



RETURN OFFERS TO - RETOURNER LES OFFRES À :

Parks Canada Agency Bid Receiving Unit
National Contracting Services
635 – 8 Avenue S.W., suite 1300
Calgary, AB T2P 3M3
Bid Fax: (403) 292-4475

REQUEST FOR STANDING OFFERS

DEMANDE D'OFFRES À COMMANDES

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

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

Issuing Office - Bureau de distribution

Parks Canada Agency
National Contracting Services
635 – 8 Avenue S.W., suite 1300
Calgary, AB T2P 3M3

Title - Sujet Standing Offer – Incident Facilities and Catering Services in Various National Parks in Western and Northern Canada		
Solicitation No. - N° de l'invitation 5P420-16-5008/A	Date May 04, 2016	
Client Reference No. - N° de référence du client n/a		
GETS Reference No. N° de reference de SEAG PW-16-00731814		
Solicitation Closes - L'invitation prend fin At - à : 02:00 PM On - le : May 19, 2016		Time Zone - Fuseau horaire Mountain Daylight Time (MDT)
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes questions à Adam Krisch		
Telephone No. - N° de telephone (403) 292-4560	Fax No. - N° de télécopieur (403) 292-4475	Email Address - Courriel adam.krisch@pc.gc.ca
Destination of Goods, Services, and Construction - Destination des biens, services, et construction Various National Parks in Western and Northern Canada		

TO BE COMPLETED BY THE OFFEROR - À REMPLIR PAR L'OFFRANT

Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur	
Address - Adresse	
Telephone No. - N° de telephone	Fax No. - N° de télécopieur
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Contracting Authority - Autorité contractante
Adam Krisch

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six (6) parts plus attachments and annexes, as follows:

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

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

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

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

Part 5 Certifications: includes the certifications to be provided;

Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Attestation and Proof of Compliance with Occupational Health and Safety (OHS), the Integrity Provisions – List of Names Form; and the Direct Deposit Enrollment Form.

1.2 Summary

1.2.1 The Parks Canada Agency's (PCA's) fire management program seeks to provide Standing Offer(s) for camps to house and feed firefighting staff near active wildfires. Standing Offer Holders will be required to provide incident facilities and catering services located near active wildfires which would be located at road accessible locations. Services will be required for various National Parks in Western and Northern Canada. The period for making call-ups against the Standing Offer will be from the date of Standing Offer to April 30, 2017 inclusive with the irrevocable option for Canada to extend the term of the Standing Offer by up to two (2) additional one (1) year periods.

1.2.2 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2015-07-03) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

All reference to the Minister of Public Works and Government Services 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 Offers

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

Due to the nature of the Request for Standing Offers, offers transmitted 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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

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

- (a) an individual;
 - (b) an individual who has incorporated;
 - (c) a partnership made of former public servants; or
 - (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
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"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than eight (8) days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

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

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

3.1.1 Financial Offer

Offerors must submit their financial offer in accordance with Annex “B”, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1.1 Exchange Rate Fluctuation

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

3.1.2 Certifications

Offerors must submit the certifications required under Part 5.

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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.2 Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-10-28), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. Up to two (2) Offeror's may be recommended for issuance of a Standing Offer.

The responsive offer with the lowest evaluated total aggregate offer price will be recommended for issuance of the first ranked Standing Offer. The responsive offer with the second lowest evaluated total aggregate offer price will be recommended for issuance of the second ranked Standing Offer.

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

5.1.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

Offerors may use the attached Integrity Provisions – List of Names form under Annex "D".

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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

[2005](#) (2015-09-03) General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer to April 30, 2017 inclusive.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer by up to two (2) additional one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Adam Krisch
Advisor, National Contracting Services

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Telephone: (403) 292-4560
Facsimile: (403) 292-4475
E-mail address: adam.krisch@pc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

6.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number or Goods and Services Tax Number:		

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

Canadian Offerors are requested to have a Procurement Business Number (PBN) before Standing Offer award. Offerors may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier). For non- Internet registration, Offerors may contact the Business Access

Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Identified Users

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

6.7 Call-up Procedures

- 6.7.1** The Identified User will contact the first ranked Standing Offer Holder. The Standing Offer Holder must respond to the Identified User within thirty (30) minutes of a voicemail or message requesting incident facilities and/or catering services. The Identified User will provide the Standing Offer Holder at minimum with the information identified under 3.5.1 of the Statement of Work at Annex "A". Upon provision of the minimum information, the Standing Offer Holder must respond to the Identified User within thirty (30) minutes accepting or declining the request for call-up.
- 6.7.2** If the first ranked Standing Offer Holder is unable to satisfy the request for call-up or has not responded to the Identified User within the timelines as set out above, the Identified User will contact the second ranked Standing Offer Holder to determine if the requirement can be satisfied.
- 6.7.3** Prior to issuing a call-up, Parks Canada and the Standing Offer Holder will agree to the services to be described in the call-up.
- 6.7.4** Once Parks and the Standing Offer Holder have agreed to the services covered under the call-up, Parks Canada will issue a call-up against the Standing Offer.
- 6.7.5** Once the call-up against the Standing Offer is issued, the Standing Offer Holder is considered to have entered into contract and must supply Parks Canada with the agreed upon services.
- 6.7.6** In the event that the Standing Offer Holder, without prior approval of Parks Canada, does not supply the agreed upon services at the time required, Parks Canada reserves the right to cancel the call-up and will not be responsible for payment of any costs to the Standing Offer Holder.

Rank	Standing Offer Holder
1	(** To be inserted at Standing Offer award **)
2	(** To be inserted at Standing Offer award **)

6.8 Call-up Instrument

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

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ (** To be inserted at Standing Offer award **) (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ (** To be inserted at Standing Offer award **) (Applicable Taxes included) unless otherwise authorized

in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

6.11 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the Offeror is not set up for direct deposit enrollment will be required upon receipt of a Standing Offer

Additional information on this Government of Canada initiative is available at: <http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html>

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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions [2005](#) (2015-09-03), General Conditions – Standing Offers – Goods or Services;
- (d) the general conditions [2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity);
- (e) Annex “A”, Statement of Work;
- (f) Annex “B”, Basis of Payment;
- (g) Annex “C”, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (h) the Offeror’s offer dated (***) To be inserted at Standing Offer award (***)).

6.13 Certifications

6.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

6.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

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6.15 SACC Manual Clauses

[M3800C](#) (2006-08-15), Estimates

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.5 Payment

6.5.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex “B”, to a limitation of expenditure of \$ (***) To be identified in the call-up against the Standing Offer ***). Customs duties are included and Applicable Taxes are extra.

6.5.2 Limitation of Expenditure

6.5.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ (***) To be identified in the call-up against the Standing Offer ***). Customs duties are included and Applicable Taxes are extra.

6.5.2.2 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.

6.5.2.3 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.

6.5.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

6.6 Invoicing Instructions

6.6.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

(a) a copy of the invoices, receipts, vouchers for all direct expenses.

6.6.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded as indicated in the call-up against the Standing Offer for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Standing Offer.

6.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance

6.8 SACC Manual Clauses

[A1009C](#) (2008-05-12) Work Site Access
[A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)
[A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)
[A9039C](#) (2008-05-12) Salvage
[A9068C](#) (2010-01-11) Government Site Regulations

6.9 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

1. Objective

Parks Canada Agency's (PCA's) fire management program seeks to provide Standing Offer(s) for camps to house and feed firefighting staff near the active wildfire. The Standing Offer Holder will provide incident facilities and catering services located near active wildfires to support operations which would be located at road accessible locations. The Standing Offer Holder will perform and deliver these services as and when requested, in the locations, outlined on the list in Appendix "A1".

The Standing Offer Holder may be requested to provide services to any of the following provinces: British Columbia, Alberta, Saskatchewan, Manitoba, and Northwest Territories.

2. Definitions

2.1 When used in this Agreement:

- (a) "PCA Representative" means the Logistics Section Chief or designate.
- (b) "location" means one (1) of the ten (10) national parks outlines in Appendix "A1".

3. Scope of Work

3.1 Part I – Infrastructure Requirements and Standards

3.1.1 The initial dispatch for incident facilities will be as per the requirements as stipulated by the PCA Representative in the request for call-up. Services requested may contain either full or partial facilities as described below. Specific requirements will depend on the nature and size of the incident.

3.1.2 The Standing Offer Holder must be able to provide the following facilities as requested by the PCA Representative:

(a) Kitchen, Dining, and Wash Facilities

- i. Kitchen trailer – capable of feeding the number of people as stipulated by the Parks Representative in the request for call-up.
- ii. Dining trailer – capable of seating comfortably a minimum 2\3 of staff on incident at any one (1) sitting, with an area set aside for lunch distribution each morning.
- iii. Wash trailers – to include adequate toilets, urinals, showers, and sinks.
- iv. Hand wash station – one (1) four-person equivalent.

(b) Office Package

- i. Office trailer(s).
- ii. Conference trailer.
- iii. Pilot's ready room.

(c) Sleeping Package

- i. Sleeping trailers. Single and/ or double occupancy may be required.

3.1.3 All trailers supplied throughout the term of the Standing Offer must:

- (a) meet or exceed all applicable codes (e.g. electrical, propane, building, etc.);
-

- (b) be free-standing, skid-mounted, framed units;
- (c) be securely blocked up for stability;
- (d) be equipped with stairs to the outside and walkways to cover the length of trailer;
- (e) have outside lighting over/ beside each door;
- (f) be equipped with indoor lighting;
- (g) be pumped out at the Standing Offer Holder's expense for 'wet' trailers equipped with grey water storage;
- (h) be equipped with fire extinguishers and smoke alarms to the Provincial/ Territorial Fire Code standard (e.g. *Alberta Fire Code*);
- (i) be equipped with first aid kits mounted on a wall and marked appropriately as identified in the Provincial/ Territorial *Occupational Health and Safety Code*;
- (j) come with all-weather signage identifying infrastructure facilities;
- (k) be equipped with windows that open, complete with screens;
- (l) be equipped with wall-mounted heating and air conditioning systems;
- (m) be non-smoking facilities;
- (n) be equipped with interior and exterior doors with locks and keys; and
- (o) be equipped with generators that are located far enough away from office trailers and sleeping areas so that noise levels and generator fumes do not disrupt fire operations personnel.

3.1.4 The following are strict guidelines to be provided by the Standing Offer Holder when incident facilities and catering services are required:

3.1.4.1 Kitchen Facilities

- a. Flow through food serving;
- b. Fully equipped for hot and cold food preparation;
- c. Equipped with adequate and proper food storage facilities (fridges, freezers, and reefer unit if necessary at the cost to the Standing Offer Holder) for any food located in this area;
- d. Equipped with facilities for keeping hot food hot and covered and cold food cold and covered (i.e. sneeze guards, warming trays, ice);
- e. Size to be appropriate and functional to service number of people identified by the PCA Representative; and
- f. Equipped with smoke alarms and where gas-heating devices are used to be equipped with gas detectors and carbon monoxide detectors.

3.1.4.2 Dining Facilities

- a. A size capable of seating comfortably a minimum 2\3 of staff on incident at any one sitting, with an area set aside for lunch distribution each morning;
- b. Level and dry, with hard floors, consisting of plywood or OSB sheeting securely fastened to a frame;
- c. Fully sheltered from inclement weather and have adequate lighting, which can be hard or soft walled; and
- d. Equipped with tables and chairs for a minimum of 2/3 staff at one sitting (additional staff may be accommodated at a second sitting).

3.1.4.3 Latrine and Washing Facilities

- a. Equipped with grey water and sewage tanks, pumped out at the expense of the Standing Offer Holder;
- b. Equipped with numbers of flush toilets (5:1 ratio), urinals (3), showers (5:1 ratio), sinks (5:1 ratio), which can be divided between the genders;
- c. Private dressing area located directly outside of shower;
- d. Supplied with unlimited hot water (on demand hot water system preferred);
- e. Supplied with potable water for sinks;

- f. Supplied with vents to the outside; and
- g. Supplied with fans for air circulation.

3.1.4.4 Hand Wash Station

- a. Be multi-user – for four (4) people and located near entrance to eating facilities;
- b. Be hands free, foot pump operation, with liquid soap and towel dispensers included; and
- c. Be accompanied with a garbage receptacle.

3.1.4.5 Office Trailers

- a. Trailers will be a minimum ten (10) feet wide, by 50 feet long;
- b. Office trailers will be divided into at least three (3) separate office spaces with a total of four (4) workstations, complete with one (1) desk, two (2) office chairs (armrest type) and three electrical outlets at each workstation;
- c. Supplied with a minimum of eight (8) stacking chairs each;
- d. Equipped with wall-mounted air-conditioning and heating systems;
- e. Equipped with a mid-sized refrigerator (approx. 12 cu. ft.);
- f. Equipped with a minimum of two (2) exit doors with platform landings and stairs;
- g. Trailers will have one (1) washroom (toilet and sink);
- h. Provided with one (1) four-drawer filing cabinet, with each office;
- i. Equipped with one (1) or more small openings in each separate office in convenient locations for wiring (phone, radio, and satellite system) to be run through into interior offices. Wiring not to be run through window openings; and
- j. Equipped with three (3) sets of keys.

3.1.4.6 Conference Trailer

- a. Minimum of ten (10) feet wide, by 40 feet long, open unit;
- b. Equipped with folding tables totaling a minimum of 32 feet in length;
- c. Equipped with a minimum of 24 stacking chairs; and
- d. Equipped with three (3) sets of keys.

3.1.4.7 Pilot's Ready Room

- a. Minimum of ten (10) feet wide, by 30 feet long, open unit; and
- b. Equipped with two sofas, a TV with satellite system, a mid-sized refrigerator, one (1) table with six (6) chairs, and a bulletin board.

3.1.4.8 Sleeping Trailers

- a. Single or double occupancy may be requested; and
- b. Locking rooms with keys.

3.1.4.9 Laundry Facilities

- a. Equipped with four (4) washers and four (4) dryers; and
- b. Equipped with non-industrial strength laundry detergent and dryer sheets.

3.1.4.10 Portable Latrines

- a. Commercial molded plastic pump-out type;
- b. Segregated for male and female workers;
- c. Locking doors; and
- d. Contain hand sanitizer.

- 3.1.3** As fire personnel increases, the PCA may request extras and miscellaneous items. The rates will include all associated utilities including power, water, heat, sewage, garbage disposal, staff and supplies, maintenance and repairs.

3.1.4 Extras and miscellaneous items may only be requested when the Standing Offer Holder's incident facilities are on site and in use.

3.2 Part II – Incident Facilities and Catering Services

3.2.1 Incident Facilities and Catering Services Responsibility

3.2.1.1 The Standing Offer Holder must:

- a. provide catering and infrastructure requirements as set out in Annex "A";
- b. plan, set up, maintain and demobilize incident facilities and catering services with the potential of increasing the infrastructure to accommodate hundreds of people at one time. This includes the transportation, supply, service and maintenance of all skid-mounted, framed trailers, storage facilities, washing facilities, laundry services, sewage facilities and all associated utilities, including but not limited to power, heat, air conditioning, water, fuel, oil, garbage and sewage removal, and the removal of the infrastructure and equipment upon completion;
- c. obtain a briefing from the PCA Representative in regard to the existing and anticipated number of personnel involved in the fire situation, outlining requirements and anticipated infrastructure requirements in order to determine facility needs, priorities and maintenance requirements and any other special instructions required to perform the work and services;
- d. establish an incident facilities and catering services plan prior to commencement of any construction. To be considered and included in the site plan: health and safety, security, number of people, sources of water, availability of parking and emergency evacuation; and
- e. be responsible for obtaining any necessary licenses and permits required in the performance of the services.

3.2.1.2 All equipment and supplies owned by the Standing Offer Holder and utilized under the terms of the Standing Offer will be clearly marked with the Standing Offer Holder's name or initials.

3.2.2 Incident Facilities Setup

The Standing Offer Holder agrees to the following time frames:

- (a) upon acceptance of a call-up by the Standing Offer Holder and within six (6) hours of notification, dispatch to the location a representative of the Standing Offer Holder who is responsible for scheduling and mobilizing the infrastructure in an efficient and timely manner (the "Expeditor");
- (b) to serve meals, if requested, within 24 hours of acceptance of a call-up (off-site food preparation will be permitted) until 48 hours as indicated in clause (c) below; and
- (c) within 48 hours of notification, to establish, in complete operating condition, all services according to the terms outlined in the Standing Offer.

3.2.3 Staffing

3.2.3.1 The Standing Offer Holder agrees to provide all staffing requirements for the provision of the services described in the Standing Offer, including but not limited to:

- a. one (1) full-time, resident Camp Manager; and
- b. one (1) full-time, resident maintenance person.

- 3.2.3.2** The PCA may request additional Standing Offer Holder staff in order to meet the Statement of Work as defined in Annex “A” for any reason whatsoever. The additional staff will be at the cost of the Standing Offer Holder.

3.2.4 Compliance with Laws

- 3.2.4.1** The Standing Offer Holder agrees to adhere to and abide by all provincial and federal laws and regulations; the Provincial *Building Code, Public Health Act and Regulations, Occupational Health and Safety Act and Regulations, Traffic Safety Act and Regulations, Environmental Protection and Enhancement Act and Regulations,* and the *Dangerous Goods Transportation and Handling Act and Regulations,* and other applicable legislation.

- 3.2.4.2** All materials and supplies utilized by the Standing Offer Holder will be handled and stored in accordance with the provincial *Dangerous Goods Transportation and Handling Act and Regulations* and the provincial *Occupational Health and Safety Act and Regulations.*

- 3.2.4.3** All vehicles utilized by the Standing Offer Holder in carrying out these services will be operated, equipped, and maintained in accordance with the Provincial *Traffic Safety Act and Regulations* and the *Dangerous Goods Transportation and Handling Act and Regulations.*

3.2.5 Kitchen and Dining Facilities

The Standing Offer Holder agrees to:

- (a) provide an area for hand washing prior to the entry of the food service area;
- (b) ensure that the layout provides for a smooth flow of people for the purposes of dispensing food during meals;
- (c) provide outdoor serving of meals if requested by the PCA in accordance with the provincial acts and regulations (ex: *Alberta Public Health Act – Food Regulation*);
- (d) supply adequate cooking, cleaning, preparation equipment, utensils, dishes, cutlery, and sufficient eating and storage space to ensure an efficient kitchen and dining operation;
- (e) supply, set up and maintain kitchen and dining facilities, including tables and chairs;
- (f) ensure prepared food is kept at proper temperatures while being served; heated or chilled serving trays complete with lids;
- (g) ensure an adequate supply and pressure of potable water for cooking and cleaning requirements in the kitchen; and
- (h) ensure food storage facilities are secure and adequate.

3.2.6 Latrine, Washing, and Laundry Facilities

The Standing Offer Holder agrees to:

- (a) supply, set up and maintain wash trailers (includes toilets, urinals, hot showers, sinks) to meet the needs of the fire operations personnel. These must be conveniently located relative to the sleeping facilities and lighted for night use;
- (b) provide an adequate supply of hot and cold water is available for all wash facilities;
- (c) supply, install, maintain all sewage tanks and dispose of all grey water and sewage waste;
- (d) supply and ensure that an adequate supply of necessary toiletries including liquid, anti-bacterial, hand soap, hand sanitizer, toilet paper and hand drying paper towels are supplied for the entire facility and maintained and regularly checked to ensure availability to users;
- (e) ensure all latrines and washing facilities are cleaned a minimum of three (3) times daily or as

- scheduled by the PCA Representative;
- (f) maintain all toilets and shower stalls in a clean and sanitary condition in accordance with provincial health acts (e.g. *Alberta Public Health Act – Nuisance and General Sanitation Regulation*);
 - (g) increase the original facility as an incident increases in size; the following ratios will be enforced: toilets 5:1; showers 5:1 which can be divided between genders; and
 - (h) make available laundry facilities 24 hours a day to the PCA.

3.2.7 Office, Conference, and Pilots Ready Room Facilities

The Standing Offer Holder agrees to:

- (a) supply, set-up and maintain required office facilities as described in Part I; and
- (b) ensure that the area is kept clean and sanitary on a daily basis.

3.2.8 Sleeping Facilities

The Standing Offer Holder agrees to:

- (a) supply, setup and maintain sleeping trailer accommodations, as described in Part I for fire operations personnel and ensure for capability of expansion if requested;
- (b) ensure that adequate lighting is provided to illuminate the pathways in the sleeping area;
- (c) ensure trailers can be heated, if required;
- (d) ensure that sleeping trailers, supplied by the Standing Offer Holder, are kept clean and sanitary on a daily basis; and
- (e) locate generators away from sleeping areas, if possible.

3.2.9 Laundry Services

The Standing Offer Holder agrees to provide laundry services to fire operations personnel; and if requested, personnel from surrounding line camps that have access to the incident facilities location, as follows:

- (a) supply laundry services, including washers and dryers, water, detergent, laundry bags with five (5) kilogram capacity and staff to perform the services of washing, drying, folding, bagging and tagging clothing;
- (b) maintain a weekly activity log recording the number of wash bags completed for the incident facilities and line camp personnel; and
- (c) provide the laundry services with a turn-around time of no more than 48 hours.

3.2.10 First Aid Room

The Standing Offer Holder agrees to plan for and set-up, close to washroom facilities, and provide all utilities for a first aid room supplied by the PCA or by the PCA's Medical Services Contractor. Maintenance and cleaning of the first aid room will be the responsibility of the PCA or the PCA's Medical Services Contractor.

3.2.11 Cleaning and Maintenance

3.2.11.1 The Standing Offer Holder agrees to:

- a. at its expense, provide all cleaning supplies and equipment, toilet paper, liquid hand soap, hand sanitizer, mops, pails, paper towels, sanitation supplies, light

- bulbs, and garbage bags required at the site;
- b. ensure that all trailer facilities supplied by the Standing Offer Holder are cleaned and maintained by the Standing Offer Holder;
- c. supply and install grey water and sewer storage holding tanks;
- d. supply, set up and maintain generator units, including fuel, to operate all facilities on a 24 hour basis and set up generators away from sleeping areas if possible; and
- e. have only qualified staff perform maintenance duties.

3.2.11.2 The PCA may request additional Standing Offer Holder staff for cleaning in order to meet the Statement of Work as defined in Annex "A" for any reason whatsoever. The additional staff will be at the cost of the Standing Offer Holder.

3.2.12 Garbage Disposal

The Standing Offer Holder agrees to:

- (a) the storage and removal of all waste will meet the conditions specified in the provincial acts and regulations, example: *Alberta Public Health Act – Nuisance and General Sanitation Regulation and the Environmental Protection and Enhancement Act – Waste Control Regulation*;
- (b) ensure that all refuse from incident facility operations is disposed of in a designated waste disposal site;
- (c) secure all designated pick-up waste sites against bears or other animals that may scatter garbage (i.e. take away on a regular basis or store in a building for the garbage to prevent bears and or rodents from spreading garbage);
- (d) establish a means of separating recyclable material and properly disposing of the material, where recycling facilities are available; and
- (e) ensure that hazardous material is disposed of according to all applicable laws and regulations.

3.2.13 Incident Facilities Safety

The Standing Offer Holder agrees to:

- (a) ensure that the site is so constructed, equipped and maintained as to be free from any condition that may endanger the health and safety of the staff or employees of the location;
- (b) ensure hazards such as ditches, holes and sumps are clearly marked or roped off;
- (c) ensure that sewage tanks are marked against accidental entry and pumped out regularly;
- (d) check for low electrical wires or cords in the site and ensuring all electrical drop cords and connections are protected to prevent electrical shock and are safely situated or clearly marked; and
- (e) ensure all appropriate safety and directional signage is in place.

3.2.14 Demobilization

The Standing Offer Holder agrees to:

- (a) provide expertise in the planning for progressive demobilization of the Standing Offer Holder's infrastructure;
- (b) demobilize the incident facility infrastructure upon completion of the operation including the dismantling of support facilities, cleaning and packaging of all support equipment, cleaning all facilities, removing garbage and waste and arranging transportation; and
- (c) fill in all sewage facility holes.

3.2.15 Report Submissions for Additional Services/ Supplies

The Standing Offer Holder agrees to submit to the PCA Representative immediately the details of any pre-approved expenses incurred, which are not covered under the terms of the Standing Offer. In any case where the PCA requests such services the Standing Offer Holder will be entitled to be paid for such fees and expenses as are pre-approved by the PCA in writing.

3.3 Part III – Catering Provisions and Standards

3.3.1 The Standing Offer Holder will provide the requested service, including without limitation the ordering and purchasing of all food, establishing, planning, preparing and serving meals at the facilities, and maintaining a clean and hygienic environment in support of forest fire fighting operations. This includes ensuring procedures are in place for establishing suppliers, ordering, purchasing, providing transportation and delivery, receiving and handling of all food requirements. The Standing Offer Holder will obtain a briefing from the PCA Representative with regard to the existing and anticipated number of personnel involved at the incident facilities.

3.3.2 The Standing Offer Holder agrees to:

- (a) provide an adequate supply, at all times, of food and foodstuffs and to prepare meals of such quantity and variety, as the PCA may reasonably require; hot and cold food preparation will take place on-site;
- (b) deliver, store, handle and serve food in accordance with the requirements of provincial acts and regulations, e.g. *Alberta Public Health Act – Food Regulation*;
- (c) maintain in a clean and sanitary condition as prescribed in provincial acts and regulations, such as the *Alberta Public Health Act – Food Regulation* all clothing, equipment, utensils and facilities used in the preparation, serving, and storage of food and beverages;
- (d) ensure for the hygienic handling of all food stuffs;
- (e) ensure cooks and helpers are conversant with and adhere to all related health regulations
- (f) to supply qualified and sufficient numbers of staff to prepare for, cook, serve, and clean up after meals;
- (g) supply, arrange for and maintain proper dry, freezer and refrigeration facilities for the orderly storage of food and associated supply items, ensuring perishable food has proper refrigeration or remains frozen to avoid spoilage and to advise the Province's Representative on a timely basis of any problems;
- (h) supply an adequate volume and pressure of potable water as described in the *Work Camp Regulations*, to meet the needs of the facilities operations;
- (i) supply and ensure that a sufficient supply of ice is maintained for use; and
- (j) provide as requested, hot meals for transport to firefighting personnel on the fireline, providing sufficient portable thermal containers to maintain food temperatures as per provincial acts and regulations, e.g. *Alberta Public Health Act– Food Regulation*.

3.3.3 The Standing Offer Holder will ensure that each camp has at all times one (1) cook with a Journeyman Certificate in Cooking or, as an equivalent, three (3) years of related experience. All kitchen staff involved in the handling, packaging, and delivery of food must have successfully completed a recognized provincial approved food sanitation and hygiene training program.

3.3.4 Meal and Menu Provisions

3.3.4.1 The Standing Offer Holder agrees to:

- a. prepare and serve three (3) meals per day, with a variety of menus, consisting of sufficient quantities and quality of food prepared at the incident facilities in an attractive and tasty manner, served cafeteria style;

- b. alternate menu items regularly and provide for an assortment of selections;
- c. provide a minimum of 4,500 calories per person per day, consisting of 55% carbohydrates, 15% protein and 30% fats, as outlined in section 3.3.4.2;
- d. submit weekly menus to the PCA Representative for audit purposes;
- e. ensure coffee, tea, milk, juices, pop, sport drinks, and drinking water are readily available between 0400 and 2300 hours;
- f. accompany all meals with a supply of beverages: water, milk, tea, coffee, pop, juice;
- g. supply condiments such as butter, sugar, jam, jelly, salt, pepper, ketchup, etc. in individual packets or approved dispensers;
- h. provide information to specific personnel on meal ingredients where vegetarian/vegan, food allergies and/ or intolerance have been identified;
- i. where special needs such as vegetarian/vegan, food allergies, or intolerance have been identified, the Standing Offer Holder will provide alternate meal choices as acceptable to the PCA;
- j. schedule meal times in consultation with the PCA Representative;
- k. provide all meals at regularly scheduled times and if requested serve hot plate meals at times other than the scheduled times or store hot meals for late arrivals;
- l. stagger meal times during times of rapid manpower build-up due to the capacity of the kitchen and dining facilities;
- m. maintain meal sign-in sheets, pre-approved by the PCA, recording number of meals and/or bag lunch and signed by the PCA Representative daily. Meal sign-in sheets to be one meal per sheet, with the exception of breakfast and bagged lunch which may be on one sheet; and
- n. permit second helpings with no charge to the PCA, with the exception of a second meat helping served at the dinner meal.

3.3.4.2 The Standing Offer Holder agrees to the standard menu items and minimum quantities to be available per person as listed below for each type of meal and for the different food groups within each meal. The following are strict guidelines to be utilized when planning and preparing a variety of daily menus:

a. Hot Breakfast

- i. Eggs – two (2) fresh eggs – offer two different styles, such as poached, scrambled, fried, hard-boiled.
- ii. Meat – four (4) oz. (raw weight) offer two (2) different choices such as bacon, sausage, or ham.
- iii. Muffins, bagels, French toast or pancakes or waffles – equivalent to three slices of bread.
- iv. Potatoes – six (6) oz. serving.
- v. Fresh fruit – offer two (2) different choices (no apples or oranges) or canned fruit.
- vi. Hot cereal – either prepared in bulk or individual packets of dry mix.
- vii. Additional breakfast items, individually packaged, will be made available: a variety of cold dry cereal, hot chocolate, yogurt, jams and jellies, butter, peanut butter.

b. Bag Lunch

- i. Sandwiches – a selection of four (4) sandwiches, made from a variety of bread and buns such as white, whole wheat, or rye, one of which must contain a minimum of three (3) oz/sandwich of whole meat, such as ham, corned beef, roast beef, turkey, chicken (regular or smoked), pork, beef

pastrami (no ground meat permitted) which will vary on a daily basis. The Standing Offer Holder may, on occasion, provide sandwiches that include processed sandwich meat such as bologna, salami, tuna provided that these are not the only choices available and it has been requested and approved by the PCA Representative. The Standing Offer Holder may, on occasion, substitute sandwich alternatives such as wraps, mini pizzas, quiches provided that these are not the only choices available and it has been requested and approved by the PCA Representative. In a separate container each lunch will be provided with natural cheese, lettuce, and one (1) other vegetable in sufficient amount for four (4) sandwiches. A variety of condiments such as salt, pepper, butter, mustard, ketchup, etc. will be included on the side in individual packages. The Standing Offer Holder will make sandwiches for individuals where necessary for vegetarians/vegans, food allergies or intolerances.

- ii. Fruit – two (2) servings, one of which will be a fresh apple or orange, the second selection can be fresh fruit or two (2) oz. of pre-wrapped dried fruit or a small can of fruit.
- iii. Dessert – two (2) servings such as cookies, brownies or fruit bars – for variety a different product should be used every other day.
- iv. Snack pack – one (1) serving, consisting of two (2) oz. of pre-wrapped candy, nuts, fresh vegetables, cheese (natural only) or pretzels – for variety a different product should be used every other day.
- v. Drinks – a total of two (2) litres of self-contained drinks from a variety of pop, juice, and sports drinks.

c. Hot Lunch

- i. Hot dish – offer one (1) item such as a casserole, lasagna, chili, stew, hearty soup, stir-fry, or hamburgers.
- ii. Salad dish – minimum of one (1) tossed green salad or an assortment of fresh raw vegetables and a choice of a pasta salad, vegetable salad. Must be fresh and no older than one day.
- iii. Bread or buns for sandwiches, from a variety such as whole wheat, white, or rye.
- iv. Lunch meat and cheese for sandwiches – an assortment of at least three (3) different lunch meats and cheeses.
- v. Fruit – two (2) servings of fresh or canned fruit.
- vi. Dessert – two (2) servings of cookies, brownies, etc.

d. Hot Dinner

- i. Meat – government-inspected, whole/full muscle meat (raw weight), as follows:
Steak – minimum once per week, Grade A, ten (10) oz. T-bone, Rib eye or wing; and a variety of one of the following a minimum of three (3) times per week:
 - Beef or Pork or Lamb – ten (10) oz. (boneless) or 12 oz. (bone-in), or
 - Ribs, Beef and Pork – ten (10) oz. (boneless) or 18 oz. (bone-in), or
 - Poultry (chicken or turkey) – eight (8) oz. (boneless) or 16 oz. (bone-in), or
 - Ham – eight (8) oz. (boneless) or ten (10) oz. (bone-in), or
 - Fish – eight (8) oz.
- ii. Hot dish with meat for the remaining three (3) days of the week – such as a casserole, lasagna, chili, stir-fry, goulash, hamburgers, specialty sausage or stew.

- iii. Non-Meat Protein – four (4) oz. of non-meat substitute such as BBQ beans, veggie patty, cottage cheese, vegetarian chili, vegetarian lasagna, eggs or equivalent.
- iv. Potatoes – six (6) oz. serving or equivalent starch such as rice or pasta.
- v. Vegetables – four (4) oz. such as broccoli, cauliflower, corn, peas, green beans, or mixed vegetables.
- vi. Salad – one (1) tossed green salad with a variety of toppings/dressings and one (1) prepared salad such as coleslaw, pasta salad, vegetable salad.
- vii. Bread or buns – two (2) slices or equivalent, with a variety of selections such as whole wheat, white, rye, French, or garlic.
- viii. Dessert – four (4) oz. such as cakes, cookies, pies, puddings, pastries etc.

e. Bottled Water

The Standing Offer Holder will supply eight (8) litres of water per person per day in sealed commercially packaged bottles, not less than 500 ml and not greater than one (1) litre bottles. Water coolers will also be available for those who prefer to fill their own water bottles. The bottled water will be stored and distributed by the Standing Offer Holder as directed by the PCA.

f. Surplus Food

The Standing Offer Holder agrees to:

- i. not to stockpile food and that upon the termination of the incident facilities and catering services, all surplus food will remain the property of the Standing Offer Holder and the PCA will not be invoiced for this food; and
- ii. dispose of perishable items and all open and damaged food containers with the garbage.

3.4 Part IV – Standing Offer Holder's Commitments

3.4.1 Request for Call-up Against a Standing Offer

3.4.1.1 The Standing Offer Holder agrees to:

- a. provide the PCA with a 24 hour telephone number during each year of the Standing Offer in order for the PCA to request services;
- b. respond to the PCA within thirty (30) minutes of a voicemail or message requesting incident facilities and catering services;
- c. respond to the PCA within thirty (30) minutes accepting or declining a request for call-up;
- d. include with the acceptance, the name of the Contractor's Representative for the incident facilities and catering services;
- e. provide an Expeditor to the location, as requested by the PCA Representative. dispatch the Expeditor to the location within six (6) hours of each call-up request acceptance;
- f. provide the requested services to the incident facilities location, as requested by the PCA Representative, within forty-eight (48) hours of acceptance of a request for call-up; and
- g. serve meals, if requested, within 24 hours of acceptance of a request for call-up (off-site food preparation will be permitted) until 48 hours as indicated in e. above.

- 3.4.1.2** In the event that the Standing Offer Holder list needs to be amended for any reason whatsoever, the PCA has the authority to amend the Standing Offer Holder list and will notify the Standing Offer Holder's on the list.

3.4.2 Standing Offer Holder's Representative

The Standing Offer Holder agrees that the Standing Offer Holder's Representative will:

- (a) deal directly with the PCA Representative in respect of all matters arising at the incident facility and catering services site;
- (b) be responsible for the performance, health, safety, welfare and discipline of the Standing Offer Holder's staff;
- (c) keep accurate records of services provided and provide daily reports to the PCA Representative as required;
- (d) ensure all record keeping documents, are completed daily, or as required, are neat and accurate and are turned over to the PCA Representative within the timelines specified;
- (e) review the work and services provided with the PCA Representative prior to the completion of the facility operation; and
- (f) be equipped with a cell phone in areas where there is cell phone coverage.

3.4.3 Standing Offer Holder's Employee Qualifications

- 3.4.3.1** The Standing Offer Holder will ensure that all of the Standing Offer Holder's employees involved in the provision of the services:
- a. are 18 years of age, physically fit (in the interest of safety are able to walk 1.6 km in 16 minutes) and understand and accept that the work and services at times may have to be performed under adverse conditions;
 - b. ensure that at all times only duly trained and qualified employees perform the work and services; and
 - c. pay all expenses associated with the operations, except those expenses for which the PCA is made expressly responsible pursuant to the Standing Offer and at the rates provided for in Annex "B" of the Standing Offer.
- 3.4.3.2** Upon request by the PCA, the Standing Offer Holder will provide documentation relating to any certification requirements for staff and equipment utilized under the terms of the Standing Offer.
- 3.4.3.3** The Standing Offer Holder will ensure that all of the Standing Offer Holder's employees are made aware that alcohol and illegal drugs are not permitted in or around PCA sites and/or operations and that a disregard for the policy by the Standing Offer Holder's employee will result in the employee's removal.
- 3.4.3.4** The Standing Offer Holder agrees to provide at all times an adequate number of staff to perform the incident facility and catering services as identified in the Standing Offer. This may include, but is not limited to: the Camp Manager, cooks, assistant cooks, kitchen helpers, maintenance/cleaning staff, laundry service staff and labourers. Initial set-up and demobilization may require additional staff such as certified trades' people (plumbers, electricians, etc.).
- 3.4.3.5** The Standing Offer Holder will provide a replacement employee within 24 hours should the PCA Representative make request to the Standing Offer Holder when:
- a. an employee is removed from providing the work and services due to
-

- substandard performance or lack of training specific to the job, violation of the alcohol/drug policy or disregard for health and safety concerns; and
- b. a Standing Offer Holder employee requests or needs to be released from the performance of the work and services.

3.4.3.6 Standing Offer Holder staff removed from site will be replaced at the expense of the Standing Offer Holder.

3.4.3.7 The Standing Offer Holder will inform itself and comply with the employment code of the employment of service, which describes the minimum rights and obligations of employers and employees in regards to hours of work, rest periods, and wages, and holidays.

3.4.3.8 The Standing Offer Holder agrees to:

- a. ensure that each of its employees is equipped with personal effects that will enable the employee to be away from home for a period of time consistent with the Standing Offer Holder's staff rotation guidelines; and
- b. ensure that each employee is equipped with the necessary personal protection and safety equipment required to perform the work and services.

3.4.4 Accommodations

The Standing Offer Holder agrees to provide at its own expense:

- (a) living accommodations for their employees; and
- (b) all meals and drinks to its employees, agents or Representatives.

3.4.5 Transportation

The Standing Offer Holder agrees to arrange and provide all transportation necessary to deliver its staffs services (i.e. accommodations) and personnel to the incident facilities site. Costs associated with moving the personnel and services to the incident facilities site will be the responsibility of the Standing Offer Holder. The Standing Offer Holder will be reimbursed for transportation of infrastructure according to the rates and conditions set out in Annex "B" of the Standing Offer.

3.4.6 Inspections

The Standing Offer Holder agrees to:

- (a) permit a Representative of the PCA to inspect and approve any and all facilities that the Standing Offer Holder may utilize in the performance of the services;
- (b) permit a Representative of the PCA to inspect any and all food provisions for quality and quantity during the performance of the services; and
- (c) permit any authorized Representative of the PCA free access to all facilities, at any reasonable hour, to examine the condition of the facilities, equipment and supplies.

3.4.7 Certificate of Recognition

The Standing Offer Holder will be in possession of a valid COR, SECOR or certifying program recognized by PCA throughout the term of the Standing Offer.

3.5 Part V – PCA Commitments

3.5.1 Request for Call-up Against a Standing Offer

3.5.1.1 Upon each Request for Call-up, the PCA will provide at minimum the following information:

- a. the expected facility location with a legal land description or GPS coordinates and a map if available designating the facility location and directions to the location;
- b. the type and number of incident facility packages and any extras required;
- c. name of the Logistics Section Chief or the PCA Representative with phone numbers;
- d. time frames for dispatch of Standing Offer Holder's Expeditor to the designated location and time for first meal to be served;
- e. expected number of fire personnel to be in the facility; and
- f. completed Incident Facility and Catering Services Request form emailed or faxed to the Standing Offer Holder as referenced in Appendix "A2".

3.5.1.2 The PCA will be responsible for incident facility site selection, preparation and reclamation.

3.5.2 Cancellation of Request for Services

3.5.2.1 Where the PCA cancels a Request for Call-up within six (6) hours of the Standing Offer Holder's acceptance, the PCA will guarantee a minimum of one (1) day's Infrastructure Fee for the incident facility package(s) ordered and any other costs incurred in accordance with the rates in Annex "B".

3.5.2.2 Where the PCA cancels a Request for Call-up after six (6) hours of the Standing Offer Holder's acceptance, but before 24 hours, the PCA will guarantee a minimum of two (2) day's Infrastructure Fee for the incident facility packages(s) ordered and any other incurred costs in accordance with the rates set out in Annex "B".

3.5.3 PCA Representative

3.5.3.1 The PCA agrees to appoint an on-site Representative, normally the Logistics Section Chief or designate, at each incident facilities location where the work and services are being provided.

3.5.3.2 The PCA will advise the Standing Offer Holder of an instance of a problem employee(s) and may request the removal and replacement of any employee(s) from performing the work and services either on a temporary basis or permanent basis, should that employee(s) in the opinion of the PCA, perform or act in a manner that is detrimental to the operations or is contrary to the PCA's policies and standards.

3.5.3.3 The PCA Representative and Standing Offer Holder's Representative will meet regularly to discuss and attempt to resolve any conflicts that arise at any incident facility location between the PCA and the Standing Offer Holder.

3.5.3.4 All refundable containers, and any resulting deposit refund, remain the property of the PCA. PCA staff will oversee the collection, storage, and return of these items.

3.5.3.5 During operations, the PCA Representative will routinely inspect and audit food

services and the facilities, equipment, and supplies to ensure compliance with the terms of the Standing Offer.

3.5.4 Briefings

3.5.4.1 The PCA agrees to provide the Standing Offer Holder's Representative an initial briefing upon arrival at the location in regard to work and service requirements and safety measures.

3.5.4.2 During fire operations, the PCA will provide the Standing Offer Holder with:

- a. six (6) hour advance notice of personnel increases/decreases;
- b. six (6) hour advance notice for daily "bag lunch" requirements;
- c. food service requirements;
- d. current and forecasted number of people on the fire;
- e. the necessary support to maintain site rules;
- f. infrastructure or other applicable resources on or around the site; and
- g. a daily briefing in regard to work and service requirements based on the fire plan for the day and level of service provided.

3.5.4.3 The PCA will keep the Standing Offer Holder informed of possible release dates for incident facilities and catering services and provide the Standing Offer Holder with 24 hours' notice prior to release.

3.5.4.4 The PCA will provide to the Standing Offer Holder's Representative a debriefing prior to release. The debriefing will include, but is not limited to:

- a. achievement of assigned targets
- b. problem areas or concerns
- c. safety issues
- d. recommendations

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Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Adam Krisch

Client Ref. No. - N° de réf. du client
n/a

Title - Sujet
Standing Offer – Incident Facilities and Catering Services in Various National Parks in Western and Northern Canada

APPENDIX “A1”

SERVICE LOCATIONS

British Columbia

- Mount Revelstoke National Park
- Glacier National Park
- Kootenay National Park
- Yoho National Park

Alberta

- Banff National Park
- Jasper National Park
- Waterton Lakes National Park

Saskatchewan

- Prince Albert National Park

Manitoba

- Riding Mountain National Park

Northwest Territories

- Wood Buffalo National Park

Note: Wood Buffalo National Park is in both Alberta and Northwest Territories with the main office in Fort Smith, NT.

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APPENDIX "A2"

INCIDENT FACILITIES AND CATERING SERVICES CALL-UP REQUEST FORM

Date and Time Requested:
Fire # and Name (<i>if known</i>):
Logistics Section Chief or Fire Duty Officer:

Requirement: Incident Facilities

Incident Facilities (<i>please circle all that apply</i>): Kitchen Dining Wash pkg / Office pkg / Sleeping pkg
Estimated number of Personnel:
Location (<i>Name of national park</i>):
Comments (detail any extras or amendments):

CONFIRMATION INFORMATION FROM AREA
Standing Offer Holder:
ETA:
First Meal: Breakfast / Lunch / Supper on (<i>Date</i>):
Comments by Standing Offer Holder:
Camp Ordered by (<i>Logistics Section Chief or Fire Duty Officer</i>):
Printed Name & Phone #

ANNEX "B"

BASIS OF PAYMENT

- (a) Customs duties are included and Applicable Taxes are extra, if applicable.
- (b) All values are in Canadian Currency.

1. Financial Offer

The Offeror must submit an **all-inclusive** firm lot bid price, including but not limited to, all facilities; catering; associated utilities; labour; materials; equipment; tools; supervision; expertise; travel; mobilization/ demobilization; etc. to provide incident facilities and catering services in accordance with the full requirements of the Statement of Work at Annex "A" based on the following scenario:

Number of occupants: 35 personnel
 Facilities required: Kitchen, dining and washing facilities;
 One (1) office trailer; and
 Sleeping facilities sufficient to sleep 35 personnel (double occupancy)
 Catering Required: Assume no alternate meal choices. Assume bagged lunches for all personnel.
 Duration: 21 days
 Location: Sunwapta Warden Station, Highway 93 (Icefields Parkway), Jasper National Park, AB (Lat: 52 degrees 26.99 minutes; Lon: -117 degrees 19.82 minutes)

Mobilization/ demobilization for the above scenario must be priced from the Offeror's base of operations which means the location where the Standing Offer Holder's equipment is located for maintenance and storage.

The Offeror must provide a cost breakdown of its total aggregate bid price by referencing its unit pricing. This cost breakdown must include all costs associated with providing incident facilities and catering for the above identified scenario in accordance with the Statement of Work at Annex "A".

The unit pricing identified in the cost breakdown must be in accordance with the Offeror's price list(s) and/or catalogues that will initially apply to a resulting Standing Offer.

If the Offeror's unit pricing is based on a cost plus mark-up basis, the Offeror must provide an estimated cost along with supporting documentation, such as a quote from a third party supplier (e.g. transportation company).

The Offeror may use the table below and must at minimum provide the information identified in the headers of the table below.

Item No.	Description	Unit of Measurement	Firm Price Per Unit	Quantity	Firm Amount
<i>E.g.</i>	<i>Mobilization/ Demobilization</i>	Lump Sum	 	1	\$
<i>E.g.</i>	<i>Office trailer</i>	Per Day	\$	21	\$
01			\$		\$
02			\$		\$

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03			\$		\$
04			\$		\$
05			\$		\$
06			\$		\$
07			\$		\$
08			\$		\$
09			\$		\$
10			\$		\$
11			\$		\$
12			\$		\$
13			\$		\$
14			\$		\$
15			\$		\$
16			\$		\$
17			\$		\$
18			\$		\$
19			\$		\$
20			\$		\$
	TOTAL AGGREGATE BID PRICE = Sum of the Firm Amounts for each Item No.				\$

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2. Basis of Payment of a Resulting Standing Offer

2.1 Firm Price List

Following issuance of a Standing Offer, it is the Standing Offer Holder's responsibility to supply and update price lists and/or catalogues as Canada may require. The Standing Offer Holder must provide one (1) copy of its price list(s) and or/catalogue(s) to each Identified User requesting a copy. The Offeror must further send one (1) copy of its price list(s) and/or catalogue(s) to the Standing Offer Authority stated in the Standing Offer.

2.2 Terms of Payment

The Standing Offer Holder will be paid for services performed and accepted in accordance with the Standing Offer per the latest price list provided to Canada prior to the Standing Offer Holder's acceptance of a call-up.

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ANNEX "C"

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
--

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Mark “Yes” where applicable.

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

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

Name

Signature

Date

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ANNEX "D"

INTEGRITY PROVISIONS – LIST OF NAMES FORM

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____