance
- Clean and de-cobweb any outside furniture

#### **7. LAUNDRY / LINEN / FURNACE ROOMS / OTHER MISCELLANEOUS ROOMS**

- Dust and wipe clean the insides and outsides of washer and dryer. Clean lint trap and vacuum out inside of lint trap section
- De-cobweb and dust: Run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, lampshades, windowsills and any other place that there may be spider webs and dust
- Sweep and mop floor
- Sweep or shake out rugs

- Clean and polish sinks and sink fixtures
- Spot clean all windows
- Polish mirrors and glass
- Dust baseboards
- Clean light switches
- Clean fingerprints from doors, cabinets, and around all knobs and doorknobs
- Wipe down shelves

## **8. MEETING ROOMS**

EACH DAY A ROOM IS IN USE:

- Setup tables, chairs, furnishings and drinking glasses. Freshly laundered and pressed tablecloths may be required. Chairs and tables may need to be moved from one building to another depending on group requirements
- De-cobweb and dust: run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider-webs and dust
- Vacuum floor and rugs or sweep and mop floors
- Clean associated washrooms as described under "Bathrooms" on page 19
- Dust TV and AV equipment (note that TV screens may need special cleaning solutions)
- Spot clean all windows
- Dust / polish telephone bases and handsets
- Dust and polish all furniture
- Sweep and tidy front / back porch or outdoor entrance
- Clean and polish sinks and sink fixtures
- Dust baseboards
- Clean light switches
- Clean fingerprints from doors, cabinets, and around all knobs and doorknobs
- Remove litter and recyclables; empty wastebaskets and replace bag if required
- Relocate chairs and tables according to event floor plan or as per guests preference
- Deliver dirty dishes to Bunkhouse kitchen for washing. Restock clean drinking glasses, consumables and tea-towels or dish-cloths if required
- Clean / vacuum or spot clean chairs

**ON CONCLUSION OF EVENT (CLEAN UP):**

- All tasks listed above (“Each Day a Room is in Use”) and;
- Reorganize all furniture to the standard floor plan or as required for the next event
- Wipe down the whiteboard and reset dry-erase markers and eraser for next group
- Flipchart, if being used, has a fresh sheet of paper and markers are reset and available for next group
- Remotes for AV equipment are neatly stored and Smartboard and / or computers are turned off

**9. OFFICES**

- De-cobweb and dust: run a duster around all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, desks, vents and any other place that there may be spider webs and dust
- Vacuum floor and rugs, mop chairmats
- Clean and polish glass and mirrors (does not include computer screens)
- Spot clean all windows
- Dust / polish telephone bases and handsets
- Spot dust decorating accessories
- Sweep and tidy front entrance
- Clean and polish outside of refrigerator, including handles and top
- Spot-clean inside of refrigerator including shelves and drawers
- Clean inside and outside of microwave oven
- Wipe down all small appliances – toaster, kettle, coffee maker, etc.

**10. SPRING AND FALL CLEANING**

Housekeeping Contractor must consult with Catering Contractor to ensure that Bunkhouse Kitchen is cleaned appropriately, especially fridges, stoves, freezers, etc., and to coordinate the schedule.

Fall Cleaning must start on or about October 15 and be completed by November 15 each year.

Spring Cleaning must start on or about April 1 and be completed by April 30 each year.

- Strip and wax all floors requiring this care
- Clean all refrigerators and freezers: remove bins, racks and any other removable surfaces and clean; clean inside of fridge including doors and gasket; sweep or vacuum and mop behind and underneath fridge, and clean walls
- Clean all ovens and stovetops: racks, door, drip-pans, knobs, etc
- Clean and condition all leather furniture using suitable products

- Wax the soapstone vanity in the bathroom of the House
- Clean and polish light fixtures
- Empty pantries and cupboards, clean shelves and reorganize items back onto shelves
- Shampoo carpets and upholstery
- Take drapery down and vacuum or shake out drapes. Clean window frames and sill. Wash, dry and iron drapes if they need it. All drapes need to be put back up.
- Vacuum and turn mattresses
- Clean walls and floors of outdoor entryways / porch / decks
- Clean baseboards / walls / detail clean corners of all rooms
- Bathrooms thoroughly cleaned, including ceilings, removing all hard water stains / rust etc from bathtubs, shower stalls, sinks, toilets, urinals and faucets
- Pull out furniture and clean and vacuum exposed floor and walls
- Remove all cushions from couches and chairs and thoroughly vacuum cracks and crevices of furniture. Wash and dry the cushion covers and replace them, and put cushions back on couches and chairs
- Launder or dry clean all blankets, bedspreads, quilts, mattress covers, bed-skirts, pillows, pillow protectors and shower curtains
- Wash lint traps of all dryers. Vacuum inside of the lint trap with a small attachment to capture any stray clumps of lint. Clean wall and floor behind the dryer. Remove or detach the vent hose and vacuum out inside of it. Ensure dryers are safely returned to their original positions. Check the outside dryer vent and remove any lint and ensure any vent hinges are clean and moving freely
- Windows:
  - Spring Cleaning:
    - Remove storm windows. They do not need to be washed at this point, but they need to be stored safely out of the weather
    - Wash all permanent windows inside and outside
    - Wash and install all the screens
  - Fall Cleaning:
    - Wash all permanent windows inside and outside
    - Wash inside and outside of storm windows and install for winter

## **A. GROUNDS CARE**

### **1. YEAR ROUND:**

- Waste containers both inside and outside buildings (with the exception of the main garbage bin) must be emptied daily. Waste must not accumulate for more than 24 hours and must be disposed of in the main bear-proof dumpster outside the Bunkhouse

- Recycling containers both inside and outside buildings must be emptied daily and recyclables taken to the Recycling Shed and sorted appropriately
- Recyclables are to be delivered once / month to the Jasper townsite recycling areas. *Note: Parks Canada attends to the cardboard recycling and regularly empties the main garbage bin outside the Bunkhouse*
- Picnic tables cleaned of cobwebs, food, bird feces and other debris
- Daily litter pickup is required including the parking area outside the gate. Any dishes found outdoors go to Bunkhouse kitchen for cleaning
- Ashtrays outside of buildings emptied when required
- Litter pick and tidy fire pit areas and clean-up ashes when required.
- Clean stone BBQ before and after use, including the grills and emptying ashes and food or garbage. *Note: BBQ is rarely used.*

## **2. SUMMER**

- Install hoses
- Mowing, watering of all lawns is required once / week
- Whipper-snipping of weeds around buildings is required once / week
- Brushing around buildings is required once / month or more often as required

## **3. WINTER**

- Put hoses away
- Snow removal from walkways, smaller driveways and parking areas will be done with the snow blower. All other snow removal must be done by hand with shovels or brooms. Areas that require attention include, but are not limited to, entranceways of all buildings, emergency exits, stairs and porches. Snow removal shall take place as soon as possible during and after a snowfall to prevent build-up and ensure safety while guests on site. *Note: Main driveway outside the gate and main roads on site are the responsibility of Parks Canada*
- Sanding of all walkways, smaller driveways and parking areas except the main parking area outside the gate. This includes stairs, entranceways, emergency exits, and porches as and when required
- Refill sand containers

## **CONTRACTOR'S RESPONSIBILITIES**

The Contractor is responsible to:

1. Train, orient and ensure proper performance of its employees including daily inspection of completed work.
2. Ensure there is a minimum of one qualified, experienced person on site when the Contractor is providing services. This person must be trained in all aspects of this contract.
3. Ensure all its employees on site are familiar with and follow the emergency fire procedures.



4. Ensure all its employees performing work under this contract are neatly clothed and groomed, have the appropriate safety clothing and equipment and are wearing identifier clothing or identifier badges.

5. Orient its employees to the site, facilities and equipment (i.e. operation and maintenance of equipment, meeting room equipment and setup, and guest services procedures).

6. Ensure the safety of guests on site by immediately notifying staff of risks or hazards (i.e. wildlife in area, broken furnishings or equipment, etc.)

## **1.0 SAFETY**

The Contractor must:

1.1 Adhere to Federal, Provincial and Municipal regulations and codes concerning the equipment, materials, work habits and procedures.

1.2 Perform work in accordance with the rules and regulations of the Canada Labour Code and the Worker's Compensation Board.

1.3 Store, dispense and use all solutions, solvents and other products in accordance with the WHMIS Program. All such products must be securely stored and out of public reach. The Contractor must be responsible for ensuring the training of his / her workers in the WHMIS Program.

1.4 Dispose of all containers, solutions, etc. in accordance with applicable rules and regulations of the Province of Alberta. All costs must be borne by the Contractor.

1.5 Provide and assure the use of protective clothing and equipment for his / her staff including hard hats, protective shoes or boots, goggles, gloves and any other items deemed necessary.

1.6 Perform his / her work so as not to jeopardize the health and safety of the public.

1.7 Provide and use the appropriate "Caution" signage as necessary to protect the public from hazardous conditions (ie: wet floors).

## **2.0 COMMUNICATIONS AND AVAILABILITY**

The Contractor or his / her staff must be accessible at all times during the time guests are using the facility. Accessibility must be by telephone at minimum. The Contractor should be able to respond within one hour in the event of an emergency.

## **3.0 CONTRACTOR'S STAFF**

### **3.1 Sufficient Staffing**

The Contractor must:

- a) Supply all necessary staff applicable to the work required for the full term of the Contract.
- b) Plan and organize work in advance and regulate and cross-utilize staff so that the needs of the facility are met and the most cost-effective operation and maintenance are attained.
- c) At all times maintain the continuity of operation of the facility systems as herein specified.
- d) For that purpose, make available back-up staff for immediate replacement in the event of any

type of absence of any of the regular staff.

### 3.2 Qualifications

All staff members must:

- a) Be qualified to do the task for which they are responsible.
- b) Be able to read labels and instruction in the English and / or French language and / or work only with a person that meets these criteria.
- c) Be trained in WHIMIS and in the safe handling and operation of all equipment and supplies and all appropriate safety precaution.

## 4.0 INSPECTION OF WORK AND RECORDS

Inspection of the Work is the responsibility of the Contractor, however Parks Canada's authorized representative will inspect the work on a regular basis unannounced. Any non-performance shall be brought to the supervisor's attention who in turn must notify his / her crew.

## 5.0 EQUIPMENT AND SUPPLIES

5.1 All equipment required to do the prescribed work must at all times be in good and safe operating condition.

5.2 Supplies and solutions used to perform the work required must be as much as possible;

- a) Appropriate for task
- b) Environmentally friendly
- c) Non-aerosol

5.3 The Contractor will be responsible for the proper care, use and safekeeping of all Parks Canada-owned items permitted to be used by the Contractor under this contract. The Contractor will notify the Palisades Centre as soon as possible regarding any malfunction or operational problems with equipment in order to avoid extensive damages and / or repairs. Parks Canada will repair the equipment in a timely manner.

5.4 The Contractor will be responsible for the replacement or repair of all items that are damaged due to negligence of the Contractor or its employees.

5.5 The Contractor will leave equipment owned by Parks Canada in as good condition as when received except for normal wear and tear at the completion of this contract.

## 6.0 CONSUMABLE SUPPLIES

6.1 All consumables will be supplied by the Contractor.

6.2 All consumables must meet three important environmental benchmarks:

1. they are made from 100% overall recycled content;
2. minimum 50% post-consumer recycled content; and
3. are not bleached with chlorine or chlorine compounds.

This includes paper-towels, 2-ply toilet paper and tissues.

6.3 Consumable supplies must be purchased in bulk by the Contractor and supplies must employ the least amount of packaging possible. Packaging must contain the highest amount of post-consumer

recycled content possible. This applies to, but is not limited to, dish-washing liquid, paper towels, 2-ply toilet paper, tissues, hand-soap and garbage bags.

6.4 Anti-bacterial dish-washing liquids and hand soaps are NOT permitted.

6.5 Garbage bags must be biodegradable, re-used and only replenished as needed.

6.6 Use of pesticides, herbicides, fertilizers and chemical de-icers is NOT permitted.

## **7.0 STORAGE**

7.1 Parks Canada shall provide storage areas for a stock of housekeeping supplies and equipment.

7.2 Bulk supplies and any large equipment owned by the Contractor but not used on a frequent basis must be stored by the Contractor in his / her own off-site storage.

## **8.0 PARKS CANADA'S RESPONSIBILITIES**

Parks Canada will provide:

8.1 A general orientation session and training to the Contractor of the site, facilities and equipment.

8.2 A minimum of seven (7) days prior notice whenever possible of each event requiring service at the Palisades Centre, indicating check-in date and approximate time, check-out date and approximate time, meeting rooms to be used and required set-ups, and the estimated number of people staying on site.

8.3 Confirmation, whenever possible of the above notice of two (2) days prior to each event or, at a minimum, 24 hours prior to each event. Note: Parks Canada will make every effort to provide precise numbers of guests, however, the Contractor will only be paid for number of guests that accommodation service is provided for and the meeting room used.

8.4 Equipment Owned/Supplied by Parks Canada (Appendix 2)

8.5 Enough bed linens and towels for a complete turnover of the facility.

8.6 A lawn mower, weed whacker, and a snow blower along with fuel and oil.

8.7 Hoses and sprinkler heads.

## **9.0 STAFF ACCOMMODATION**

Parks Canada *may* (based upon availability) provide accommodation at no charge to employees of the Contractor while working onsite. This accommodation consists of two bedrooms, shared common area and two shared washrooms. The terms, use / availability of accommodation must be approved by the Contracting Authority. If the need arises, the Contractor will be responsible to ensure this area is used only by its employees and is maintained in a tidy and sanitary condition. The Contractor will be responsible for the safekeeping of any and all items brought on the premises by its employees. The Contractor will not charge its employees any rent or other monies for this accommodation.

## **10.0 ENVIRONMENTAL BEST PRACTICES**

The Contractor must follow sustainable environmental practices for the performance of this contract. The Contractor is required to participate fully in the Palisades Centre's efforts to reduce waste and recycle. A composting program may be implemented during the course of this contract, and if so, the Contractor is required to follow it as well. Supplies and solutions used to perform the work must be environmentally

friendly where appropriate, and packaging must be minimal when purchasing materials and supplies. Unbleached products are also required when available.

**Appendix 1**

**Palisades Facility Description, Cleaning Requirements and Schedule**

Palisades Facility Description, Cleaning Requirements and Schedule												
Building	Bed-room	Bed	Bath-room	Kitchen	Common Area / Living /Dining	Meeting Room	Office	Base-ment	Laundry /Linen	Misc. Rooms	Misc. Notes	Frequency of Cleaning
Den	8	28	3	1	1	X	X	X	2	1	This building also houses a furnace room.	Bedrooms, bathrooms, kitchen & common areas when in use. Kitchen has no oven. Laundry / linen and furnace rooms require monthly cleaning at a minimum, or more frequently as required.
Barn	6	31	8	X	X	1	2	X	X	4	This building houses 2 Equipment Rooms, 1 First Aid Room, and a Furnace Room.	Two of the washrooms are public washrooms that must be cleaned when in use. Bedrooms and bathrooms when in use. Equipment rooms, First Aid Room and Furnace Room require monthly cleaning at a minimum, or more frequently as required. Sheets on bed in First Aid Room should be changed monthly or more often as required.
Smithy	1	3	1	1	1	X	X	X	X	X		When in Use
Machine Shed	2	4	2	X	2	X	X	X	X	X		When in Use
The House	3	4	2	1	1	X	X	1	X	X	This building also has a fireplace	House is cleaned when in use. Fireplace is cleaned of ashes when in use, but chimney is professionally cleaned by Parks Canada. Basement requires monthly cleaning at a minimum, or more frequently as required.
Ice House	1	2	1	1	1	X	X	1	X	1	Basement also houses a furnace room	Ice House is cleaned when in use. Basement and furnace room requires monthly cleaning or more frequently as required.
Bull Pen	X	X	2	1	X	1	X	X	1	1	This building also houses a furnace room	Once / week at a minimum. More frequently when in use for meetings. Furnace Room only requires monthly cleaning unless otherwise requested.
Garage	X	X	1	X	X	1	X	X	1	2	This building houses a water purification room and has a furnace area.	Meeting room and bathroom when in use. Laundry / linen room, water purification room and furnace area require monthly cleaning at a minimum, or more frequently as required.
Bunkhouse - First floor	X	X	1	1	1	X	X	1	X	4	Dining room seats 50 people. Kitchen has a walk-in cooler and pantry. There is a basement which also houses a furnace room and a water softening system.	Dining room and bathroom when in use, or more frequently as required. Basement and Furnace Room require monthly cleaning or more frequently as required. Weekly checking of the water softening system is required, and salt added once / week or as needed. Kitchen is regularly cleaned by Catering Contractors, however, Housekeeping Contractor is required to do a spring and fall cleaning of entire facility. This does NOT include the range hood.
Bunkhouse - Second floor	4	X	2	X	1	X	X	X	1	X	Second floor of bunkhouse is for contractors' accommodation	Spring and fall cleaning only. Residents are expected to keep it tidy and clean the rest of the time.
Saddle Shop / Palisades Office - Main Floor and Second Floor	X	X	4	X	X	X	4	X	X	7	Second floor of Saddle shop houses equipment and storage rooms and two bathrooms which are infrequently used.	Main floor bathrooms and offices to be cleaned weekly. Second floor equipment, storage, bathrooms and furnace room cleaned monthly.
Recycle Shed	X	X	X	X	X	X	X	X	X	1	This building houses recycling	Emptied of recycling and cleaned monthly or more frequently as required. Spring and fall cleaning not required.

Legend: X = Not Applicable.

## **Appendix 2**

### **EQUIPMENT OWNED / SUPPLIED BY PARKS CANADA**

- 2 commercial washers / 2 dryers (approximately triple-load capacity)
- 2 sets residential washers / dryers
- Outdoor brooms (1 per building)
- Tablecloths for meeting rooms (approx. 40)
- Linens, bedding, towels, bathmats and washcloths sufficient for a complete turnover of facility
- 2 Ironing boards
- 2 Irons (residential use)
- 1 Snow blower, shovels
- 1 Tractor lawnmower and rakes

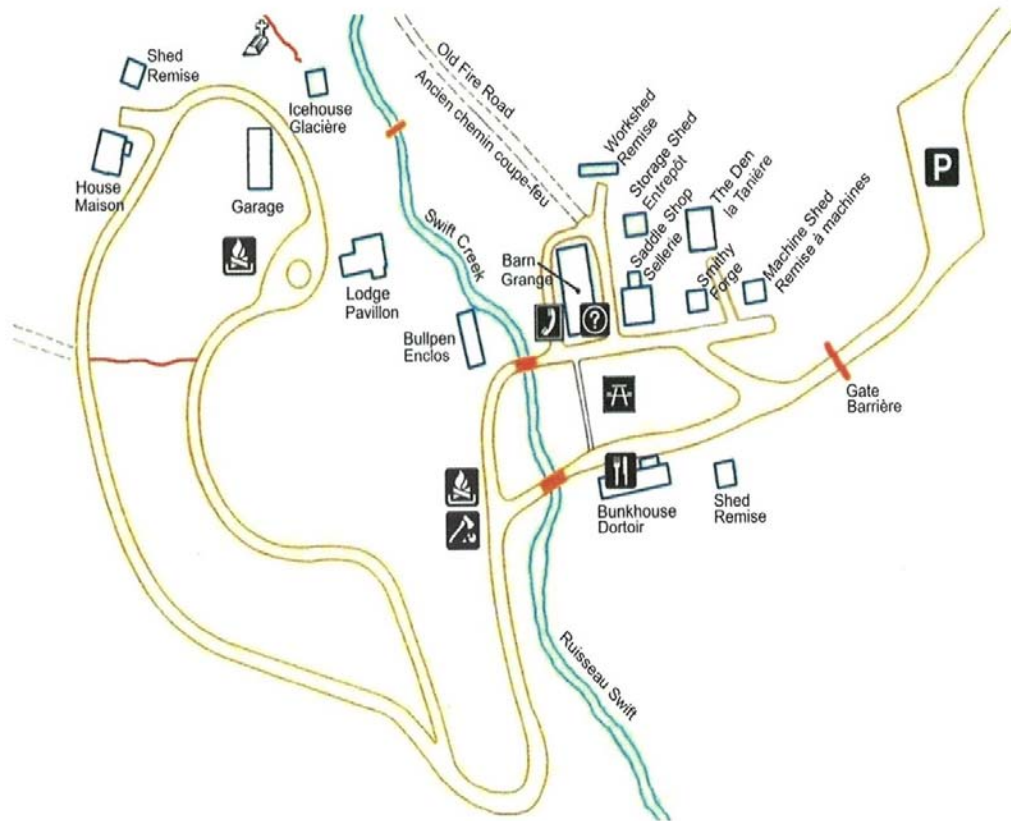
**Appendix 3**

**PALISADES CENTRE SITE MAP**



**Palisades  
Stewardship Education Centre**  
Jasper National Park of Canada  
parkscanada.gc.ca

**Centre des Palissades  
pour l'enseignement de la gérance**  
Parc national du Canada Jasper  
parkscanada.gc.ca



**ANNEX B – EVALUATION CRITERIA**

The tenders will be evaluated on the following point rated criteria. A minimum score of 75% must be obtained in order to be considered a compliant bid. Proposals not meeting the minimum requirement will not be considered further.

<b>1. Qualifications &amp; Experience</b>			
<b>Item no.</b>	<b>Evaluation Criteria</b>	<b>Point Criteria</b>	<b>Max. Rated Points</b>
1.1	<p>The bidder must demonstrate experience and expertise in the field of housekeeping and grounds-keeping services</p> <p>(a) information must include the number of years of experience in the field</p> <p>(b) provide details of experience housekeeping and grounds-keeping for large groups and sites (for groups of 20-100 or more people)</p> <p>(c) provide details of experience in a similar operation (examples of a similar operation may be a conference centre, camp, or retirement home)</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient</p> <p><b>1 – 8 points:</b> Incomplete details, limited experience (2 years or less) in housekeeping and grounds-keeping experience with similar size, scope and complexity</p> <p><b>9 – 14 points:</b> Mostly complete details provided (3-5 years' experience), of a similar size, scope and complexity</p> <p><b>15 – 18 points:</b> Mostly complete details provided 6-8 years' experience) of a similar size, scope and complexity</p> <p><b>19-20points:</b> Complete details provided (9 years or more experience) in housekeeping and grounds-keeping of a similar size, scope and complexity</p>	20 points
<b>2. Approach &amp; Understanding</b>			
<b>Item no.</b>	<b>Evaluation Criteria</b>	<b>Point Criteria</b>	<b>Max. Rated Points</b>



2.1	<p>Bidder must describe the approach to be used to meet the requirements for running a "green" operation:</p> <ul style="list-style-type: none"> <li>a) purchasing and supplying environmentally-friendly paper products made from recycled content</li> <li>b) procuring consumable supplies with a minimum of packaging</li> </ul>	<p><b>0 points:</b> The information provided is unsuitable or insufficient</p> <p><b>1 – 6 points:</b> Incomplete details, little clear demonstration of the methods to be used in the purchase and supply of environmentally-friendly paper products and bulk supplies</p> <p><b>7-11 points:</b> Some details provided, some demonstration of methods to be used in the purchase and supply of environmentally-friendly paper products and bulk supplies</p> <p><b>12-15 points:</b> Extensive detail provided. Bidder thoroughly demonstrates the methods to be used in the purchase and supply of environmentally-friendly paper products and supplies in bulk with least amount of packaging possible</p>	<p style="text-align: center;">15 points</p>
	<b>TOTAL</b>		<p style="text-align: center;"><b>Maximum available points</b>  <b>35</b></p> <p style="text-align: center;">/ points</p>

### ANNEX C – BASIS OF PAYMENT

**Definitions:**

**Room Turn-Over Day:** a day when entire room must be cleaned after a guest has checked out; room must be left in a condition suitable for renting to a new guest. This includes set up and cleanup of any meeting rooms and

associated bathrooms that guests use; common areas set-up and take down, daily straightening, tidying as described in ANNEX A, Scope of Work.

**Room Stay-Over Day:** a day when the room requires less cleaning because the guest is staying another night; bathroom, spot cleaning / tidying, towels and consumables restocked and bed made. Common areas / kitchen / dining rooms spot cleaned, floors swept / mopped / vacuumed, and furniture straightened. Dirty dishes removed and restocked. Bed linens and towels are not changed unless required. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests use; common areas set-up and take down, daily straightening, tidying as described in Annex A, Scope of Work.

**Meeting Room Day Use:** Cleaning for day-use by guests who are not staying in-house. This will cover a meeting room set-up, take-down and cleaning, as well as for any associated bathrooms as described in Annex A, Scope of Work.

<b>Task</b>	<b>Estimated Quantities</b>	<b>Year 1 April 1, 2016 to March 31, 2017</b>	<b>Option (Year 2) April 1, 2017 to March 31, 2018</b>	<b>Option (Year 3) April 1, 2018 to March 31, 2019</b>
Turnover Day (Please quote per person, per night)	1700 / year	\$	\$	\$
Stayover Day (Please quote per person, per night)	2200 / year	\$	\$	\$
Meeting Room Day Use (Please quote per clean / day)	60 / year	\$	\$	\$
Spring / Fall Clean (Please quote per clean)	2 / year	\$	\$	\$
Office Clean (Please quote per clean)	52 / year	\$	\$	\$
Grounds Care (Please quote one annual amount)	Tasks range from daily to seasonal.	\$	\$	\$
<b>Total Evaluated Aggregate Bid Price</b>		\$	\$	\$

**The estimated uses listed herein are for evaluation purposes only and will not form part of any resulting contract.**

**ANNEX D – EXAMPLE OF A ROOM LIST**

03-11-2015 9:17		Date Range: Sept 8-13, 2015						
BUILDINGS	# of BEDS	BLDG/ROOM	BED TYPES	(O) or (P) Group and Name	ARR. Date	DEP. Date	ARR. Time	DEP. Time
BARN Total # of beds: 28 + 3 max. people 39	5	Room #12 one bathroom	Top Bunk	(P)504 Cadets-	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
		(left side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	5	Room #14 one bathroom	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
		(left side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	3+1	Room #15 one bathroom (left side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bed	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	5	Room #19 one bathroom (right side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	4+1	Room #18 one bathroom	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am

24-11-2015 11:32		Date Range: Sept 8-13, 2015						
BUILDINGS	# of BEDS	BLDG/ROOM	BED TYPES	(O) or (P) Group and Name	ARR. Date	DEP. Date	ARR. Time	DEP. Time
BARN Total # of beds: 28 + 3 max. people 39	5	Room #12 one bathroom	Top Bunk	(P)504 Cadets-	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
		(left side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	5	Room #14 one bathroom	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
		(left side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	3+1	Room #15 one bathroom (left side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bed	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	5	Room #19 one bathroom (right side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	4+1	Room #18 one bathroom (right side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Single Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
	6+1	Room #17 one bathroom (right side)	Top Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Double Bottom Bunk	(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am
Top Bunk			(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am	
Single Bottom Bunk			(P)504 Cadets -	Sep 11	Sep 13	4 pm	10 am	
HOUSE Kitchen 2 shared bathrooms Total # of beds: 4 max. people 8	1	Room #1 (Main Floor)	Queen Bed	(O) Fish Monitoring Crew -	Sep 8	Sep 10	3 pm	9 am
		Room #2 (2nd Floor)	Queen Bed	(O) Fish Monitoring Crew -	Sep 8	Sep 10	3 pm	9 am
		Room #3 (2nd Floor)	Double Bed	(O) Fish Monitoring Crew -	Sep 8	Sep 10	3 pm	9 am
ICE HOUSE Kitchen Total # of beds: 2 max. people 4	2	one bathroom	Double Bed	(P) 504 Cadets -	Sep 11	Sep 13	4 pm	10 am
			Queen Sofa Bed					
MACHINE SHED Total # of beds: 4 max. people 8	2	Room #1 one bathroom (right side)	Double Bed	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Queen Sofa Bed	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
SMITHY Kitchen Total # of beds: 2+1 max. people 5	2+1	one bathroom	Double Bed	(P) 504 Cadets -	Sep 11	Sep 13	5 pm	11 am
			Queen Sofa Bed	(P) 504 Cadets -	Sep 11	Sep 13	5 pm	11 am
DEN 3 shared bathrooms Total # of beds: 28 max. people 30	2	Room #C1 Chaperone (Left)	Single bed	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Double bed	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
	2	Room #C2 Chaperone (Right)	Single bed	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Double bed	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
	4	Room #1 (Right Front)	Top Bunk	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Bottom Bunk					
	4	Room #2 (Right Middle)	Top Bunk	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Bottom Bunk					
	4	Room #3 (Right Back)	Top Bunk	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Bottom Bunk					
	4	Room #4 (Left Back)	Top Bunk	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Bottom Bunk					
	4	Room #5 (Left Middle)	Top Bunk	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am
			Bottom Bunk					
4	Room #6 (Left Front)	Top Bunk	(O) C-Fer Tech -	Sep 10	Sep-12	5 pm	11 am	
		Bottom Bunk						
<b>Meeting Room &amp; Group Details</b>								
DATE	GROUP NAME	# OF PEOPLE	MEETING ROOM	SETUP	NOTES			
Sep-11-13	504 Air Cadets	22	Barn	no set up				
Sep-10 & 11	C-Fer	13	Den	no set up				
Sep-12	Routes	31	Garsge	Chairs only	9 am-noon			

**ANNEX E – ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

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

**Instructions:**

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

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

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

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

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

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable
--	---

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

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

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_