



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

**Parks Canada
Bid Receiving Unit
111 Water Street East
Cornwall ON – K6H 6S3**

BID FAX : 1-877-558-2349

**REQUEST FOR PROPOSAL
DEMANDE DE PRIX**

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 Resupply of Miscellaneous Cargo and Diesel Fuel to Grosse Île and the Irish Memorial NHS	
Solicitation No. - N° de l'invitation 5P300-16-5326	Date January 4, 2017
GETS Reference No. – N° de référence de SEAG	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin – at – à 14 h on – le February 15, 2017	Time Zone Fuseau horaire - Eastern Standard Time (EST)
Address Inquiries to: - Adresser toute demande de renseignements à : Céline Morin (celine.morin@pc.gc.ca)	
Telephone No. - No de téléphone 613-938-5940	Fax No. – N° de FAX:
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : Grosse Île and the Irish Memorial NHS, Québec	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur : Telephone No. - N° de telephone : Facsimile No. - N° de télécopieur : Courriel :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) _____	
Name/Nom	Title/Titre
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There are no security requirement associated with this Request for Quotation.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

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

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.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted by facsimile to PCA (Parks Canada Agency) will be accepted. Please fax your bid to 1-877-558-2349.

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 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.

Name of bidder

Signature

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 separate sections as follows:

Section I: Technical Bid (1 faxed copy)

Section II: Financial Bid (1 faxed copy)

Section III: Certifications (1 faxed copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

See also the four next pages, which must be filled in and sent with the bid. Any additional information must be provided on separate pages.

MTC1	<p>The Bidder must demonstrate in its bid that it has the capability to execute all the work described in this tender. To do so, it must use one of the following options:</p> <p>a) Explain to the satisfaction of Parks Canada Agency how it intends to meet the requirements relating to the various tasks to be accomplished and what equipment it intends to use while providing assurance that equipment will be available when the Agency needs it for resupply operations.</p> <p>OR</p> <p>b) Demonstrate that it has experience in at least one comparable operation during the past three years. The comparable operation(s) must have included at least one of the following activities:</p> <ul style="list-style-type: none">● Mooring and waiting at a quay affected by tides.● Transshipment of at least 50,000 litres of bulk diesel or gasoline.● Offloading of at least 30 pallets of cargo.
MTC2	<p>The Bidder must complete Annex B – Basis of Payment, Annex B-1 Price Schedule, Annex B.2 -Technical Evaluation Table, and Annex B3 Technical criteria, and submit them with their bid.</p>
MTC3	<p>In order to be deemed responsive, the bid must include an equipment availability timeline confirming that the Contractor will make its equipment and personnel available for resupply operations in accordance with Parks Canada requirements. The timeline must be judged sufficiently flexible and tolerant, failing which the bid will be considered non-compliant.</p>

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

aThe period of the Contract is from date of Contract to November 30, 2017.
The period of the Contract is from date of Contract to November 30, 2017.

6.4.3 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Céline Morin
Advisor
National Contracting Services

Parks Canada Agency
111 Water Street East
Cornwall ON K6H 6S3

Telephone 613-938-5940
Facsimile 866-246-6893
celine.morin@pc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is *(will be provided upon 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.

6.5.3 Contractor's Representative

Contact Name:

Address:

Telephone:

Facsimile:

E-mail address:

Procurement Business Number (PBN): _____

Or HST Number: _____

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

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders 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 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

6.7 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 inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

6.7.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

6.7.5 Work Authorization

A Work Authorization will be used to authorize work on an as-and-when-requested basis under this contract using the following administrative process:

- (a) The Project Authority will prepare a Work Authorization providing details of the services required and submit to the Contractor.
- (b) The Contractor will review the Work Authorization and provide a detailed work plan to be completed and a quote to the Project Authority using the rates established in the Contract.

The Contractor must respond to the Project Authority within four (04) business days of receiving the Work Authorization to provide a general plan of action.

- (c) The Project Authority will review the work plan and the quote, and if acceptable, the Project Authority will sign the Work Authorization and forward a copy to the Contractor and the Contracting Authority.
- (d) If any change is required to a confirmed Work Authorization, an amendment to the Work Authorization must be raised by the Project Authority. The Project Authority will complete and approve the amended Work Authorization and forward to the Contractor, authorizing the Contractor to begin on the amended work, and will also forward a copy to the Contracting Authority.
- (e) The Contractor must not begin work before receiving an approved Work Authorization.
- (f) The Cumulative value of all Work Authorizations, during the term of the Contract, must not exceed the Contract Limitation of Expenditure at 6.7.2.
- (g) The Contractor will provide an administrative consolidation of all Work Authorizations to both the Project Authority and the Contracting Authority upon completion of the Contract.

6.8 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:

The original and one (1) copy must be forwarded to the following address for certification and payment:

Parks Canada
2, rue d'Auteuil
Québec QC G1W 1X1
verification.ucq@pc.gc.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) Services, Medium Complexity;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex B-1 Price Schedule;
- (f) the Contractor's bid dated _____ (will be inserted at Contract award).

6.12 SACC Manual Clauses

A7017C (2008-05-12) Replacement of Specific Individuals
A9039C (2008-05-12) Salvage
A9068C (2010-01-11) Government Site Regulations
B6802C (2007-11-30) Government Property

6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

6.14 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"
STATEMENT OF WORK

**Parks Canada Agency
Quebec Management Unit**

**TENDER SPECIFICATIONS FOR
THE RESUPPLY OF MISCELLANEOUS CARGO AND DIESEL
FUEL TO GROSSE ÎLE AND THE IRISH MEMORIAL
NATIONAL HISTORIC SITE**



December 2016

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- Appendix 3: Barrels. Metal Pallets.

1 Background

The Grosse Île and Irish Memorial National Historic Site of Canada (NHSC) is approximately 2.8 km long by 0.8 km wide and is situated in the St. Lawrence River estuary facing the municipality of Montmagny. Since Parks Canada has a mandate to preserve and promote the historic features of the site, it is important to maintain its existing infrastructure in good condition. For this reason, every year, Parks Canada needs to procure a quantity of various kinds of construction equipment and other cargo. Also, various systems on the Island depend on the production of electricity. To ensure its production, the Island must be resupplied with fuel to run the generators. Grosse-Île is accessible by sea and air, but large-scale provisioning is only possible by water. The size of the airfield landing strip restricts the size of planes that can use it.

2 Contractor's Mandate

The Contractor must be able to provide a ship or set of ships along with adequate equipment to load, transport, transship and offload various equipment, machinery, vehicles, materials, gasoline in barrels and bulk diesel fuel. By accepting this contract, the Contractor agrees to respect the division of responsibilities described in these specifications and confirms that it fully understands the roles and responsibilities of each party.

The ship used by the Contractor for transporting bulk diesel fuel must be able to transport cargo on its deck. Deck space must permit the transport of cargo equivalent to 30 pallets of 1.5 square metres each with an average weight of 1 metric ton per pallet, totalling 30 metric tons. For transporting heavier or bulky cargo, the Contractor may use a barge.

3 Requirements

The Contractor must meet all Transport Canada requirements for maritime transport including those for the transport of hazardous materials. The crew must hold all training certificates required by Transport Canada. The Contractor must also comply with the insurance requirements described in the Appendix including the requirement for joint coverage.

The equipment and procedures to be used in executing the mandate must conform to state-of-the-art practices and must comply with all applicable regulations, standards and legislation.

4 Resupply

4.1 General

Parks Canada Agency has cargo and fuel requirements that normally mean two (2) to four (4) shipments a year. The Contractor must be able to meet those requirements regardless of the type of loading (cargo, diesel or both). The type of loading and the amount of cargo will be decided by Parks Canada Agency no later than one (1) month before the scheduled resupply date. Subsequent modifications to that confirmation will not significantly affect planning and will be communicated every week before the resupply operation.

4.2 Diesel Fuel

The need for Type A (winter-grade) dyed diesel fuel at Grosse-Île is currently estimated to be approximately 250,000 litres per year. One or more deliveries are normally scheduled for spring, totalling approximately 125,000 litres, and one or more deliveries in autumn also totalling approximately 125,000 litres. A 70,000 litre limit applies to the amount of diesel fuel that can be offloaded uninterruptedly at Grosse-Île due to the capacity of its main storage system. If the ship is carrying more than 70,000 litres, it will have to wait approximately 12 hours to be able to offload the extra amount. This waiting time will allow Parks Canada staff to transfer the offloaded diesel fuel (70,000 litres) from the main storage tanks to the secondary storage tanks.

It is important to note that the Type A dyed diesel to be delivered cannot be mixed in the ship tanks with a different type of diesel without losing the special characteristics of Type A fuel. The carrier must therefore provide dedicated tanks, if available, or manage the volumes of its main tanks to plan them so they are practically empty before refilling with Type A diesel for delivery to Grosse-Île. The carrier must be able to guarantee that the tanks used for transporting bulk diesel to Grosse-Île will be clean and free from any type of contamination (microbiological, particles, water, etc.), to the Agency's satisfaction. Diesel fuel will be loaded directly at the wharf in Québec City by tanker trucks. The Agency takes responsibility for setting a delivery date that suits both the diesel supplier and the Contractor. The Contractor must ensure coordination between itself, the port and the supplier on the relevant date. The Contractor must be able to ensure that its ship(s) and crew are available when needed for the resupply operation. The fuel will be offloaded at Grosse-Île into a pipeline that goes from the wharf to the main storage system. Information regarding the hose and connector to be supplied by the Contractor and at Grosse-Île Wharf are shown in Appendix 1.

The ship system for offloading bulk diesel must permit the total volume loaded to be offloaded. A calibrated meter (for which the Contractor will have to provide a valid calibration certificate) supplied and installed by the Contractor must confirm the volume

offloaded. Any variance of more than 1% loaded volume will have to be credited by the Contractor to Parks Canada at the price paid to the diesel supplier. The loaded volume shall be considered to be the volume shown on the diesel supplier's delivery note. The diesel offloading system on the ship must have a minimum capacity of 20 m³/h.

4.3 Cargo

To ensure the success of its restoration projects, Parks Canada must periodically obtain various equipment and materials such as vehicles, plywood, asphalt shingles, bagged concrete on pallets, full barrels of gasoline, wood, large bags of aggregate, etc. A list of equipment and materials, including their descriptions, dimensions, weight and all other relevant information, will be provided to the Contractor by Parks Canada in accordance with the timelines described in Section 4.1. A general description of typical cargo is presented in Appendix 2. Gasoline barrels will be carried on steel pallets, as detailed in Appendix 3.

4.4 Outbound Equipment

Some diesel fuel and cargo resupply operations also include handling and transporting equipment leaving Grosse-Île (construction debris, empty gasoline barrels, propane cylinders, vehicles, etc.). The list of outbound equipment to be collected from the Island will be provided to the Contractor on the same terms as the list of inbound cargo.

5 Limitation of Environmental Risks

All transshipment operations must be performed with the greatest precautions to limit inherent handling risks and in accordance with the latest applicable standards. It is the Contractor's responsibility to ensure the soundness of all its equipment so as to prevent any leaks from contaminating the environment.

6 Roles and Responsibilities

6.1 Parks Canada Responsibilities

- Contact the diesel fuel supplier and the Contractor to coordinate delivery of diesel fuel by tanker truck at the wharf in Québec.
- Deliver cargo to the wharf in Québec.
- "Seaworthy" packing appropriate for transportation by ship or barge.
- Recover at the wharf in Québec the items collected from Grosse-Île.
- Provide hoisting equipment ("Merlo" model 38.14) with operator at the Grosse-Île wharf for offloading cargo.

- Provide resupply dates one month in advance and prepare a preliminary transport manifest.
- Update the manifest report on a weekly basis.

6.2 Contractor Responsibilities

- Provide the ship(s), crew and equipment for resupply operations on the dates stated by Parks Canada. Adverse weather conditions may require resupply dates to be adjusted.
- Identify the wharf in Québec where Parks Canada will have to deliver the diesel and cargo.
- Provide the personnel, equipment and machinery for unloading the diesel fuel and cargo at the wharf in Québec.
- Provide and install the straps, chains and slings required for unloading and offloading the cargo and keep it on board the ship.
- When transporting a vehicle, provide ramps for safely unloading and offloading it at Québec and Grosse-Île docks. The weight of the vehicles to be transported may vary greatly (car, 10-wheel truck, backhoe, etc.). The Contractor will be responsible for ensuring and demonstrating that the ramps have sufficient capacity.
- Provide hoses for offloading diesel at Grosse-Île, of sufficient length to connect to the pipeline connection point on the quay approximately 50 feet from the edge of the quay. A 3-inch female “Camlock” fitting must be used for connecting to the male fitting on the pipeline connection point. The hoses must be compliant for the transfer of diesel fuel and must be in good condition. The Contractor must provide, no later than one week before the refuelling date, an inspection certificate confirming that the hoses have been tested at a pressure of at least 150 psi during the 12 months preceding the refuelling date.
- Provide a compliant and up-to-date emergency intervention plan specifically for the spillage of petroleum products.
- Move cargo on the ship deck or on the barge so that it is an acceptable distance from the dock edge at Grosse-Île to be picked up by the “Merlo” based on its loading capacity.
- During the term of the contract, in the event of a spillage of petroleum products, up to the hose connection point on the pipeline at Grosse-Île, the Contractor must immediately notify the Parks Canada representative and, at its own expense, clean up and restore the site. The Contractor will have to supply all the staff, equipment and machinery to restore the site in as short a time as possible.
- Provide a cargo positioning plan to ensure that arrangements meet the criteria for stability and structural strength.

7 Price

The Price Schedule contains various resupply options for diesel fuel and cargo. The quantities indicated in the Price Schedule and bid form are for estimation purposes only. They in no way represent any commitment by the Agency.

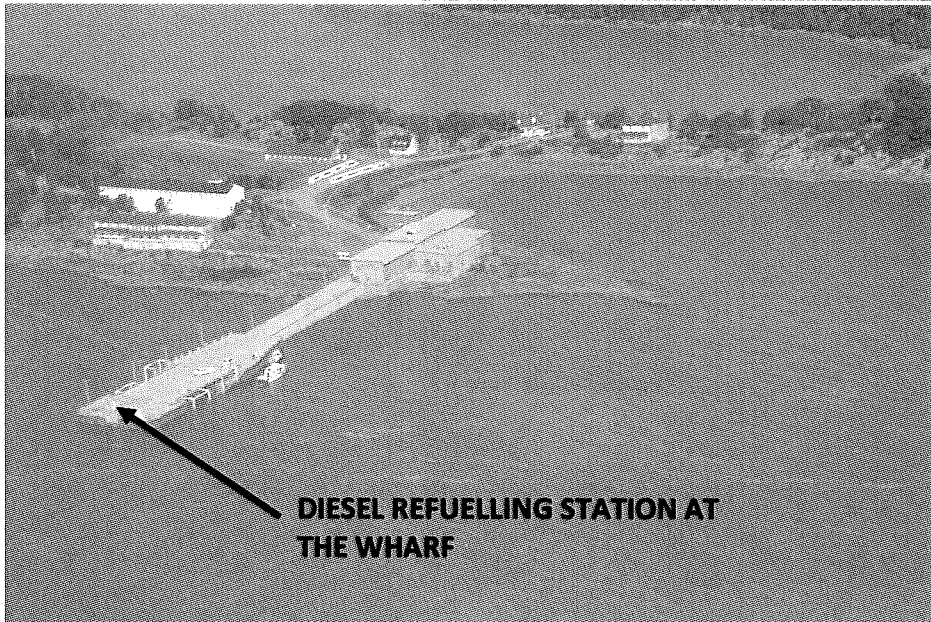
8 General

The Contractor should inform itself of the existing site conditions and working conditions. No additional claim for special equipment will be entertained by the Agency on the grounds of insufficient information. All the technical information required by the Contractor before submitting its bid may be obtained from the contracting authority.

Parks Canada reserves the right to award no contract at the end of this tendering process. Parks Canada may decide, at its sole discretion, to terminate the contract during its execution period, without compensation to the Contractor should the latter not comply with the deadlines, obligations, commitments and procedures in these specifications. Parks Canada may also terminate the contract if the latest applicable standards and laws are not complied with. In submitting his bid, the Contractor agreed to comply with this clause and with Parks Canada's decision which may lead to the contract being terminated on grounds of failure to meet the specifications.

APPENDIX 1: Information about Grosse-Île Wharf

**GROSSE-ÎLE
WHARF**

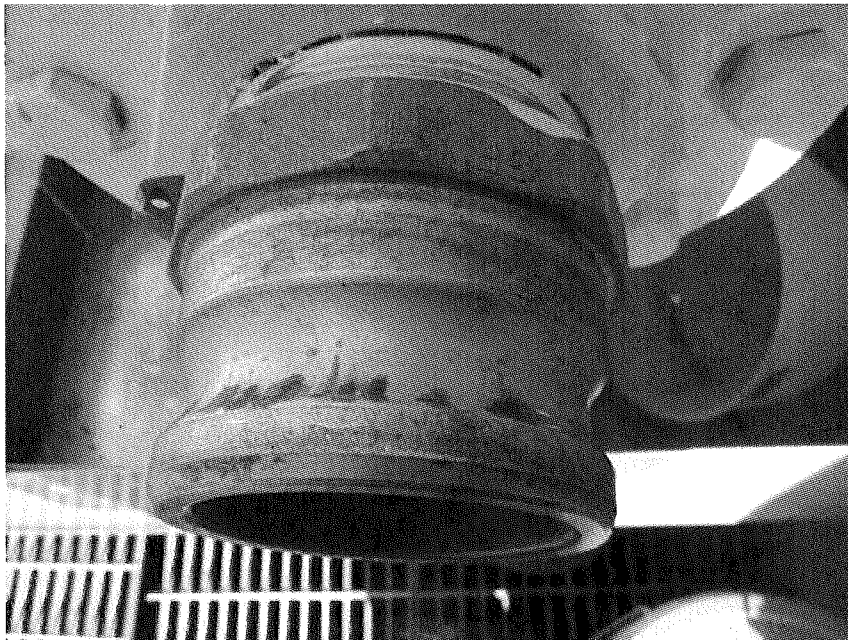


**DIESEL REFUELLING STATION AT
THE WHARF**

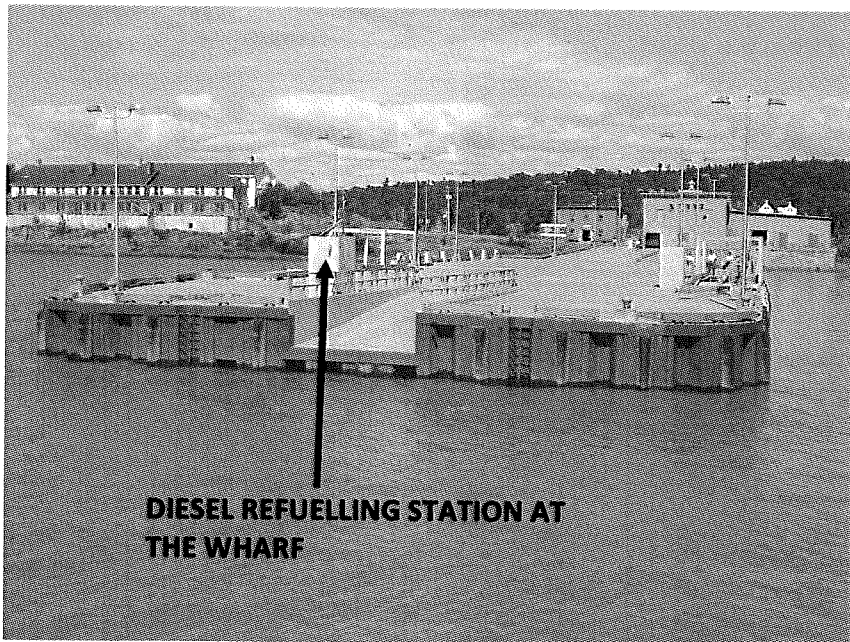
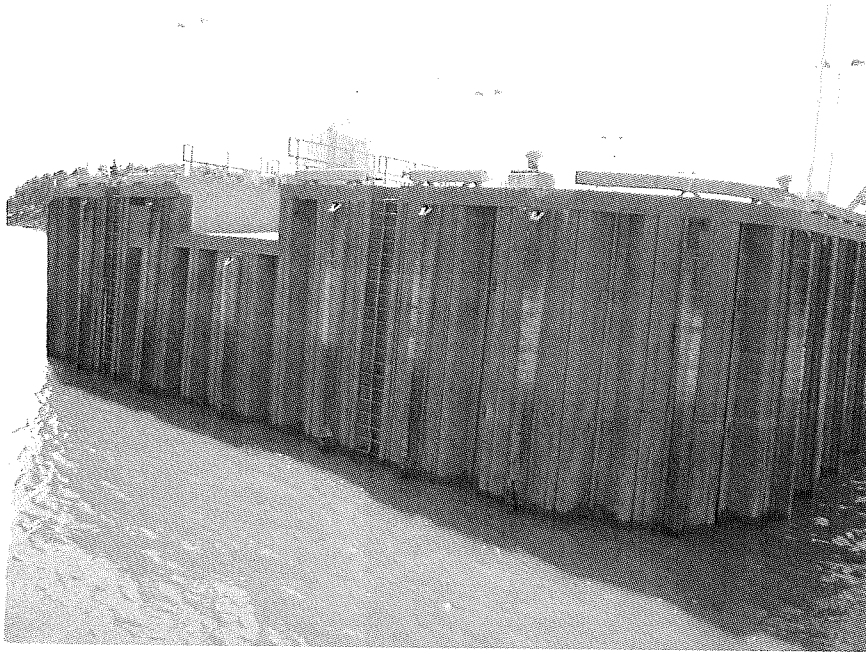
Diesel refuelling station at the wharf



3" Camlock connector at the wharf refuelling station

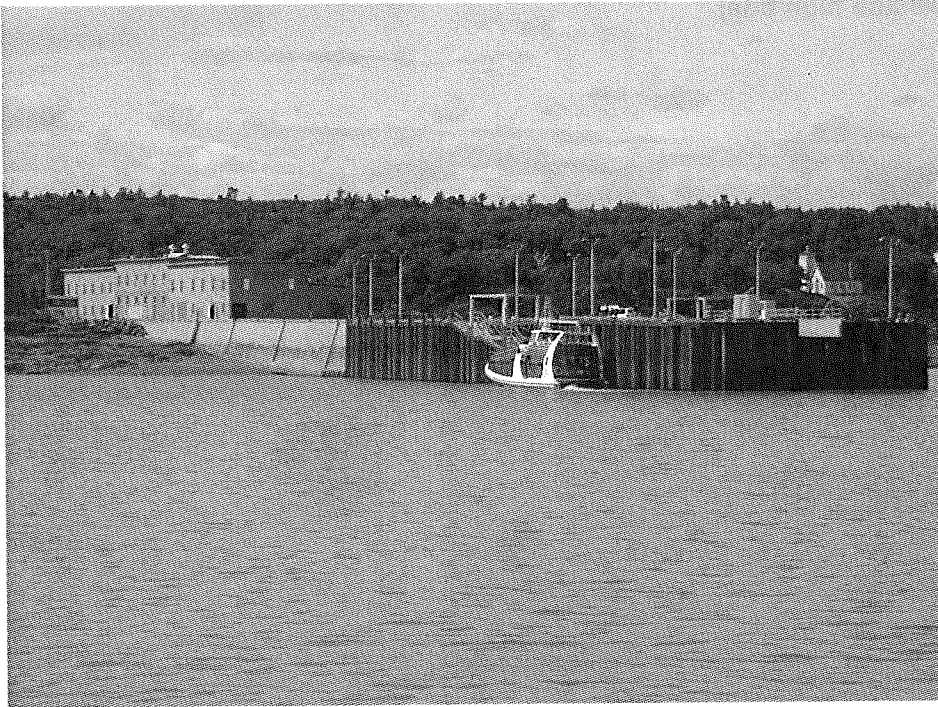


**Wharf and access ramp at
Grosse-Île (low and high tide)**



**DIESEL REFUELLING STATION AT
THE WHARF**

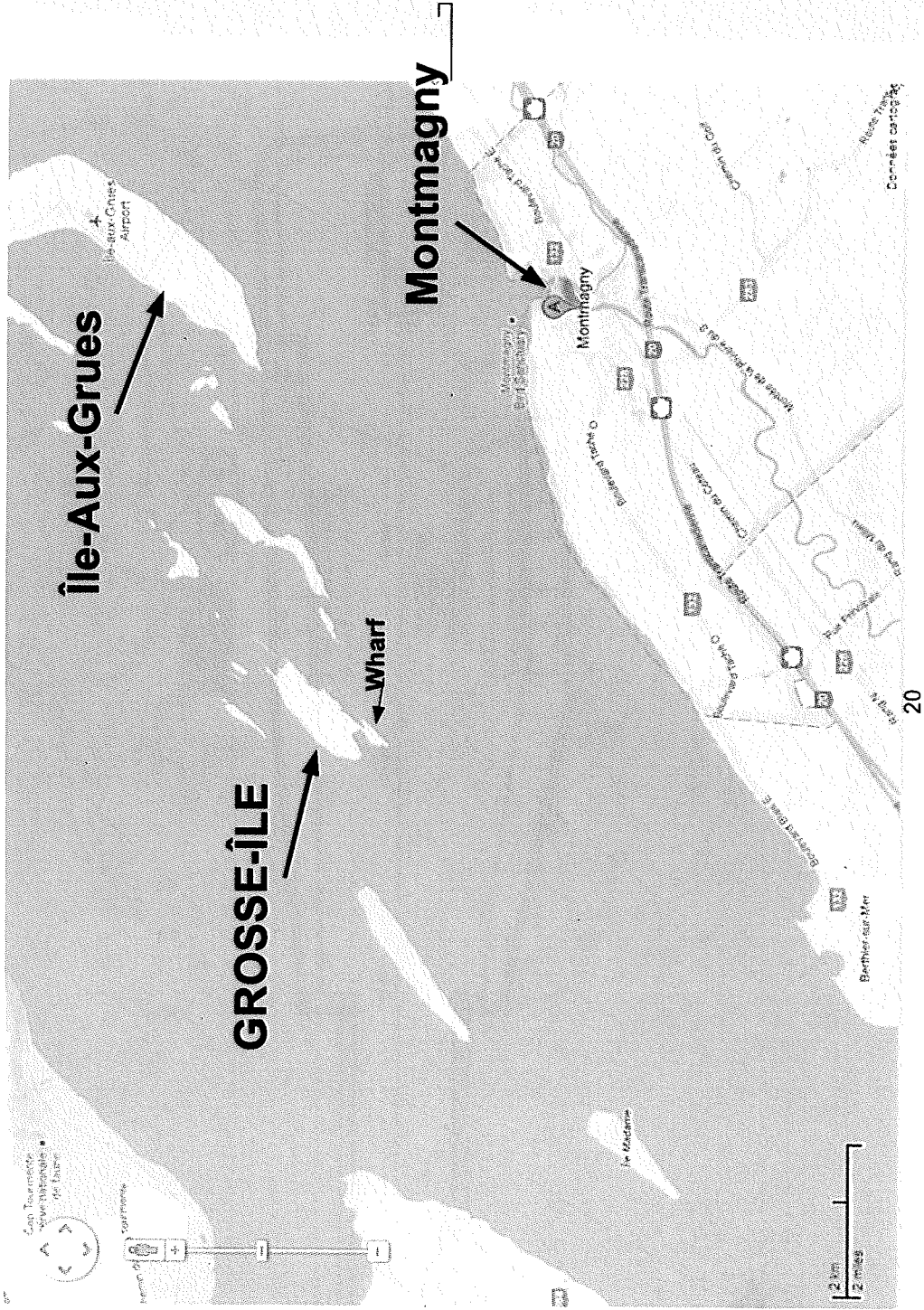
Ferry for visitors May to October



Access ramp viewed from the wharf



Location of Grosse-Île



Île-Aux-Grues

GROSSE-ÎLE

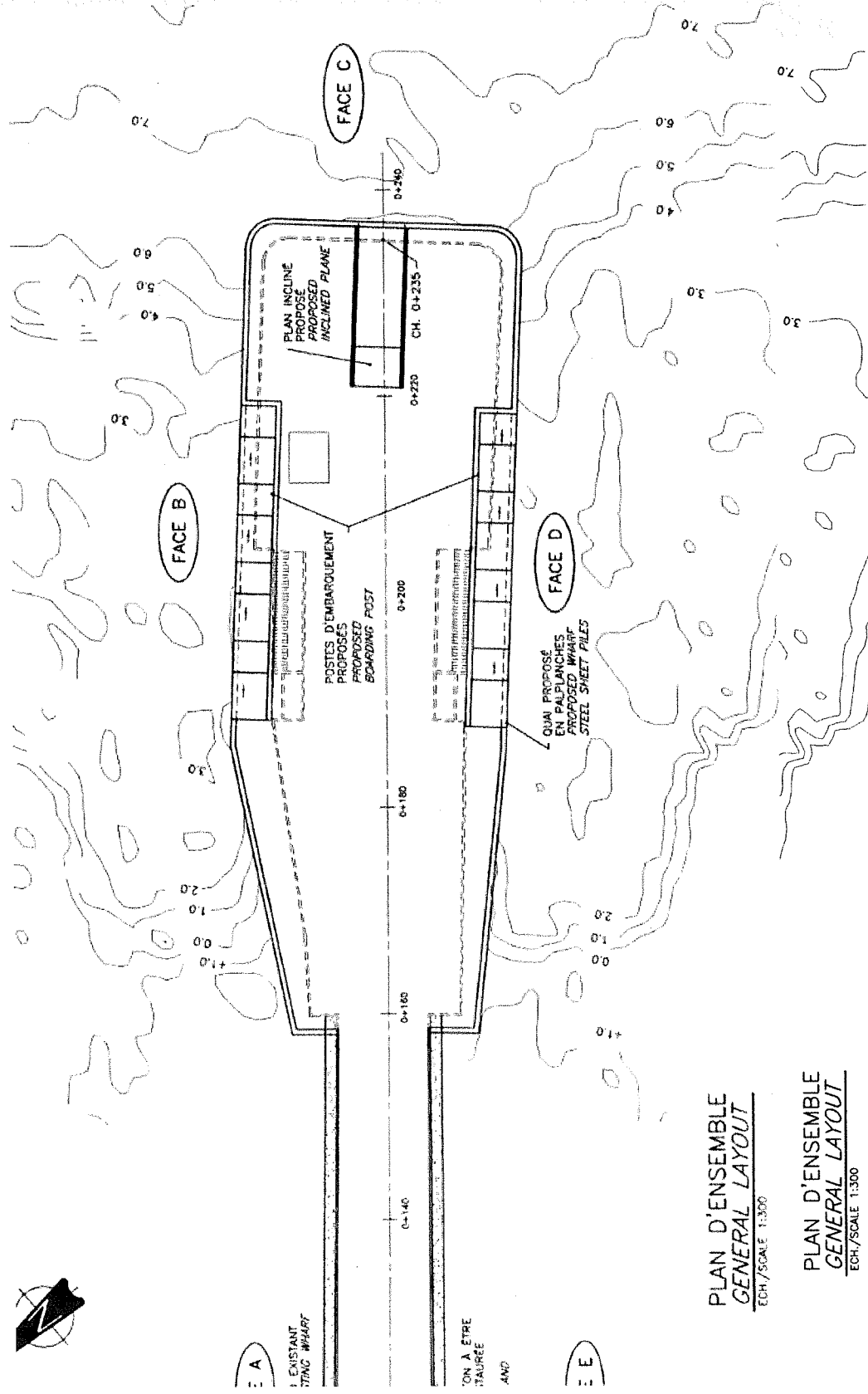
Wharf

Montmagny

1.2 km
2 miles

20

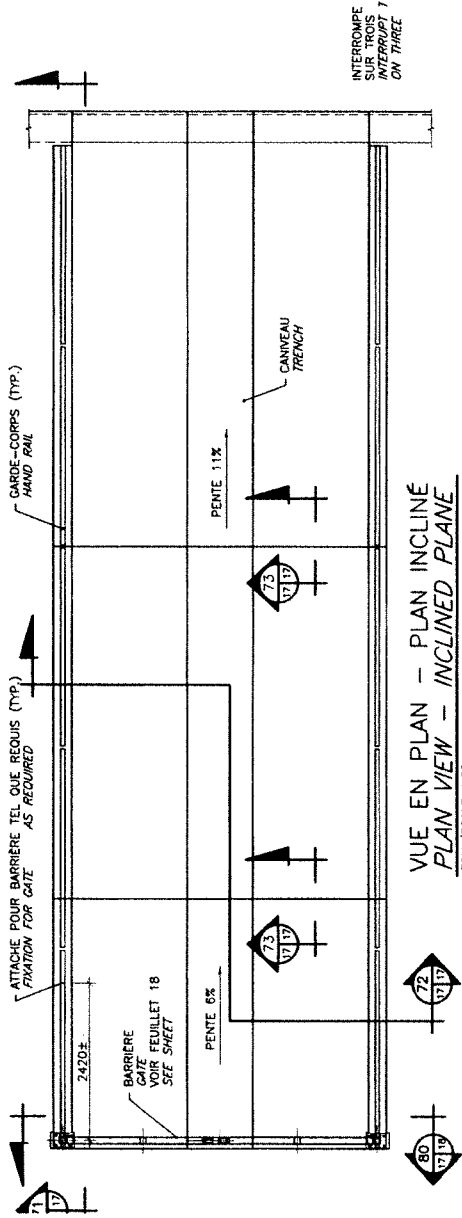
GROSSE-ÎLE WHARF



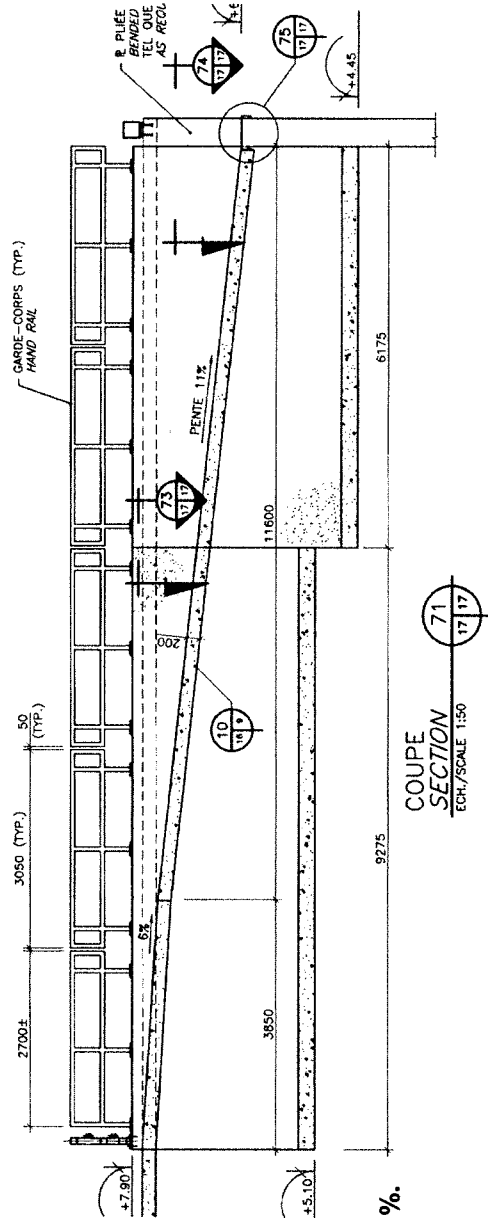
PLAN D'ENSEMBLE
GENERAL LAYOUT
ECH./SCALE 1:300

PLAN D'ENSEMBLE
GENERAL LAYOUT
ECH./SCALE 1:300

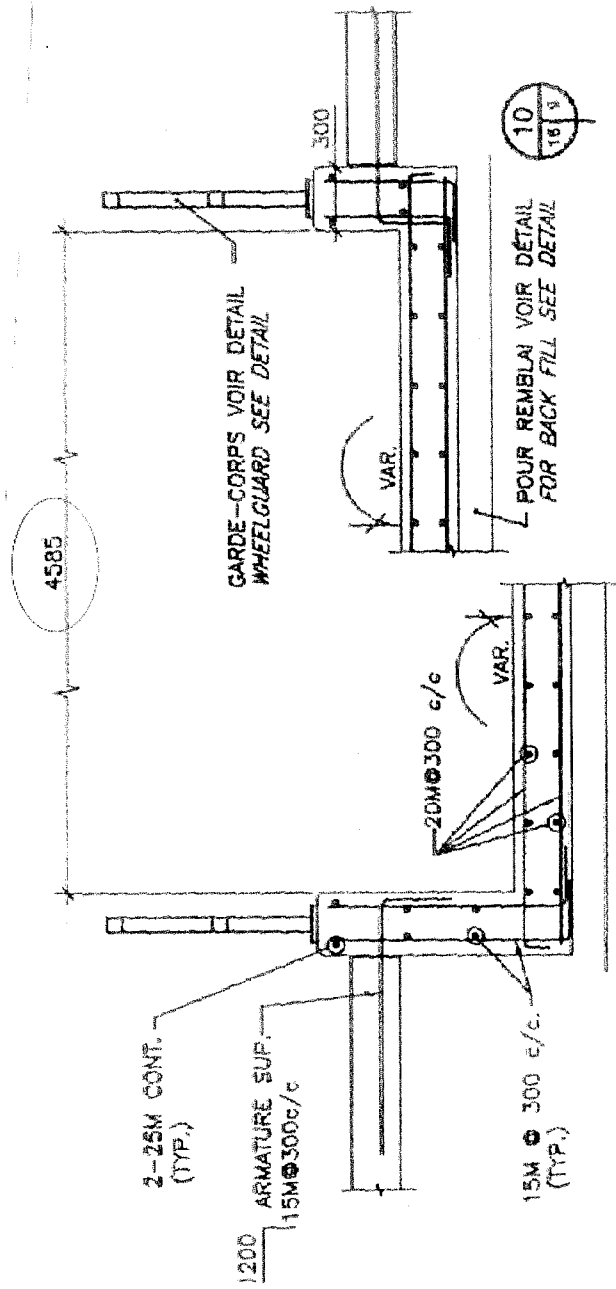
Access ramp, plan view



Access ramp, elevation view
 (Length: 15.45 metres)
 Inclines 6% and 11%.

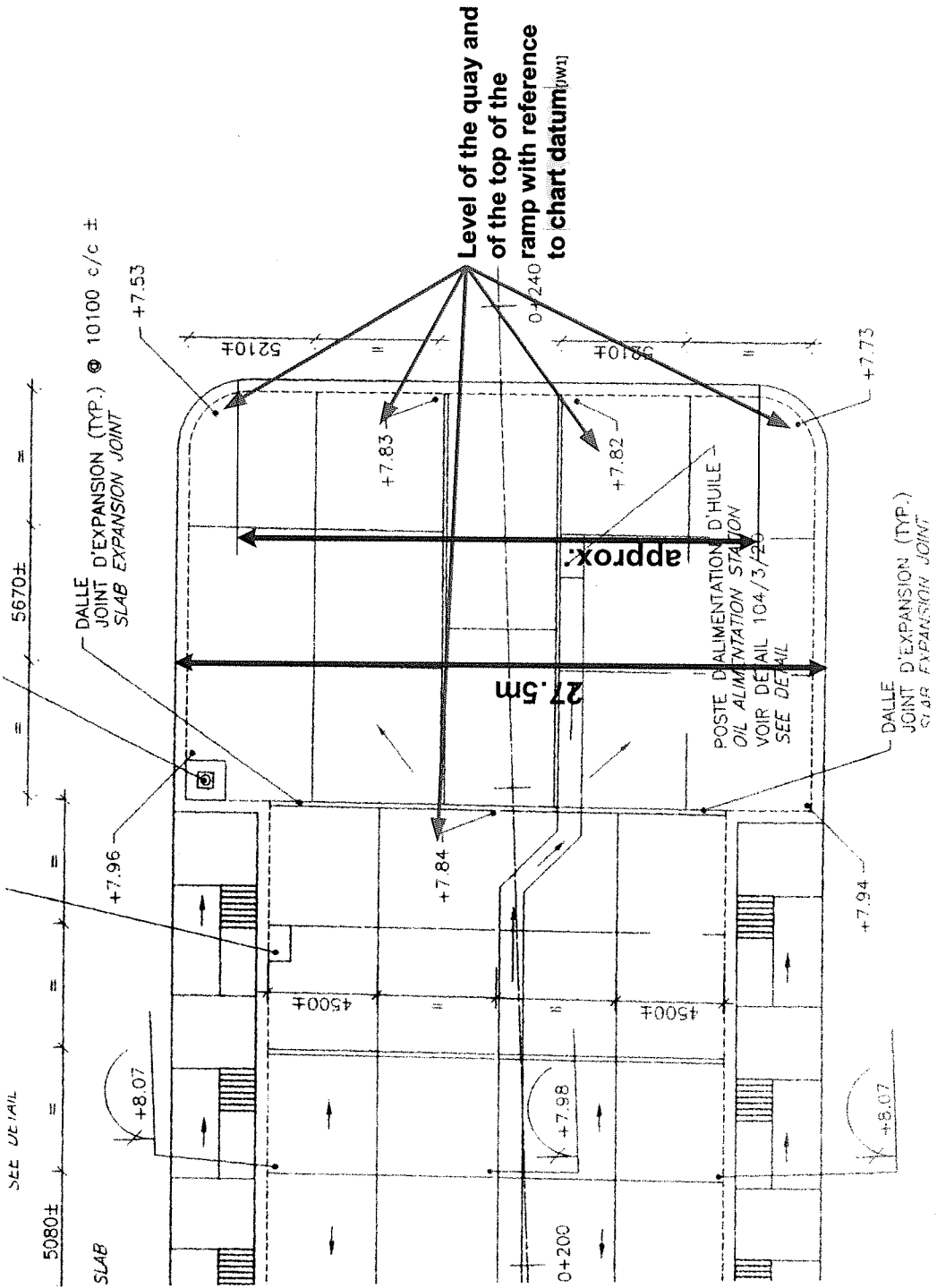


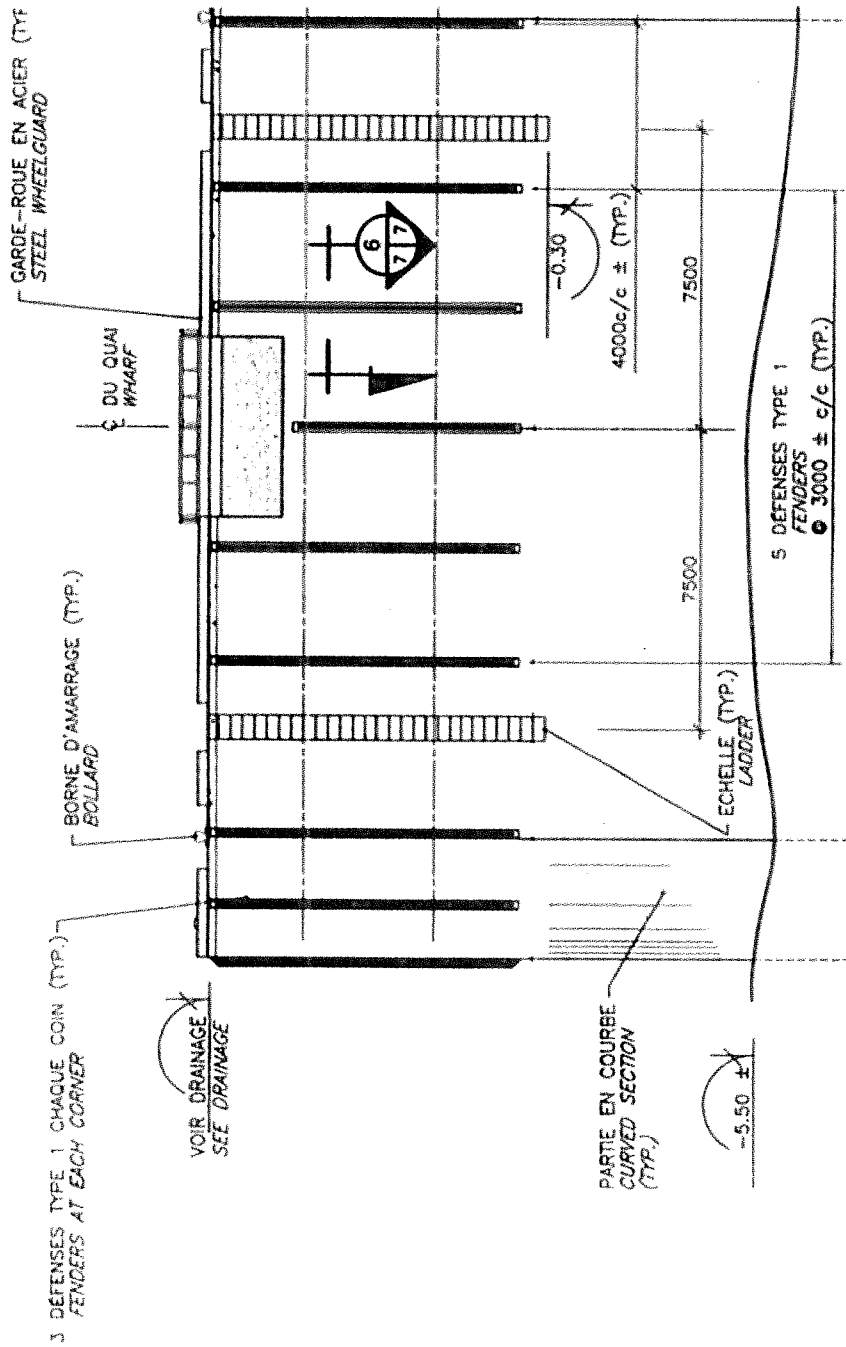
Access ramp, cross-section (Width 4.585 metres)



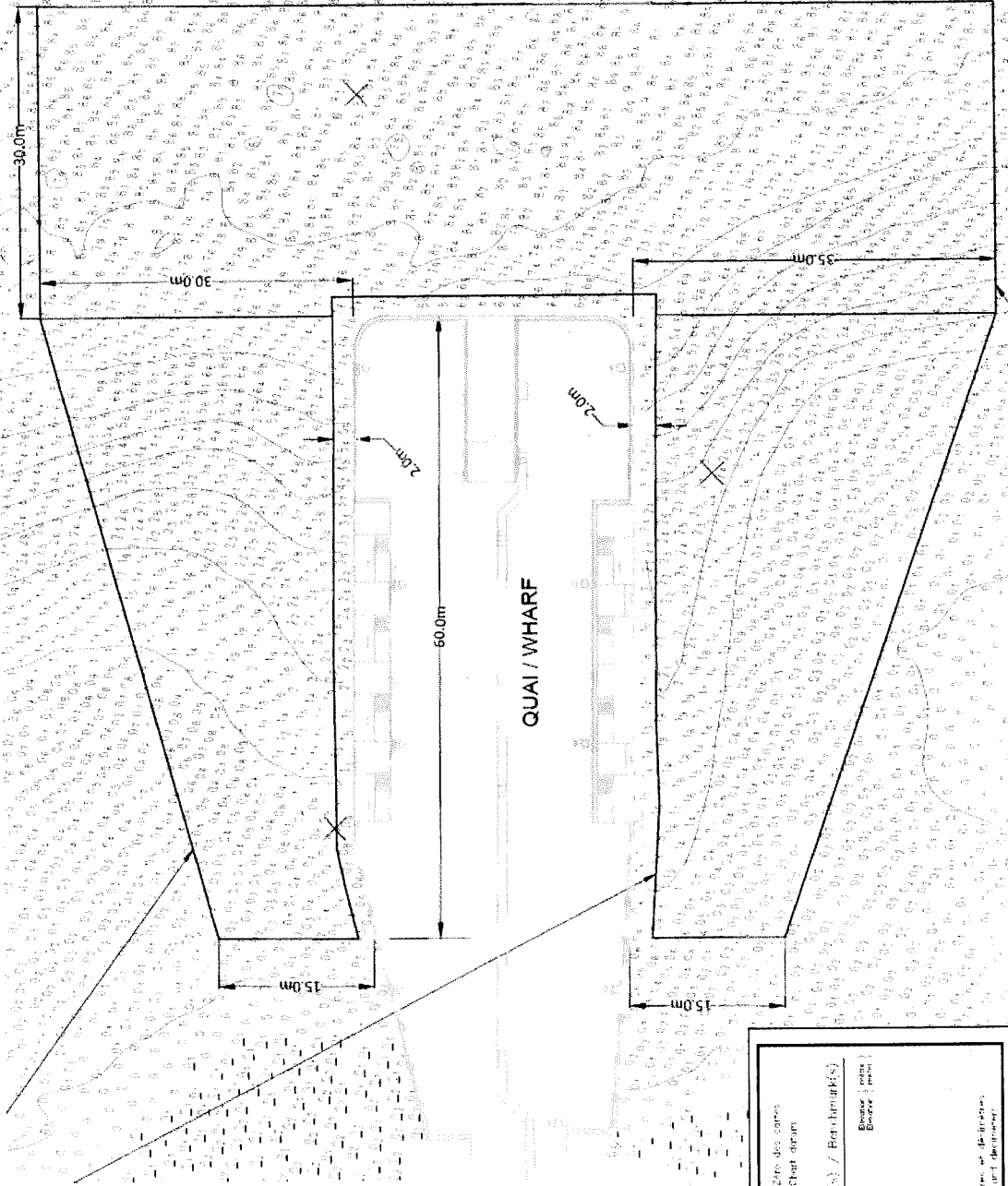
COUPE
SECTION
ECH./SCALE 1:25







Bathymetry, Grosse-Île Quay. Measurements taken September 2015



références sonde :	Zéro des cartes
vertical datum :	Chart datum
repairs: Altitudes / Benchmarks / Reparo's / Altitudes / Benchmarks	
Nom	57
Blouse	(none)
Échelle	(none)
* Bandes et couleurs de délimitation sur file et en bas de la carte	

APPENDIX 2: General Description of Typical Cargo

General Description of Typical Cargo

LIQUID CARGO:

- Vehicle fuel in 45-gallon barrels.
- - Approximately 15 to 20 steel pallets of 4 barrels each, per year
- Generator Fuel oil (3-4 barrels per year)

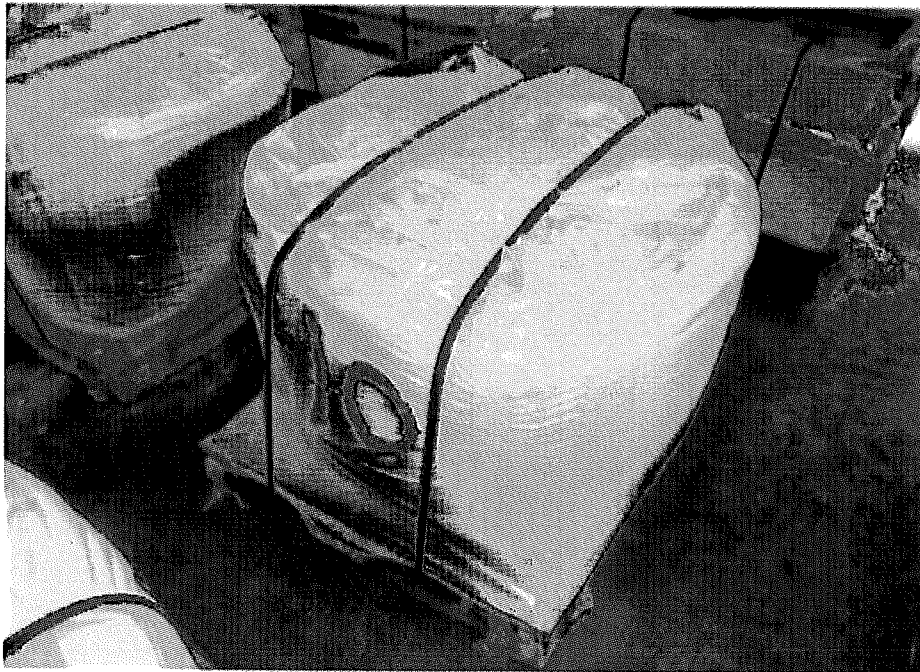
DRY CARGO:

- Vehicles delivered to or picked up from the Island, occasionally as required
- Various construction materials (often wood but also shingles, hoses, etc.)
- Big bags of gravel or sand.
- Debris to be removed from the Island (typically in wooden crates on a pallet).
- Various kinds of maintenance equipment or materials for the Island.

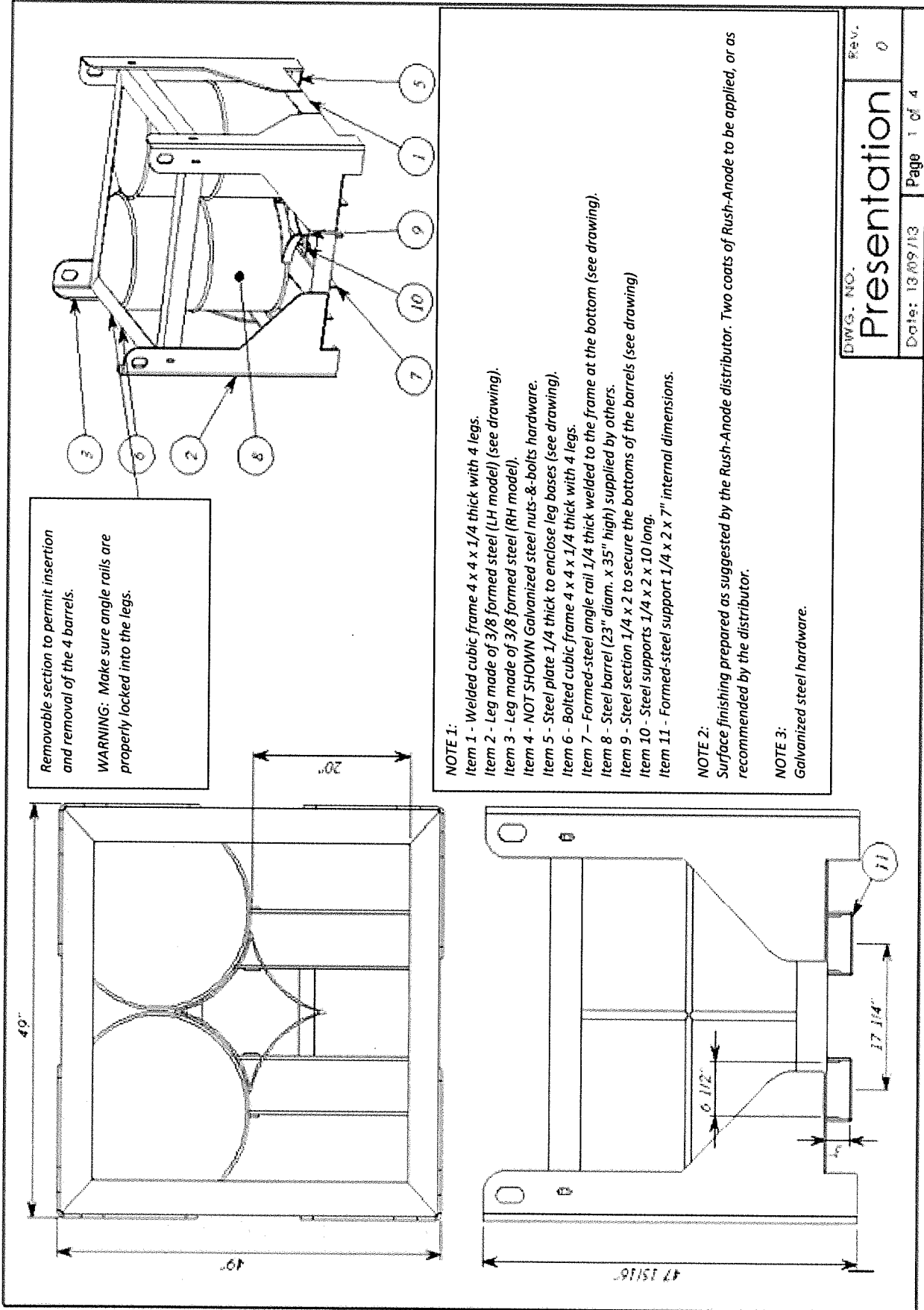
Photos of Typical Cargo







APPENDIX 3: Barrels. Metal pallets



Removable section to permit insertion and removal of the 4 barrels.
WARNING: Make sure angle rails are properly locked into the legs.

NOTE 1:

- Item 1 - Welded cubic frame 4 x 4 x 1/4 thick with 4 legs.
- Item 2 - Leg made of 3/8 formed steel (LH model) (see drawing).
- Item 3 - Leg made of 3/8 formed steel (RH model).
- Item 4 - NOT SHOWN Galvanized steel nuts-&-bolts hardware.
- Item 5 - Steel plate 1/4 thick to enclose leg bases (see drawing).
- Item 6 - Bolted cubic frame 4 x 4 x 1/4 thick with 4 legs.
- Item 7 - Formed-steel angle rail 1/4 thick welded to the frame at the bottom (see drawing).
- Item 8 - Steel barrel (23" diam. x 35" high) supplied by others.
- Item 9 - Steel section 1/4 x 2 to secure the bottoms of the barrels (see drawing).
- Item 10 - Steel supports 1/4 x 2 x 10 long.
- Item 11 - Formed-steel support 1/4 x 2 x 7" internal dimensions.

NOTE 2:

Surface finishing prepared as suggested by the Rush-Anode distributor. Two coats of Rush-Anode to be applied, or as recommended by the distributor.

NOTE 3:

Galvanized steel hardware.

DWG. NO.	Rev.
Presentation	0
Date: 13/09/13	Page 1 of 4



ANNEX "B"
BASIS OF PAYMENT

ANNEX B - BASIS OF PAYMENT

1. Bidders must submit prices in this Annex B - Basis of Payment, or their bid will be deemed non responsive. 2. Bidders must submit their prices based on the requirements presented in Annex A - Statement of Work. Their prices must be all-inclusive, including any travel expenses, if applicable. Taxes are excluded. 3. Bids will be evaluated on the basis of the price ("total amount") shown at the bottom of the Bid Form. This amount represents the total price of the six typical resupply operations over the next three years. Parks Canada makes no commitment to organize the six or indeed any resupply operations.

BID FORM		
Item	Description	Price
1	Resupply in spring 2017 Total 125,000 litres diesel and maximum 30 mt cargo on ship deck (option 1 or 2 of the price schedule)	
2	Resupply in autumn 2017 Total 125,000 litres diesel and maximum 100 mt cargo (option 3 of the price schedule)	
3	Resupply in spring 2018 (Option Year 1) Total 125,000 litres diesel and maximum 30 mt cargo on ship deck (option 1 or 2 of the price schedule)	
4	Resupply in autumn 2018 (Option Year 1) Total 125,000 litres diesel and maximum 300 mt cargo (option 5 of the price schedule)	
5	Resupply in spring 2019 (Option Year 2) Total 125,000 litres diesel and maximum 30 mt cargo on ship deck (option 1 or 2 of the price schedule)	
6	Resupply in autumn 2019 (Option Year 2) Total 125,000 litres diesel and maximum 30 mt cargo on ship deck (option 1 or 2 of the price schedule)	
Total amount excluding GST and HST:		
Notes : The quantities to be used when estimating unit prices are those indicated in the price schedule The price type for billing (unit or flat) will be as indicated in the price schedule		

Name of Bidder: _____ Signature: _____ Date: _____

Annexe B-1 PRICE SCHEDULE

Resupply Options for Grosse-Île	Type of price	Units	Unit/Flat price			Estimated Qty per resupply
			2017	2018	2019	
Resupply Type A dyed diesel fuel and maximum 30 metric tons cargo on ship deck						
Option 1 : One transfer 125,000 litres diesel and maximum 30 metric tons cargo						
Loading time for diesel (time with hose connected)	Unit	Hours				4
Loading time for cargo using hoisting equipment	Unit	Hours				4
Offloading time for the first 62,5000 litres diesel and the cargo	Unit	Hours				3
Waiting time after offloading the first 62,500 litres diesel including loading time for cargo to be picked up from Grosse-Île	Unit	Hours				12
Offloading time for the second 62,5000 litres diesel	Unit	Hours				3
Offloading time for cargo brought to Québec using hoisting equipment	Unit	Hours				4
Round trip Québec/Grosse-Île including preparation, sailing, docking, mooring, etc.	Flat	Quantity				1
Option 2 : Two transfers of 62,500 litres diesel and maximum 30 metric tons cargo (two consecutive round trips Québec/Grosse-Île)						
Loading time for the first 65,000 litres diesel (time with hose connected)	Unit	Hours				2
Loading time for cargo using hoisting equipment	Unit	Hours				4
Offloading time for the first 62,5000 litres diesel and the cargo	Unit	Hours				3
Loading time for the second 65,000 litres diesel (time with hose)	Unit	Hours				2
Offloading time for the second 62,5000 litres diesel	Unit	Hours				3
Loading time for equipment to be picked up from Grosse-Île	Unit	Hours				4
Offloading time for equipment brought to Québec using hoisting	Unit	Hours				4
Round trip Québec/Grosse-Île including preparation, sailing, docking, mooring, etc.	Flat	Quantity				2
Resupply Type-A dyed diesel fuel and heavier, bulkier cargo on the barge						
Option 3 : One transfer 125,000 litres diesel and maximum 100 metric tons cargo equivalent to 200 sq. metres						
Loading time for diesel (time with hose connected)	Unit	Hours				4
Barge availability time for loading at dock in Québec	Unit	Day				3
Loading time for cargo at Québec dock using hoisting equipment	Unit	Hours				6
Rental of equipment for moving cargo on the barge	Unit	Day				3

Offloading time for the first 62,500 litres diesel including partial offloading of cargo	Unit	Hours				3
Waiting time after offloading the first 62,500 litres diesel including offloading time for cargo and loading time for equipment to be picked up from Grosse-Île	Unit	Hours				12
Offloading time for the second 62,500 litres diesel	Unit	Hours				3
Offloading time for equipment brought to Québec using hoisting	Unit	Hours				4
Round trip Québec/Grosse-Île including preparation, sailing, docking, mooring, etc.	Flat	Quantity				1
Option 4 : One transfer 62,000 litres diesel and maximum 100 metric tons cargo equivalent to 200 sq. metres						
Loading time for diesel (time with hose connected)	Unit	Hours				2
Barge availability time for loading at dock in Québec	Unit	Day				3
Loading time for cargo at Québec dock using hoisting equipment	Unit	Hours				6
Rental of equipment for moving cargo on the barge	Unit	Day				3
Offloading time for 62,500 litres diesel including partial offloading of	Unit	Hours				3
Time to finish offloading at Grosse-Île dock	Unit	Hours				3
Loading time for equipment to be picked up from Grosse-Île	Unit	Hours				4
Offloading time for equipment brought to Québec using hoisting	Unit	Hours				4
Round trip Québec/Grosse-Île including preparation, sailing, docking, mooring, etc.	Flat	Quantity				1
Option 5 : One transfer 125,000 litres diesel and maximum 300 metric tons cargo equivalent to 400 sq. metres						
Loading time for diesel (time with hose connected)	Unit	Hours				4
Barge availability time for loading at dock in Québec	Unit	Day				3
Loading time for cargo at Québec dock using hoisting equipment	Unit	Hours				8
Rental of equipment for moving cargo on the barge	Unit	Day				3
Offloading time for the first 62,500 litres diesel including partial offloading of cargo	Unit	Hours				3
Waiting time after offloading the first 62,500 litres diesel including offloading time for cargo and loading time for equipment to be picked	Unit	Hours				12
Offloading time for the second 62,500 litres diesel	Unit	Hours				3
Offloading time for equipment brought to Québec using hoisting	Unit	Hours				4
Round trip Québec/Grosse-Île including preparation, sailing, docking, mooring, etc.	Flat	Quantity				1
Option 6 : One transfer 62,000 litres diesel and maximum 300 metric tons cargo equivalent to 400 sq. metres						

Loading time for diesel (time with hose connected)	Unit	Hours					2
Barge availability time for loading at dock in Québec	Unit	Day					3
Loading time for cargo at Québec dock using hoisting equipment	Unit	Hours					8
Rental of equipment for moving cargo on the barge	Unit	Day					3
Offloading time for 75,000 litres diesel including partial offloading of	Unit	Hours					3
Time to finish offloading at Grosse-Île dock	Unit	Hours					5
Loading time for equipment to be picked up from Grosse-Île	Unit	Hours					4
Offloading time for equipment brought to Québec using hoisting	Unit	Hours					4
Round trip Québec/Grosse-Île including preparation, sailing, docking, mooring, etc.	Flat	Quantity					1

Annexe B-2

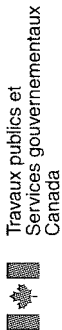
Item	Mandatory Technical Criterion	Met Yes/No	If yes, please provide details
<p>1</p>	<p>Ship deck space must permit transportation of cargo equivalent to 30 pallets of 1.5 square metres each with an average weight of 1 metric ton per pallet totalling 30 metric tons.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>2</p>	<p>The contractor must meet all Transport Canada requirements for maritime transport including those for the transport of hazardous materials. The crew must hold all training certificates required by Transport Canada.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	

<p>3</p>	<p>The bidder must demonstrate that it has experience of at least one comparable operation during the past three years. The comparable operation(s) has to have included at least one of the following activities:</p> <ul style="list-style-type: none"> • Mooring and waiting at a quay that is subject to tides; • Transshipment of at least 50,000 litres of bulk diesel or gasoline; • Offloading of at least 30 pallets of cargo. 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>5</p>	<p>The tanks used by the contractor for transporting bulk diesel to Grosse-Ile must be clean and free of contaminants.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	

6	<p>The system for offloading bulk diesel on the ship must permit the total loaded volume to be offloaded. A calibrated meter (the contractor will have to provide a valid calibration certificate) supplied and installed by the contractor must confirm the volume offloaded.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
7	<p>The diesel offloading system on the ship must have a minimum capacity of 20 m³/h (20,000 l/h).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
8	<p>Must supply ramps for safely loading and offloading vehicles at Québec and Grosse-Île docks. The weight of the vehicles to be transported may vary greatly (car, 10-wheel truck, backhoe, etc.).</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	

<p style="text-align: center;">9</p>	<p>Must supply hoses for offloading diesel at Grosse-Île, of sufficient length to connect to the pipeline connection point on the quay approximately 50 feet from the edge of the quay. A 3-inch female "Camlock" fitting must be used for connecting to the male fitting on the pipeline connection point.</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p style="text-align: center;">10</p>	<p>Hoses must be compliant for the transfer of diesel fuel and must be in good condition. The contractor must provide, no later than one week before the refuelling date, an inspection certificate confirming that the hoses have been tested at a pressure of at least 150 psi during the 12 months preceding the refuelling date.</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p style="text-align: center;">11</p>	<p>Must provide a compliant and up-to-date emergency intervention plan specifically for the spillage of petroleum products.</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

<p>12</p>	<p>The contractor must, as required, be able to move cargo on the ship deck or on the barge so that it is an acceptable distance from the dock edge at Grosse-Île so that it can be picked up by the "Merlo" in accordance with its loading capacity.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>13</p>	<p>The Contractor must provide a barge capable of transporting a maximum 100 metric tons of cargo equivalent to 200 square metres.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>14</p>	<p>The Contractor must provide a barge capable of transporting a maximum 300 metric tons of cargo equivalent to 400 square metres.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	



Public Works and
Government Services
Canada

ANNEX "C" Certificate of Insurance

CERTIFICATE OF INSURANCE

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of the Environment for the purposes of the Parks Canada Agency				

Type of Insurance. (Required when Checked)	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<input checked="" type="checkbox"/> Commercial General Liability				\$	\$	\$
<input type="checkbox"/> Umbrella/Excess Liability				\$	\$	\$
<input type="checkbox"/> Builder's Risk / Installation Floater				\$		
<input checked="" type="checkbox"/> Pollution Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input checked="" type="checkbox"/> Marine Liability				\$		
<input type="checkbox"/> Aviation Liability				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$
<input checked="" type="checkbox"/> All-Risk in Transit				\$	<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence	Aggregate \$

I certify that the above policies were issued by insurers in the course of their insurance business in Canada, are currently in force and include the applicable insurance coverages stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone Number

Signature

Date D / M / Y



CERTIFICATE OF INSURANCE
 Page 2 of 2

<p>General</p> <p>1. The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>1. The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>2. The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p>Commercial General Liability</p> <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> (a) Blasting. (b) Pile driving and caisson work. (c) Underpinning. (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor. <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> (a) \$5,000,000 Each Occurrence Limit; (b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and (c) \$5,000,000 Products/Completed Operations Aggregate Limit. <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>	<p>Builder's Risk / Installation Floater</p> <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is not less than the sum of the contract value plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2).</p>
<p>Contractors Pollution Liability</p> <p>The policy must have a limit usual for a contract of this nature, but not less than \$1,000,000 per incident or occurrence and in the aggregate.</p>	<p>Marine Liability</p> <p>The insurance coverage must be provided by a Protection & Indemnity (P&I) insurance policy and must include excess collision liability and pollution liability.</p> <p>The insurance must be placed with a member of the International Group of Protection & Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the <i>Marine Liability Act</i>, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by the statutory requirements of the Territory or Province having jurisdiction over such employees.</p> <p>The policy must waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.</p>	<p>Aviation Liability</p> <p>The insurance coverage shall include Bodily Injury (including passenger Bodily Injury) and Property Damage, in an amount of not less than \$5,000,000 per incident or occurrence and in the aggregate.</p>

ANNEX "D" 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 _____

ANNEX "E" Task Authorization Form

Task Authorization Autorisation de tâche

Instruction for completing the form PC - TA - Task Authorization

Instruction pour compléter le formulaire PC - TA - Autorisation de tâche

Contract Number

Enter the PC contract number.

Numéro du contrat

Inscrire le numéro du contrat de PC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only**Aux fins de révision seulement****TA Revision Number**

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (GST/HST Extra)
before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (TPS/TVH en sus)
avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (GST/HST Extra), as
applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

**Augmentation ou réduction (TPS/TVH en sus), s'il
y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and
D, as required.****1. Travaux requis : Remplir les sections A, B, C et
D, au besoin.****A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**(a) Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (GST/HST extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (GST/HST extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

2. Authorization(s):

The client and/or PC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PC and provide the signed original and a copy as detailed in the contract.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**(a) Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (TPS/TVH en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (TPS/TVH en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Autorisation(s) :

Le client et (ou) PC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à PC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) PC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

 Security Requirements: This task includes security requirements
 Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

 No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract
 Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat


For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.
Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de PC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de PC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PC Contracting Authority - Autorité contractante de PC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date