



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

Parks Canada Agency
Bid Receiving Unit
111 Water Street East
Cornwall, Ontario K6H 6S3

Fax : 1-877-558-2349

**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**

Title-Sujet Rental of Containers and Collection of Waste and Recyclable Materials	
Solicitation No. - N° de l'invitation 5P300-16-5307	Date August 29, 2016
GETS Reference No. – N° de référence de SEAG	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à 2:00 pm on – le October 8 2016	Time Zone Fuseau horaire - Eastern Daylight Time (EDT)
Address Inquiries to: - Adresser toute demande de renseignements à : Cindy Dionne	
Telephone No. - No de téléphone (613) 938-5967	Fax No. – N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : Unité de gestion de la Mauricie 50, chemin Lac Goulet St-Mathieu-du-Parc, Québec G0X 1N0	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :	
Telephone No. - N° de telephone :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Name/Nom	Title/Titre

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

1.2 Debriefings

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

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 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

"Subsections 04 and 05 of Section 01 Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above are deleted in their entirety and replaced with the following:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive."

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 50 Lac-Goulet Road, St-Mathieu-du-Parc, Quebec on September 22, 2016. The site visit will begin at 1:00pm (EDT).

Bidders are requested to communicate with the Contracting Authority no later than September 20, 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not 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.

2.4 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 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.

2.5 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than Two (2) 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.

2.6 Applicable Laws

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

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: 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.

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.

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause A0069T (2007-05-25), Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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.

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 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2010C (2016-04-04), 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 period of the Contract is from date of Contract to October 31, 2017 inclusive

6.3.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 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 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.

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Cindy Dionne
Procurement and Contracting Officer
Parks Canada Agency, National Contracting Services
Directorate: Chief Financial Officer Directorate
Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5967
Facsimile 866-246-6893
E-mail address: cindy.dionne@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.

6.4.2 Project Authority

The Project Authority for the Contract is (to be inserted at contract award):

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

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.

6.4.3 Contractor's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.5 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.

6.6 Payment

6.6.1 Basis of Payment

6.6.2 Limitation of Price

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

SACC Manual clause C6000C (2011-05-06) Limitation of Price

6.6.3 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.

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications

6.8.1 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.

6.9 Applicable Laws

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

6.10 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 services – medium complexity (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, La mauricie national park location map;
- (e) Annex C, Map – La Mauricie National Park;
- (f) Annex D, Bid Form;
- (g) Annex E, Basis of Payment;
- (h) Annex F, Attestation and Proof of compliance with Occupational Health and Safety (OHS);
- (i) the Contractor's bid dated (to be inserted at contract award)



Parcs
Canada

Parks
Canada



STATEMENT OF WORK

Rental of Containers and the Collection of Waste and Recyclable Materials La Mauricie National Park

**Parks Canada Agency
Mauricie and Western Quebec Field Unit**

July 2016

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1. GENERAL INSTRUCTIONS

1.1. INTERPRETATION

- In this statement of requirements (SOR), "Agency" means Parks Canada Agency, Mauricie and Western Quebec Field Unit.
- Words, expressions and abbreviations with a known technical or professional meaning are to be understood in that sense in this SOR and drawings.
- Dimensions indicated on drawings or lines of sight, or represented by a module or lines, arrows or other device, take priority on drawings.
- Larger-scale drawings take precedence over smaller-scale drawings. Additionally, priority is given to the most recent statement of requirements and drawings.
- When there is a discrepancy between the dimensions shown on the drawings, the Agency Representative must be consulted to identify the applicable dimensions.
- All incompatibilities between the SOR and the drawings must be submitted in writing to the Agency Representative for the latter to render a decision in writing.
- The SOR and drawings are complementary, such that a requirement in the one is also a requirement in the other. The work to be carried out, in accordance with the SOR and drawings, constitutes a complete whole in terms of its essential parts; that is to say, the work must include all aspects normally flowing from the prescriptions in the SOR and drawings, even if those aspects are not all specifically mentioned. The Contractor must not take advantage, to the detriment of the Agency, of any manifestly unintended error or omission found. When the quality of work or materials is not indicated precisely, the result must meet industry best practices and standards.
- The Agency Representative may, for clarification purposes only, provide to the Contractor additional drawings to ensure that work is executed properly. Such drawings have the same significance and scope as if they had been included in the plans mentioned in the contractual documents.

1.2. INFORMATION REQUEST

- Anyone interested in submitting a bid for this work and wishing to obtain technical or administrative information should refer to the special instructions to bidders: Section – Request for Information during a tender.

1.3. SCHEDULE OF WORK

- All work and activities specified in this SOR must meet the time, day and date deadlines specified in Section 2 **Description of Work** in this document. This requirement also applies to the dates specified, if any, for the start and end of the project.

1.4. SITE REVIEW

- Bidders are assumed to thoroughly know the site, vegetation and facilities, and it is their responsibility to obtain, before the bids are opened, all information necessary to assess and execute the work. They should study the contractual documents carefully and request explanations if required.
- A site visit is NOT MANDATORY, but is strongly recommended and will be coordinated. The date, time and location of the meeting will be specified in the bid documents.
- Bidders will have to make their own assessments of foreseeable problems in executing the work. They should make their own inquiries regarding the condition of the land, as found. The Contractor shall have no recourse against Parks Canada or its representative if the information the Contractor obtains proves to be insufficient or incomplete or is misinterpreted by the Contractor.

1.4.1 UNIT PRICES AND ALL-INCLUSIVE PRICES

- Every unit price and all-inclusive price in the contract is a package price; that is to say, the Contractor agrees to do the work for this single price, whether at a profit or loss. Unit and all-inclusive prices for a given work must therefore cover all work, disbursements, spending, payments, direct and indirect expenses, profits, actions, omissions and errors attributable to the Contractor for this work.
- For every unit or all-inclusive price, the Contractor shall supply the materials, labour, tools, equipment and accessories, and bear all transport costs necessary for execution of the work.

1.4.1 UNIT PRICES AND ALL-INCLUSIVE PRICES (continued)

- The unit or all-inclusive price also includes all corporate overhead including administration expenses, insurance, contributions, interest, rents, taxes and other incidental expenses. It must cover losses and damage that may result from the nature of the work, price fluctuations, wage fluctuations, corporate risks, strikes, delays not attributable to the Agency, accidents, acts of nature, and all other contingencies.
- Each invoice and payment must be approved by the Agency.

1.5. STANDARDS AND REGULATIONS

Before undertaking the work, the Contractor/Consultant must, at its own cost and risk, obtain from the competent authorities all necessary permits in compliance with applicable laws, regulations and standards. Without restricting the generality of the foregoing, if any permits have not been obtained for work on a federal building, the Contractor/Consultant must always obtain Canada's written consent prior to starting any process to obtain a permit under a provincial or municipal law or regulation. However, this approval is not required if the work is carried out on a non-federal building.

1.6. USE OF SITE BY CONTRACTOR

- The site shall remain open during the work. The Contractor must coordinate intervention zones with the Agency Representative to minimize impact on-site activities.
- The Contractor must restrict work and storage to sectors determined by the Agency Representative.
- The Contractor must not unduly accumulate materials or equipment in a way that obstructs the sites.
- The Contractor must move any stored materials or equipment that interferes with the project manager or another contractor.
- During the work, the Contractor must not use the site for accommodation or temporary housing purposes for its employees.
- After obtaining the required authorizations, the Contractor shall bear the cost of using additional storage or work areas that it needs to do the work.

1.6. USE OF SITE BY CONTRACTOR (continued)

- The Contractor must comply with all relevant Agency regulations including, but not limited to, regulations concerning fire safety, parking and traffic control.
- The Contractor must comply with speed limits at the site, in order to avoid accidents with the many users (vehicles, pedestrians and cyclists) that have access to the site.
- The Contractor must not operate, on the trails and trail structures, any loaded vehicle, machine or equipment whose weight or dimensions exceed the set legal limits, without written authorization and instructions from the Agency Representative. Additionally, no loaded truck exceeding the legal limits may travel on the trails.
- Before starting and during work, the Contractor must (at its own cost) take all necessary measures (traffic lights and signs) to facilitate and direct the movement of vehicles, cyclists and pedestrians in the vicinity of the work (roads, trails, parking, etc.).

1.7. CONTRACTOR LIABILITY

- The Contractor is responsible for the cost of repairing all damage to Agency assets caused by the Contractor's operations at the site.

1.8. RESPECT FOR ENVIRONMENT

- The Contractor must comply with environmental protection requirements regarding natural resources (fauna, flora, vegetation) as well as Agency assets (structural and other). In particular, those relating to the Environmental Quality Act (L.R.Q., c. Q-2), the Act Respecting the Conservation and Development of Wildlife (L.R.Q., c. C-61.1), and the Forestry Act (L.R.Q., c. F-4.1) and related regulations.

1.9. SAFETY

- The Contractor is responsible for ensuring compliance with all occupational health & safety requirements in terms of the clothing worn by its employees, the equipment used, and recognized work methods.
- The Contractor must make sure that work complies with the requirements of the Canada Labour Code and of the Quebec occupational health and safety commission *Commission de la santé et de la sécurité du travail du Québec* (CSST).
- The Contractor must (at its own cost) assume responsibility for the health and safety of persons present at the site, as well as the protection of property situated at the site; as well as the

protection of persons and the environment in areas adjacent to the site to the extent that they are affected by the work.

1.9. SAFETY (continued)

- The Contractor must ensure access to and the safety of the site for Agency personnel, occupants and visitors throughout the entire period of the work.
- It must also comply with Part II of the Canada Labour Code
<http://www.laws-lois.justice.gc.ca/eng/acts/L-2/>

1.10. EQUIPMENT AND TOOLS

- Trucks and all machinery must be in proper working order so as to avoid any leakage of oil, lubricants and fuel. Equipment emitting more than normal levels of noise or exhaust gases must be repaired or modified to make them acceptable.
- At the Agency's request, the Contractor must prove that the equipment and tools that it proposes to use are sufficient in number, and are adequate, safe and in good condition.

1.11. WASTE REMOVAL

- All waste as well as previous dismantled materials must be disposed of outside Mauricie National Park at a recognized landfill at the Contractor's cost.
- Unless specifically authorized by the project manager, waste and scrap must not be discarded or buried within the bounds of the park.
- Scrap materials and volatile substances such as mineral oils and solvents for oil and paint must not be dumped into watercourses, rainwater drains, sanitary drains or onto the ground.

1.12. FINAL CLEANING AND LEVELLING

- When work is substantially completed, the Contractor must remove surplus materials, tools, equipment and construction materials no longer needed to execute the rest of the work.
- When the work is completed, the Contractor must remove from the site not only its own material and equipment, but also all unused materials, waste, scrap, stones, pebbles, wood debris, trunks and roots; clean the areas where materials and equipment were stored or used; make good all ditches and watercourses that have been obstructed; repair or rebuild fencing and other necessary structures that have been demolished or damaged. Lastly, the Contractor must repair all other damage it has caused at the work site to public or private property affected by its work, to water bodies, to equipment storage and supply sites, to the environment and to forest land.

1.13. PERSONNEL

- Persons to whom the Contractor delegates such work must be competent, honest and respectful to park visitors and employees.
- The Contractor must appoint a general foreman and give the foreman's contact details to the Agency so he or she can easily be reached if required.

1.14. SUPPORT OFFERED BY THE AGENCY

- One or more radios will be provided to the Contractor so it can contact the Agency Representative at any time.
- Should a radio be lost, the Contractor will have to request a replacement and will be charged the cost incurred for replacement. When the work is completed, the Contractor must return the radio(s), failing which the final payment may be withheld.
- One or more keys will be provided to access the work sites.

2. DESCRIPTION OF WORK

2.1. OBJECTIVES

- Mauricie National Park is requesting bids for the rental of containers for waste and recyclable waste and the corresponding waste collection service.
- The work that is the object of this contract includes primarily, but is not limited to:
 - o Supply and install thirty (30) waste containers and thirty-one (31) recyclable-waste containers at various sites, specified in Appendix A of this SOR;
 - o Collect the corresponding waste and recyclable materials to take them to the authorized landfill site and the sorting centre in accordance with the schedule in Appendix A of this SOR.
- Mauricie National Park wishes to add an option in the tender in the form of rental, delivery and retrieval of additional 8-cubic-yard containers if needed. The price of the option must be indicated as an all-inclusive unit price (per day).

2.2. SECTOR CONCERNED

- The container storage sites are distributed throughout the interior of Mauricie National Park (see plan in the Appendix and attached map) and at the Parks Canada Agency operations centre at 50, chemin du Lac Goulet. The sites will be accessible by road and access trails.

2.3. WORK SCHEDULE AND DEADLINE

- The Contractor is required to have completed delivering and installing the containers at the various sites so that they are operational in accordance with the schedule in Appendix A.
- This service to supply and empty containers will be spread over a period of one (1) year, the initial contract being awarded until October 31, 2017 with the possibility of three (3) optional additional years extending to October 31, 2020.
- During the winter period, the service will be reduced to eighteen (18) containers distributed at Rivière-à-la-Pêche parking (4 waste, 2 recyclables), Rivière-à-la-Pêche Loop F camping (1 waste, 1 recyclables), Lac-à-la-Pêche (2 waste, 2 recyclables), and the operations centre (3 waste, 3 recyclables).
- During the winter period, the Contractor can leave the containers *in situ* with the exception of those that need maintenance or repair.

2.3 WORK SCHEDULE AND DEADLINE (continued)

- The work at Rivière-à-la-Pêche, at the operations centre and at St-Gérard garage will have to be completed no later than November 15, 2016. The other containers on the plan will have to be installed no later than May 5, 2017 and for the Wapizagonke-Nord campground no later than June 2, 2016.

2.4. WASTE CONTAINERS

- The Contractor must supply thirty (30) waste containers with a capacity of eight (8) cubic yards, delivered to various locations within the boundaries of the National Park and the workshop area in accordance with Appendix A. The containers at the Rivière-à-la-Pêche parking lot and the operations centre workshops will have to have a **minimum** capacity of six (6) cubic yards.
- The containers to be used for this service must meet the following requirements:
 - o Forest-green colour;
 - o In good condition (no damage or corrosion);
 - o The doors must be bear-proof;
 - o If the container is taller than 36 inches, at least one opening on the side with minimum dimensions 18" x 18" to allow park employees to fill it (side openings must be padlockable);
 - o A minimum 18" x 18" opening on the top to allow filling and an opening half that size at the back to allow filling by park visitors;
 - o No visible advertising or company logos shall be permitted;
- To allow the access door to be opened, each container must have a spring-loaded handle system that is easy for any user to operate. Additionally, each system must be well-protected inside with a metal cover so that it is not damaged during emptying. Any proposal equivalent to that specified above must be approved by the Agency Representative.
- The spring-loaded handle system must ensure that the access doors latch automatically when they close, and must do so easily and safely. The Contractor must also make sure that each system is working properly. The access doors must have a rubber strip around the entire edge to reduce noise.
- On rigid steel containers, all accessible parts and edges must be rounded.

2.4. WASTE CONTAINERS (continued)

- Should additional containers be required, the Contractor promises to supply them within five (5) business days following the written request from the Representative. Those new containers must be similar to those already in place.
- Container rentals are paid as a lump-sum all-inclusive price. The price covers supply, transportation, installation, maintenance and all incidental expenses.
- The Contractor must carry out a complete inspection of the waste containers and make any required repairs at least one (1) a week before the National Park opens (date to be determined with the Agency Representative).
- If a waste container breaks or if anything else occurs that requires intervention by the Contractor, the Contractor must carry out the repairs within 48 hours following the service call.

2.5. RECYCLABLE-WASTE CONTAINERS

- The Contractor must supply thirty-one (31) recyclable-waste containers with a minimum capacity of four (4) cubic yards, delivered to various locations within the boundaries of the National Park and the workshop area in accordance with Appendix A. At the Saint-Gérard-des-Laurentides fishing lake (2) and the St-Mathieu operations centre workshops (3), the five (5) containers will have to have a minimum capacity of six (6) cubic yards and be front-loading (see photo Section 4.2).
- The (31) containers used for recycling must be forest-green colour and the opening must be approximately 1520 mm x 250 mm (see example on photo 2 in the Appendix). The opening for recyclables must be sufficiently large to take typical containers such as 4-litre water containers while being bear-proof.
- Should additional containers be required, the Contractor agrees to supply them within five (5) business days following the written request from the Agency Representative. Those new containers must be similar to those already in place.
- Container rentals are paid as a lump-sum all-inclusive price. The price covers supply, transportation, installation, maintenance and all incidental expenses.
- The Contractor must carry out a complete inspection of the recyclable-waste containers and make any required repairs at least one (1) a week before the National Park opens (date to be determined with the Agency Representative).
- If a recyclable-waste container breaks or if anything else occurs that requires intervention by the Contractor, the Contractor must carry out the repairs within 48 hours following the service call.

2.6. INSTALLATION OF CONTAINERS

- The Contractor must use the existing locations provided and must make sure to fit-up the sites so that they remain safe and secure.
- The Contractor must do any refitting required to accept the containers at each site.
- The fit-ups must be aesthetically acceptable, have minimal impact on the environment, and comply with environmental requirements at each site.
- The Contractor must ensure the final cleaning and levelling of each site.
- The cost of installing the containers shall be included in their rental price.

2.7. EMPTYING OF CONTAINERS

- Containers may only be emptied after 9 a.m. and before 5 p.m.
- Container emptying must follow best practices, with the least possible noise and making sure not to damage surrounding structures.
- The Contractor will be liable for any damage caused to Agency property by the work.
- When collecting waste and recyclables, the Contractor must make sure to empty the containers completely and, should debris accumulate in the vicinity of a site, the Contractor must collect the debris before leaving the site.
- Waste and recyclables must be transported outside the park boundaries and sent to an authorized landfill site and sorting site approved by the authorities concerned. Collected waste and materials must not be stored within the bounds of the park.
- The trucks used to collect the waste must be watertight to prevent any solid or liquid leaks. The Contractor is liable for all spillage and must bear the cost of cleaning it.
- Payment for the collection of waste and recyclable waste shall be at a lump-sum all-inclusive price. The price shall cover container emptying, handling, transport and all incidental expenses.

2.8. FREQUENCY OF COLLECTIONS

- The frequency of collections is set out in Appendix A of this SOR.
 - o The Park Representative will provide the Contractor with a collection schedule at the beginning of the contract which must be complied with at all times unless indicated otherwise.
 - o During the winter period, containers in service shall be emptied at the following intervals:
 - Rivière-à-la-Pêche parking lot (4 times, as and when called);
 - Rivière-à-la-Pêche Loop F campground (twice a month);
 - Lac-à-la-Pêche (4 times a month);
 - Operations centre (4 times, as and when called).
- If additional collections (of any containers) are needed, the Contractor promises to do so within forty-eight (48) hours following the call. Two (2) additional collections per year are provided in reserve to be applied on an optional basis.
- Additional collections shall be paid as a lump-sum all-inclusive price. The price shall cover emptying, handling, transport and all incidental expenses.

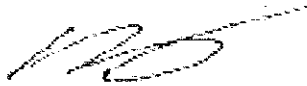
2.9. MEETINGS

- A start-work meeting will be held at the Parks Canada Agency operations centre at 50, chemin Lac Goulet, Saint-Mathieu-du-Parc.
- The winning bidder must submit the completed and signed form before work starts: (Attestation and Proof of Compliance with Occupational Health and Safety [OH&S] provided by the Agency Representative).

3. APPROVALS

3.1. SIGNATURES

Prepared by:



Alexandre Tremblay
Stagiaire soutien à la gestion de projets
Project Management Support Trainee

Date :

13 jull. 16

July 13, 2016

Supervised by:



Patrice Morand
Chargé de projet
Project Manager

Date :

13 jull. 16

July 13, 2016

Approved by:



Chanhpasong Sayavongsa, Ing.
Gestionnaire des biens
Property Manager

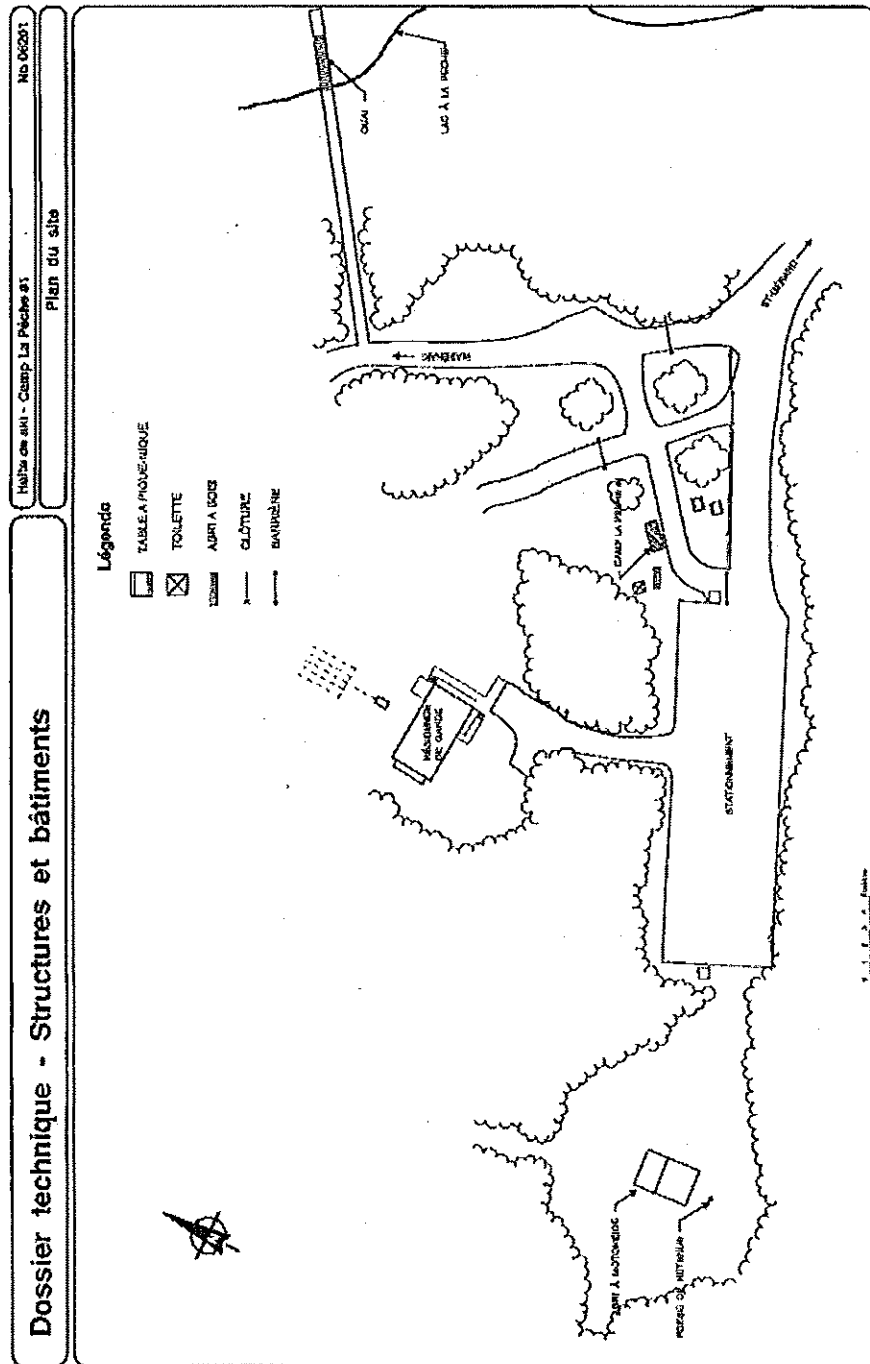
Date :

13 jull. 16

July 13, 2016

4. APPENDIX

4.1. PLAN OF ST-GÉRARD-DES-LAURENTIDES ENTRANCE LOCATION



4.2. SITE PHOTOS

PHOTO 1 (St-Gérard-des-Laurentides entrance)



PHOTO 2 (Example)



*Data is approximative

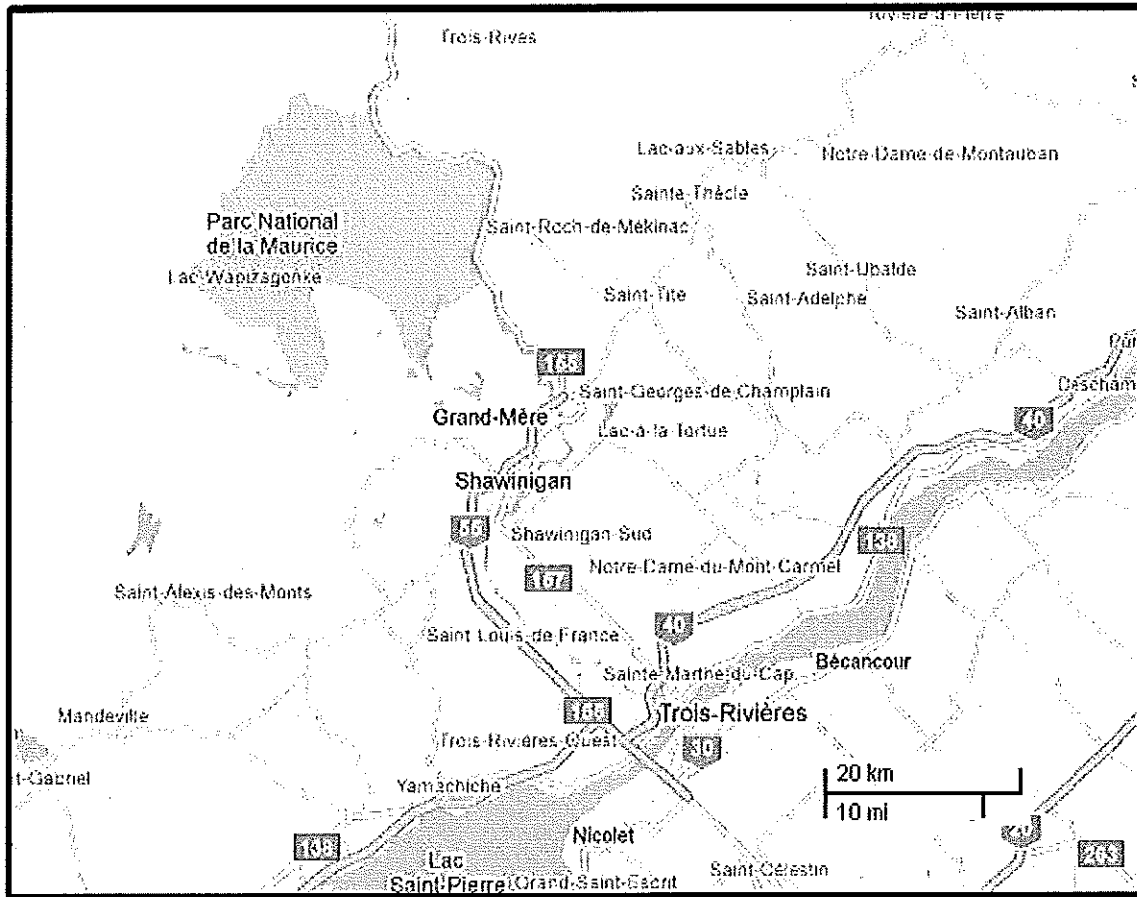
site	sector	sub-sector	Quantity		Deadline for Operation	Waste and Recyclables		Waste	Recyclables	Waste and Recyclables	Waste and Recyclables
			Waste unit	Waste V ³		Recyclables unit	Recyclables V ³				
1	RIVIERE-A-LA-PÊCHE	Loop "A "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	once/wk
2		Loop "B "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
3		Loop "C "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
4		Loop "D "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	2 times/month
5		Loop "E "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
7		Loop "G "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
8		Parking**	1 (4)*	6	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	4 times on request**
9	LAC-EDOUARD	Parking	2	8	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	Not in Service
10	SOUAIRE	Parking	1	8	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	Not in Service
11	WAP-I-NORD	Parking	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
12		Loop "A "	1	8	01-Nov-16	Not in Service	Not in Service	2 times/wk	once/wk	once/wk	Not in Service
13		Loop "B "	1	8	01-Nov-16	Not in Service	Not in Service	2 times/wk	once/wk	once/wk	Not in Service
14		Loop "C "	1	8	01-Nov-16	Not in Service	Not in Service	2 times/wk	once/wk	once/wk	Not in Service
15		Loop "D "	1	8	01-Nov-16	Not in Service	Not in Service	2 times/wk	once/wk	once/wk	Not in Service
16		Loop "E "	1	8	01-Nov-16	Not in Service	Not in Service	2 times/wk	once/wk	once/wk	Not in Service
17		Pedestrian	1	8	01-Nov-16	Not in Service	Not in Service	2 times/wk	once/wk	once/wk	Not in Service
18	LAC CARIBOU	Parking	1	8	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	Not in Service
19	WAPIZAGONKE-SUD	La Clairière	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
20		Loop "A "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
21		Loop "B-1 "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
22		Loop "B-2 "	1	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
23		Dock	2	8	01-Nov-16	once/wk	once/wk	2 times/wk	once/wk	once/wk	Not in Service
24	OPERATIONAL CENTRE	Workshops	1	6	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	4 times on request**
25		Back yard	2	8	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	Hot service
26	LAC-A-LA-PÊCHE	rear of garage	2	8	01-Nov-16	once/wk	once/wk	once/wk	once/wk	once/wk	4 times on request**
TOTAL			30 (34)*	31							

Note:
 * for the autumn period, 4 additional 8-cubic-yard waste containers will be needed for a period of 5 days. This includes rental, delivery and retrieval.
 **For the winter period, the waste containers a Rivière-à-la-Pêche campground are moved to the Parking area to have a total of 4 waste containers at the during the period.
 Parking area. These will be emptied 4 times, on request.

ANNEX "B" LA MAURICIE NATIONAL PARK LOCATION MAP



APPENDIX B LA MAURICIE NATIONAL PARK LOCATION MAP



These are the three (3) main entrances to access Mauricie National Park:

The Saint-Jean-des-Piles entrance:

Highway 55, exit 226 "Saint-Jean-des-Piles", go through the village and stay on the main road, you will arrive at the park entrance.

The Saint-Mathieu entrance:

Highway 55, exit 217 "Saint-Gérard-des Laurentides" or Highway 351, stay on 351 then turn right onto St-François road (Toit Rouge restaurant at the corner), follow signs to La Mauricie National Park.

The Saint-Gérard-des-Laurentides entrance:

Highway 55, exit 217 "Saint-Gérard-des Laurentides" or Highway 351, stay on 351 then turn right onto the main road through the village (Caisse Populaire on the corner, at the traffic lights), follow signs to La Mauricie National Park.

ANNEX "C" MAP - LA MAURICIE NATIONAL PARK

ANNEX "D" BID FORM

BID FORM – ANNEX D
Rental of Containers and the Collection of Waste and Recyclable Materials
Mauricie National Park

Mauricie National Park					
Period from September 1, 2016 to October 31, 2017					
Rental of Containers and the Collection of Waste and Recyclable Materials					
Section	Description	Unit of measurement	Estimated quantity	Unit price	Total
2.1	Waste containers (30)	Global			
2.1	Recycling containers (31)	Global			
2.4 & 2.5	Collection of waste and recyclable materials	Global			
2.4 & 2.5	Optional additional annual collections	Unit	8		
	Payment of standard provincial regulatory fees	M.T	1		
	Payment of additional provincial regulatory fees	M.T	1		
Total Amount 2016-2017					
<i>* Shown on the appropriate line of the document "Basis of Payment" *</i>					

Mauricie National Park					
Period from November 1, 2017 to October 31, 2018					
Rental of Containers and the Collection of Waste and Recyclable Materials					
Section	Description	Unit of measurement	Estimated quantity	Unit price	Total
2.1	Waste containers (30)	Global			
2.1	Recycling containers (31)	Global			
2.4 & 2.5	Collection of waste and recyclable materials	Global			
2.4 & 2.5	Optional additional annual collections	Unit	8		
	Payment of standard provincial regulatory fees	M.T	1		
	Payment of additional provincial regulatory fees	M.T	1		
Total Amount 2017-2018					
<i>* Shown on the appropriate line of the document "Basis of Payment" *</i>					

BID FORM – ANNEX D
Rental of Containers and the Collection of Waste and Recyclable Materials
Mauricie National Park

Mauricie National Park					
Period from November 1, 2018 to October 31, 2019					
Rental of Containers and the Collection of Waste and Recyclable Materials					
Section	Description	Unit of measurement	Estimated quantity	Unit price	Total
2.1	Waste containers (30)	Global			
2.1	Recycling containers (31)	Global			
2.4 & 2.5	Collection of waste and recyclable materials	Global			
2.4 & 2.5	Optional additional annual collections	Unit	8		
	Payment of standard provincial regulatory fees	M.T	1		
	Payment of additional provincial regulatory fees	M.T	1		
Total Amount 2018-2019					
<i>* Shown on the appropriate line of the document "Basis of Payment" *</i>					

Mauricie National Park					
Period from November 1, 2019 to October 31, 2020					
Rental of Containers and the Collection of Waste and Recyclable Materials					
Section	Description	Unit of measurement	Estimated quantity	Unit price	Total
2.1	Waste containers (30)	Global			
2.1	Recycling containers (31)	Global			
2.4 & 2.5	Collection of waste and recyclable materials	Global			
2.4 & 2.5	Optional additional annual collections	Unit	8		
	Payment of standard provincial regulatory fees	M.T	1		
	Payment of additional provincial regulatory fees	M.T	1		
Total Amount 2019-2020					
<i>* Shown on the appropriate line of the document "Basis of Payment" *</i>					

ANNEX "E" - BASIS OF PAYMENT

Rental of Containers and the Collection of Waste and Recyclable Materials

Bidders must provide pricing in the format specified in this Annex "B" – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The *Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, all travel costs (time, mileage, etc.) admin, production, etc.)* to fulfill the entire requirement as described in Annex "A" Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes.

Please note that any modification to this document will render the quotation non-compliant

INITIAL CONTRACT:

Year 2016-2017 Total amount: \$ _____ From the date of contract award to October 31, 2017

TOTAL AMOUNT FOR THE FIRST YEAR (taxes not included): \$ _____

ADDITIONAL OPTION YEARS:

Option Year 1 2017-2018 Total amount: \$ _____ From November 1, 2017 to October 31, 2018

Option Year 2 2018-2019 Total amount: \$ _____ From November 1, 2018 to October 31, 2019

Option Year 3 2019-2020 Total amount: \$ _____ From November 1, 2019 to October 31, 2020

TOTAL AMOUNT FOR OPTION YEARS (taxes no included): \$ _____

GRAND TOTAL : (Initial contract and Option years) \$ _____ (taxes not included)

I agree that the price indicated is for the rental of containers and for the service of collecting waste and recyclable materials for Mauricie National Park.

NAME OF BIDDING COMPANY: _____

Contractor's Representative (please print clearly)

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

Signature

Date

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

ATTESTATION FORM

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

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.

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

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

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	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 _____