



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services
635 – 8 Avenue S.W., Suite 1300
Calgary, AB T2P 3M3

Bid Fax: (403) 292-4475

REQUEST FOR A STANDING OFFER

DEMANDE D'OFFRE À COMMANDES

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

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

Comments - Commentaires

Due to the nature of the Request for Standing Offers, offers transmitted by email to PCA will not be accepted.

En raison du caractère de la demande d'offre à commandes, les offres transmises par courriel à l'intention de l'APC ne seront pas acceptées.

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
1300 – 635 8 Ave SW
Calgary, AB T2P 3M3

Title - Sujet RFSO - Firewood		
Solicitation No. - N° de l'invitation 5P420-17-5002/A	Date 3 March 2017	
Client Reference No. - N° de référence du client n/a		
GETS Reference No. N° de référence de SEAG PW-17-00771599		
Solicitation Closes - L'invitation prend fin At - à : 2 :00 PM On - le : 18 April, 2017	Time Zone - Fuseau horaire Mountain Daylight Time (MDT)	
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes questions à Oksana Kuzyshyn		
Telephone No. - N° de telephone (403) 292-8509	Fax No. -N° de télécopieur (403) 292-4475	Email Address - Courriel Oksana.kuzyshyn@pc.gc.ca
Destination of Goods, Services, and Construction - Destination des biens, services, et construction See Herein		

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

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment, Standing Offer Usage Report and any other annexes

1.2 Summary

1.2.1

Parks Canada has a requirement for the provision of firewood to various locations on an "as and when requested basis" as per Annex "A" – Requirement, for Glacier National Park and Mount Revelstoke National Park in British Columbia, Canada.

The Standing Offer Holder will be asked to provide the firewood within **24** hours of call-up to the sites indicated by the Project Authority or their designate.

Delivery locations:

Glacier National Park: Loop Brook and Illecillewaet campgrounds, and the Rogers Pass Discovery Centre
Mount Revelstoke National Park: The One Mile Compound and Monashee picnic area

The Standing Offer will be for a two operating season period with the option to extend for three more operating season periods, from 1 May to 15 October every year.

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

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1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2016-04-04) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

2.2 Submission of Offers

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

Due to the nature of the Request for Standing Offers, offers transmitted by email to PCA will not be accepted.

Faxed Offers will be accepted. Please fax your bid to 403-292-4475.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

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

3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.
-

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The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

The mandatory technical criteria are identified in the Table at Annex "A", paragraph 2.

Suppliers must complete the Table at Annex "A" by indicating whether or not their products meet the criteria by checking either, YES or NO for items 1 – 5.

All mandatory technical criteria must be met in order for the bid to be compliant.

4.1.2 Financial Evaluation

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

The Subtotals for Standing Offer Periods A, B, C and D at Annex "B" Basis of Payment, will be summed to obtain the Total Evaluated Bid Price.

4.2 Basis of Selection

4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

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

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

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

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

5.1.1 Integrity Provisions – Required Documentation

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

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

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 Standard Clauses and Conditions

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

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

6.3.1 General Conditions

[2005](#) (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

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6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 May, 2017 to 30 April, 2019.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional periods, from 1 May, 2019 to 30 April, 2020 and from 1 May, 2020 to 30 April, 2021 and from 1 May, 2021 to 31 October, 2021, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Oksana Kuzyshyn
Contracts, Procurement and Materiel Management Officer
Parks Canada Agency
Chief Financial Officer Directorate
Suite 1300, 635 – 8th Avenue S.W.
Calgary, AB T2P 3M3

Telephone: 403-292-8509

Facsimile: 403-292-4475

E-mail address: Oksana.kuzyshyn@pc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Standing Offer will be identified in a call-up against the Standing Offer.

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

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6.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is: ***** To be completed by the Offeror*****

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

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

Canadian Offerors are requested to have a Procurement Business Number (PBN) before Standing Offer award. Offerors may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier). For non- Internet registration, Offerors may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada, Glacier National Park and Mount Revelstoke National Park designated representative(s).

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) by the issuance of a call-up against the Standing Offer or electronic document.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 20,000.00 (Applicable Taxes included).

6.9 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by

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April 2016. If the Offeror is not set up for direct deposit, the attached Direct Deposit enrollment form under Annex "E" will be required to be submitted to the Contracting Authority upon receipt of a Standing Offer.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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 call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;
- (c) the general conditions [2005](#) (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- (d) Annex "A", Requirement;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Standing Offer Usage Report; and
- (g) the Offeror's offer dated *****TBD*****.

6.11 Certifications

6.11.1 Compliance

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

6.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010A](#) (2016-04-04), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2016-04-04) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" for a cost of \$ as specified in the call-up. Customs duties are included and Applicable Taxes are extra.

6.4.2 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.

6.4.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.4.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

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6.5 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 for certification and payment:

The original and one (1) copy must be dropped off, e-mailed or mailed to the Mount Revelstoke & Glacier National Parks Administration Office located at:

Mount Revelstoke and Glacier National Park
Parks Canada Agency
301B – 3rd Street West
Box 350
Revelstoke, BC V0E 2S0

3. Invoices for work required/performed must identify the following:
 - a. Quantity (per cord) delivered at each site;
 - b. Date of call-up, with call-up number;
 - c. The name of the Project Authority or designate who requested the call up;
 - d. Date and location of deliveries made; and
 - e. Delivery receipts can be left under the door at the Illecillewaet Campground Kiosk.

6.6 Insurance

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

6.7 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.

6.8 SACC Manual Clauses

A1009C (2008-05-12) Work Site Access
A9041C (2008-05-12) Salvage
A9068C (2010-01-11) Government Site Regulations
B6802C (2007-11-30) Government Property
B7500C (2006-06-16) Excess Goods

ANNEX "A"
REQUIREMENT

To supply firewood, which includes all necessary labor, supervision, expertise, tools, equipment, and transportation, to Illecillewaet and Loop Brook Campgrounds and Rogers Pass Discovery Centre located in Glacier National Park and, One Mile Compound and Monashee picnic area in Mount Revelstoke National Park for Parks Canada, on an "as and when" requested basis during the period of the standing offer in accordance with the Scope of Work detailed below.

Scope of Work

1. Delivery

- a. Location:
The firewood is to be delivered on site to the wood bin or designated wood sites at the following locations:
- i. Loop Brook and Illecillewaet campgrounds, and the Rogers Pass Discovery Centre located in Glacier National Park; and
 - ii. The One Mile Compound and Monashee picnic area located in Mount Revelstoke National Park.

The wood must be placed under the sheltered portion of the wood bins only.

The area around the wood bins must be left clean of debris after deliveries. The Contractor will be responsible for removing chips, bark, branches and other material from the area directly in front of the wood bins and surrounding area.

Note 1: The Contractor will be directed to the Mount Revelstoke One Mile Compound firewood location.

- b. Delivery Periods:

Delivery will be required during the following periods:

- i. 1 June, 2017 – 15 October, 2017; and
- ii. 1 May, 2018 – 15 October, 2018.

Delivery may be required during the following Option Year periods:

- i. 1 May, 2019 – 15 October, 2019;
- ii. 1 May, 2020 – 15 October, 2020; and
- iii. 1 May, 2021 – 15 October, 2021.

Note 2: Delivery must not be made prior to 9:00 a.m. PST or later than 9:00 p.m. PST so as not to disturb the campers.

2. Mandatory Criteria

Item No.	Description	Meets	Does not Meet
1.	The firewood must be seasoned and delivered dry, split and cut to fire pit length (approximately 15" to 20" long, 8" maximum diameter).		
2.	The firewood must be of mixed hardwood and softwood species. The following species are acceptable: fir, hemlock, pine, spruce, birch.		
3.	Wood from outside of BC must be de-barked or heat treated.		
4.	The firewood must be delivered within 24 hours of call-up to the sites indicated by the Project Authority or designate ordering the wood.		
5.	Firewood supplied must be acquired from a legal source. Offerer certifies that the wood supplied was sourced from a legal source.		

3. Specifications

- a. Green wood is not accepted. If slab wood is going to be incorporated in to the supply, the quality of the slab wood must be approved by Project Authority at the beginning of the season. Wood that has not been split and wood that exceeds the specified dimensions as reference in Item No. 2 above, will not be accepted.
- b. The wood is to be delivered in minimum amounts of one cord; however, order may require delivery amounts as large as nine cords being delivered in a single day.
- c. If the firewood is to be delivered Loose Pile (Note 2), it should be of an additional 30% greater volume than if delivered in a stack cord of 128 cu. ft.

Note 3: Loose Pile: 168 cu. feet of wood shall equal 1 cord;

- d. The Contractor must have a telephone answering machine/service in order to accept firewood order or instruction when not available for direct telephone call-up. When the Contractor receives an order on the answering machine/service, the Contractor must call or fax/email the Project Authority or designate to confirm that the order was received.
- e. The Contractor must advise the Project Authority or designate of any difficulties filling any orders. Contact hours are from 8:00 a.m. PST to 4:30 p.m. PST, Monday to Friday.

4. Legal source

Before collecting firewood companies must obtain a firewood permit from the Ministry of Forest to ensure that the firewood collection adheres to local regulations, and to verify that firewood collection is permitted in the area from which they plan to obtain wood.

Firewood collection permits are free and allow collection and transportation of firewood from eligible crown land. Permits must be printed, signed and carried with them when collecting firewood. Firewood permits and their associated documentation describe the permitted areas, methods, and amount of firewood that can legally be harvested.

Solicitation No. - N° de l'invitation
5P420-17-5002/A

Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Oksana Kuzyshyn

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

Title - Sujet
Firewood

- a. Anyone buying firewood should ask where the firewood comes from (Crown land or private land) and ask for a record of purchase;
- b. For firewood harvested on private land, the buyer should ask the seller for the district lot number and timber mark number; and
- c. For firewood harvested on Crown land, legitimate commercial firewood producers should have a "Forestry Licence to Cut" document signed by the Ministry of Forests, Lands and Natural Resource Operations.

ANNEX "B"

BASIS OF PAYMENT

The prices below are in Canadian Dollars, and are for the provision of all costs (including but not limited to labour, materials, supplies, equipment, transportation, mobilization/demobilization costs to and from Glacier National Park and Mount Revelstoke National Park as required to perform the Work in accordance with the Statement of Work at Annex "A" except for those items provided by Parks Canada.

A - Standing Offer Period from 1 May 2017 to 30 April 2019					
Item No.	Location	Unit	Estimated Usage (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Glacier National Park	Cord	70	\$	\$
2.	Mount Revelstoke National Park	Cord	9	\$	\$
Subtotal A. Sum of Items A.1 and A.2)					\$

B - Standing Offer Option Year 1 - from 1 May 2019 to 30 April 2020					
Item No.	Location	Unit	Estimated Usage (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Glacier National Park	Cord	70	\$	\$
2.	Mount Revelstoke National Park	Cord	20	\$	\$
Subtotal B. (Sum of Items B.1 and B.2)					\$

C - Standing Offer Option Year 2 - from 1 May 2020 to 30 April 2021					
Item No.	Location	Unit	Estimated Usage (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Glacier National Park	Cord	70	\$	\$
2.	Mount Revelstoke National Park	Cord	20	\$	\$
Subtotal C. (Sum of Items C.1 and C.2)					\$

D - Standing Offer Option Year 3 - from 1 May 2021 to 31 October 2021					
Item No.	Location	Unit	Estimated Usage (a)	Price per Unit (b)	Total Estimated Price (a) x (b) = (c)
1.	Glacier National Park	Cord	70	\$	\$
2.	Mount Revelstoke National Park	Cord	20	\$	\$
Subtotal D. (Sum of Items D.1 and D.2)					\$

TOTAL EVALUATED BID PRICE – Sum of Subtotals A+B+C+D	\$
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Name of bidding Company: _____

Notes:

1. Firm unit prices will remain firm for the entire period of the Standing Offer period and option year periods.
2. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.
3. Should there be an error in the extended pricing of the Offerer's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Offerers' proposal shall be changed to reflect the quantities stated in the RFSO. The estimated usage specified above, are provided for evaluation purposes only.

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Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Oksana Kuzyshyn

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

Title - Sujet
Firewood

ANNEX "C"

STANDING OFFER REPORTING FORM

Standing offer	(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY Y)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)	Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY Y)	End Reporting Period (DD/MM/YYYY)	
Call up #	Work Description	Date of Order	Date of Delivery	Value of Order (GST extra)

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

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Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Oksana Kuzyshyn

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

Title - Sujet
Firewood

ANNEX "D"

INTEGRITY PROVISIONS – LIST OF NAMES FORM

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

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

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

Offeror's business structure:

(Sole proprietorship, corporation, joint venture, partnership, etc.)

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

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00

Contracting Authority - Autorité contractante
Oksana Kuzyshyn

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

Title - Sujet
Firewood

ANNEX "E"

DIRECT DEPOSIT ENROLLMENT FORM

Under separate attachment.