



**RETURN BIDS TO:**  
**RETOURNER LES SUBMISSION 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 QUOTATION

## DEMANDE DE PRIX

### Quotation 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 goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

### Prix aux : 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 biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Issuing Office - Bureau de distribution :

Parks Canada Agency  
National Contracting Services Unit  
Suite 1300, 635 – 8<sup>th</sup> Avenue S.W.  
Calgary, AB T2P 3M3

<b>Title - Sujet</b> Lake Louise Area Shuttle 2017, AB		
<b>Solicitation No. - N° de l'invitation</b> 5P420-17-5014/A	<b>Date</b> 25 April, 2017	
<b>Client Reference No. - N° de référence du client</b> n/a		
<b>GETS Reference No.   N° de référence de SEAG</b> PW-17-00777151		
<b>Solicitation Closes - L'invitation prend fin</b>  At - à : 14 :00 On - le : 09 May, 2017		<b>Time Zone - Fuseau horaire</b> <b>MDT</b>
<b>F.O.B. - F.A.B.</b> Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
<b>Address Enquiries to - Adresser toutes questions à</b> Joanne S. Cuthbert		
<b>Telephone No. - N° de telephone</b> (403) 292-4558	<b>Fax No. -N° de télécopieur</b> (403) 292-4475	<b>Email Address - Courriel</b> <a href="mailto:joanne.cuthbert@pc.gc.ca">joanne.cuthbert@pc.gc.ca</a>
<b>Destination of Goods, Services, and Construction - Destination des biens, services, et construction</b> Lake Louise, AB		

### TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

<b>Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>Telephone No. - N° de telephone</b>	<b>Fax No. - N° de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 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 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) (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.

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

### **2.2 Submission of Bids**

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

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

### **2.3 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

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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.

## **2.4 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

### **Section I: Financial Bid**

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

#### **3.1.1 Exchange Rate Fluctuation**

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

### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price

### 4.2 Basis of Selection

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

## 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. 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 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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

### 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 - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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

### 5.2.2 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 ( )
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**Contracting Authority - Autorité contractante**  
Joanne S. Cuthbert

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

**Title - Sujet**  
Lake Louise Area Shuttle 2017, AB

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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.

## **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**

There is no security requirement applicable to this 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) (<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.

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.

### **6.4 Term of Contract**

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

The period of the Contract is from May 19, 2017 to October 09, 2017 inclusive.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

**Joanne S. Cuthbert**  
Parks Canada Agency  
National Contracting Services Unit  
Suite #1300, 635 – 8 Avenue S.W.  
Calgary, AB T2P 3M3

Telephone: (403) 292-4558  
Facsimile: (403) 292-4475  
E-mail address: [joanne.cuthbert@pc.gc.ca](mailto:joanne.cuthbert@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.

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Contracting Authority - Autorité contractante  
Joanne S. Cuthbert

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

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### 6.5.2 Project Authority

The Project Authority for the Contract is:

**\*\*\* To be determined at contract award \*\*\***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

Canadian Bidders are requested 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](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, 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

### 6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ *(inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

### 6.7.2 Limitation of Expenditure

**6.7.2.1** Canada's total liability to the Contractor under the Contract must not exceed \$ *(inserted at contract award)*. Customs duties are included and Applicable Taxes are extra.

**6.7.2.2** No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

**6.7.2.3** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 Monthly Payment

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

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

## 6.8 Invoicing Instructions

**6.8.1** 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.

**6.8.2** Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

**6.9 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 April 2016. If the bidder 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 Purchase Order or Contract.

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

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

**6.10 Certifications**

**6.10.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**6.11 Applicable Laws**

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

**6.12 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) the Contractor's bid dated ***(inserted at contract award)***.

**6.13 SACC Manual Clauses**

[A1009C](#) (2008-05-12), Work Site Access

[A9068C](#) (2010-01-11), Government Site Regulations

[B6802C](#) (2007-11-30), Government Property

## 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.

## 6.15 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in section 6.15.1. 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.

### 6.15.1 Commercial General Liability Insurance

**6.15.1.1** The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

**6.15.1.2** The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:

***Her Majesty the Queen in Right of Canada as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency.***

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

## **6.15.2 Automobile Liability Insurance**

**6.15.2.1** The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

**6.15.2.2** The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- e. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
- f. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
  - 8 to 12 Passengers: \$5,000,000
  - 13 or more Passengers: \$8,000,000

## ANNEX "A" - STATEMENT OF WORK

### 1. Scope

#### 1.1 Background

The Lake Louise area in Banff National Park is an iconic Canadian destination that welcomes millions of visitors every year. Traffic congestion to this scenic location has been an issue for decades and has become increasingly problematic with higher visitation each year.

Visitation to Lake Louise has increased steadily and has reached a point where there are now risks to public safety and quality visitor experiences. Different approaches have been employed over the years with the goal of alleviating traffic congestion, however the problem persists.

The development of a traffic management protocol and implementation of a shuttle service to Moraine Lake in the fall of 2013, which has expanded yearly since then, was a major step forward in managing the congestion to the Moraine Lake area in September. In 2016 Parks Canada initiated a weekend shuttle route to Upper Lake Louise from July 1 to the September long weekend as well as a Moraine Lake Shuttle for the remaining September weekends. Approximately 17 000 people used the service which meant that approximately 34 km of cars were removed from Lake Louise Drive.

Parks Canada is dedicated to finding a long term solution to traffic management in the Lake Louise area and committed to the implementation of a local transit system. The Lake Louise, Yoho and Kootenay (LLYK) Field Unit continues to work with local stakeholders to deliver on a local transit system, which is anticipated to be implemented in the summer of 2018 at the earliest. An interim measure must be implemented in order to help alleviate traffic congestion prior to the introduction of a local transit system.

#### 1.2 Objective

Based on the successes of 2016 Parks Canada will be implementing a daily shuttle to Upper Lake Louise from May 19 to September 10<sup>th</sup> and a daily shuttle to Moraine Lake from September 11<sup>th</sup> to October 9<sup>th</sup>.

#### 1.3 Reference Documents

- 1.3.1 Appendix A: Upper Lake Louise Shuttle Service Schedule
- 1.3.2 Appendix B: Moraine Lake Shuttle Bus Schedule
- 1.3.3 Appendix C: Shuttle Bus Routes
- 1.3.4 Appendix D: Parking Lot Pictures

### 2. Requirements

#### 2.1 Scope of Work

The Contractor will be responsible to provide a return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot with a stop at Samson Mall in both directions. This shuttle service will operate over 115 days in May, June, July, August, September, and October 2017. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m.

Upper Lake Louise Shuttle:

Month	May	June	July	August	September
Dates	19-31	1-30	1-31	1-31	1-10
Total of days	13 days	30 days	31 days	31 days	10 days

Between May 19<sup>th</sup> and September 10<sup>th</sup> the Contractor will be responsible for round trip service for visitors at the following locations on each trip:

- Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway
- Samson Mall is in the village of Lake Louise 250m from the Trans-Canada Highway.
- Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway.

#### Moraine Lake Shuttle 2017:

The Contractor will be responsible to provide a return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot with a stop at Samson Mall in both directions. This shuttle service will operate over twenty- eight days between September 11<sup>th</sup> and October 9<sup>th</sup> inclusive. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m.

Month	September	Oct 09
Dates	11-30	1-09
Total of days	19 days	09

For the duration of the Contract, the Contractor will be responsible for round trip service for visitors at the following locations on each trip:

- Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway
- Samson Mall is in the village of Lake Louise 250m from the Trans-Canada Highway.
- Moraine Lake parking lot located 15 km from the Trans-Canada Highway.

## **2.2 Level of Service**

The Contractor must:

- 2.2.1 Provide enough shuttles to transport at least 1,160 return passengers per day to both Lake Louise and Moraine Lake as indicated in the scope of work;
- 2.2.2 Provide sufficient capacity to run buses between the Lake Louise Overflow parking lot, Samson Mall and the Upper Lake Louise parking lot every 15 minutes as per schedule in **Appendix A** for a minimum of 40 passengers per run;
- 2.2.3 Provide sufficient capacity to run buses between the Lake Louise Overflow parking lot, Samson Mall and the Moraine Lake parking lot every 15 minutes as per schedule in **Appendix B** for a minimum of 40 passengers per run;
- 2.2.3 Provide buses with a minimum seating capacity of 40 passengers;
- 2.2.4 Provide the shuttle service from 8:00 a.m. to 6:15 p.m., with the first visitor pickup at the Lake Louise Overflow parking lot at 8:00 a.m. and the last visitor pickup at either the Upper Lake Louise parking lot or Moraine Lake at 6:15 p.m. in accordance with the schedule in **Appendix A and Appendix B**;
- 2.2.5 Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot (additional runs will be paid at a per bus run rate).

2.2.6 The contractor will provide one (1) extra shuttle on the July Long Weekend (July 1, 2 and 3) and during the August Long Weekend (August 5, 6, and 7) to help with higher visitation volumes.

Refer to **Appendix C** for Upper Lake Louise shuttle bus route and **Appendix D** for pictures of parking lots, which indicates the pickup and drop-off locations.

### **2.3 Contractor Responsibilities**

In accordance with the Alberta Traffic Safety Act and Transport Canada Canada's Motor Vehicle Transportation Act (1987) and National Safety Code, the Contractor must:

- 2.3.1 Maintain the daily schedules in **Appendix A and Appendix B**;
  - 2.3.2 Provide adequate number of buses and drivers to meet the schedule requirements;
  - 2.3.3 Provide adequate number of buses and drivers to transport at least 1,160 return passengers per day as outlined in the 2.2 Level of Service;
  - 2.3.4 Provide excellent customer service;
  - 2.3.5 Provide all bus drivers with matching uniforms that clearly identifies them as the shuttle service drivers (this could be as simple as black pants and a white shirt with an appropriate identifier name tag);
  - 2.3.6 Provide all bus drivers a means of communication while buses are in service (radios or cell phones);
  - 2.3.7 Ensure all bus drivers are able to communicate in English;
  - 2.3.8 Ensure that all bus drivers present Parks Canada in a positive and professional manner at all times;
  - 2.3.9 Ensure that all bus drivers assist in the loading and unloading of passengers and baggage;
  - 2.3.10 Ensure that each bus driver has a clean driving abstract and that they are appropriately licensed to drive the passenger buses for the duration of the Contract;
  - 2.3.11 Provide drivers accommodation at its own cost (if required);
  - 2.3.12 Provide a spare bus on location in the event of a breakdown;
  - 2.3.13 Keep each bus clean at all times;
  - 2.3.14 Ensure the buses are clearly marked with the company logo and clearly indicate that contract services are being provided;
  - 2.3.15 Display signs provided by Parks Canada in each bus;
  - 2.3.16 Ensure that the buses are properly geared and have sufficient power to safely and effectively operate when fully loaded;
  - 2.3.17 Maintain operating status as required by Transportation Alberta ([http://www.transportation.alberta.ca/Content/docType276/Production/SFC\\_Application\\_Summary.pdf](http://www.transportation.alberta.ca/Content/docType276/Production/SFC_Application_Summary.pdf)) for the duration of the Contract;
-



- 2.3.18 Ensure that all buses are approved for this service through the Commercial Vehicle Inspection Program (CVIP) and have a valid permit for the duration of the Contract (proof must be provided to the Project Authority prior to the operation of any bus in the performance of the work under the Contract);
- 2.3.19 Obtain and maintain insurance the specific insurance requirements for the duration of the Contract;
- 2.3.20 Ensure that all bus drivers attend a shuttle program orientation provided by Parks Canada prior to the operation on any bus in the performance of the work under the Contract.

## **2.4 Support Provided by Canada**

Parks Canada shall:

- 2.4.1 Provide a shuttle program orientation to all bus drivers;
- 2.4.2 Provide the daily schedules;
- 2.4.3 Provide a sign to display on each bus indicating it is the free shuttle in between the Lake Louise Overflow, Samson Mall and the Upper Lake Louise parking lot;
- 2.4.4 Provide a site map identifying the pickup and drop-off locations (see **Appendix C** and **Appendix D**).

## **2.5 Constraints**

- The busses are not required to be handicapped accessible;
- Bicycles and pets will not be authorized on the bus;
- The shuttle service is free to all users;
- Parks Canada reserves the right to request the removal of any drivers and a replacement is to be provided at no cost;
- Under no circumstances are drivers to accept tips from passengers.

**Appendix A –Upper Lake Louise Shuttle Schedule**

Lake Louise Overflow to Lake Louise Village		Lake Louise Village to Upper Lake Louise		Upper Lake Louise to Lake Louise Village		Lake Louise Village to Lake Louise Overflow	
INBOUND		INBOUND		OUTBOUND		OUTBOUND	
AM	PM	AM	PM	AM	PM	AM	PM
8:00	12:00	8:30	12:00	9:00	12:00	9:30	12:00
8:15	12:15	8:45	12:15	9:15	12:15	9:45	12:15
8:30	12:30	9:00	12:30	9:30	12:30	10:00	12:30
8:45	12:45	9:15	12:45	9:45	12:45	10:15	12:45
9:00	1:00	9:30	1:00	10:00	1:00	10:30	1:00
9:15	1:15	9:45	1:15	10:15	1:15	10:45	1:15
9:30	1:30	10:00	1:30	10:30	1:30	11:00	1:30
9:45	1:45	10:15	1:45	10:45	1:45	11:15	1:45
10:00	2:00	10:30	2:00	11:00	2:00	11:30	2:00
10:15	2:15	10:45	2:15	11:15	2:15	11:45	2:15
10:30	2:30	11:00	2:30	11:30	2:30		2:30
10:45	2:45	11:15	2:45	11:45	2:45		2:45
11:00	3:00	11:30	3:00		3:00		3:00
11:15	3:15	11:45	3:15		3:15		3:15
11:30	3:30		3:30		3:30		3:30
11:45	3:45		3:45		3:45		3:45
	4:00		4:00		4:00		4:00
			4:15		4:15		4:15
					4:30		4:30
					4:45		4:45
					5:00		5:00
					5:15		5:15
					5:30		5:30
					5:45		5:45
					6:00		6:00
							6:15

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Overflow parking lot to the Lake Louise Village Samson Mall from 8:00 a.m. to 4:00 p.m. (33 inbound trips)
- Shuttle runs from Lake Louise Village to Upper Lake Louise parking lot from 8:30 a.m. to 4:15 p.m. (32 trips)
- Shuttle runs from the Upper Lake Louise parking lot to the Lake Louise Village from 9:00 a.m. to 6:00 p.m. (37 outbound trips)
- Shuttle runs from the Lake Louise Village to the Lake Louise Overflow parking lot from 9:30 a.m. to 6:15 p.m. (36 outbound trips)

Note that the total distance in between the Lake Louise Overflow parking lot and the Upper Lake Louise parking lot is 10.2 km and that uninterrupted travel time is approximately 10 minutes one way. Based on statistics from previous years, at least an additional 20 minutes each way should be estimated to account for pickup and drop-off times, and possible traffic congestion. With the addition of a stop in Lake Louise Village for 2017 Parks Canada estimates that 6 buses (with a minimum seating capacity of 40 passengers) and a spare would be required to run the shuttle service as described in the Level of Service.

**Appendix B –Moraine Lake Louise Shuttle Schedule**

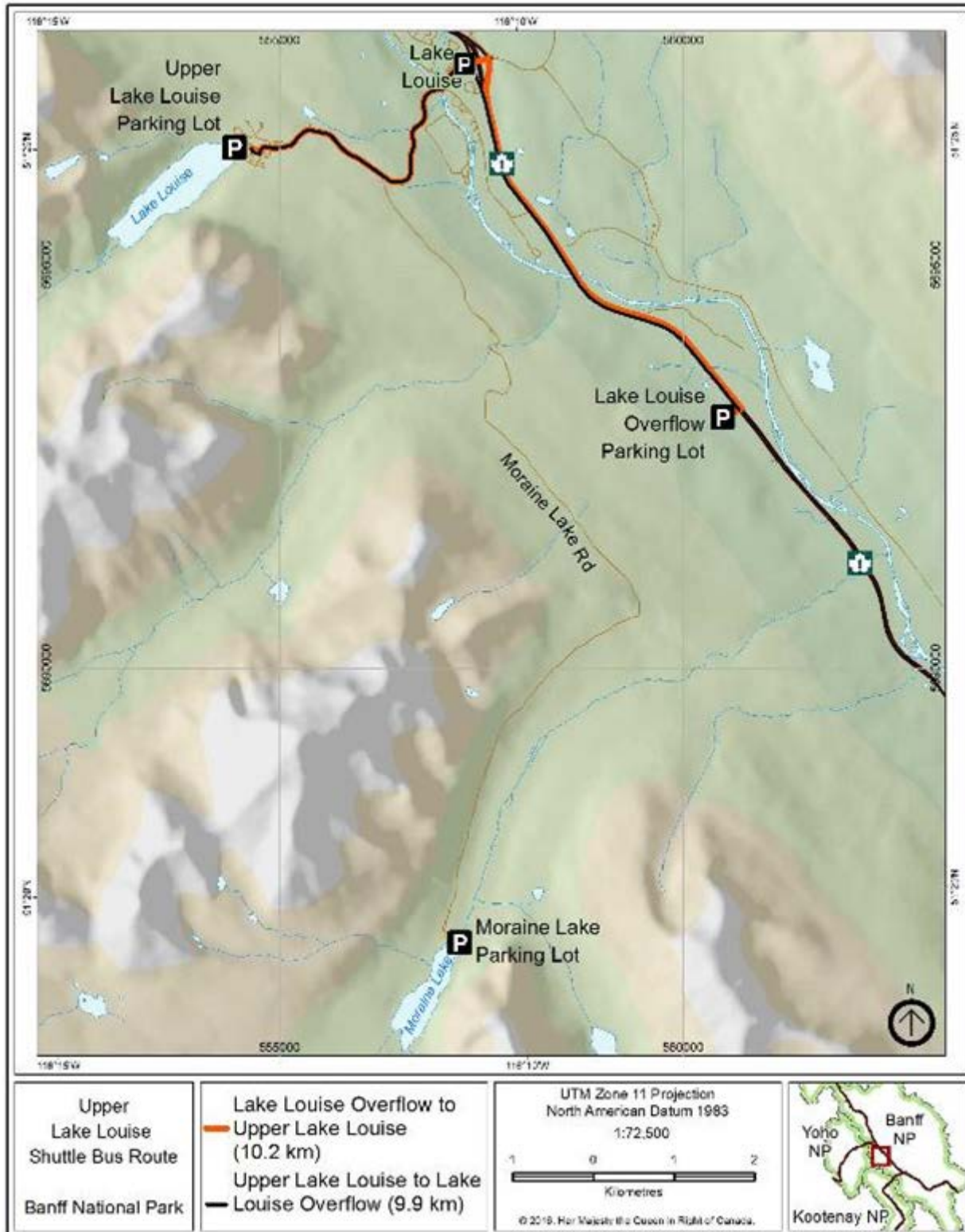
Lake Louise Overflow to Lake Louise Village INBOUND		Lake Louise Village to Moraine Lake INBOUND		Moraine Lake to Lake Louise Village OUTBOUND		Lake Louise Village to Lake Louise Overflow OUTBOUND	
AM	PM	AM	PM	AM	PM	AM	PM
8:00	12:00	8:30	12:00	9:00	12:00	9:30	12:00
8:15	12:15	8:45	12:15	9:15	12:15	9:45	12:15
8:30	12:30	9:00	12:30	9:30	12:30	10:00	12:30
8:45	12:45	9:15	12:45	9:45	12:45	10:15	12:45
9:00	1:00	9:30	1:00	10:00	1:00	10:30	1:00
9:15	1:15	9:45	1:15	10:15	1:15	10:45	1:15
9:30	1:30	10:00	1:30	10:30	1:30	11:00	1:30
9:45	1:45	10:15	1:45	10:45	1:45	11:15	1:45
10:00	2:00	10:30	2:00	11:00	2:00	11:30	2:00
10:15	2:15	10:45	2:15	11:15	2:15	11:45	2:15
10:30	2:30	11:00	2:30	11:30	2:30		2:30
10:45	2:45	11:15	2:45	11:45	2:45		2:45
11:00	3:00	11:30	3:00		3:00		3:00
11:15	3:15	11:45	3:15		3:15		3:15
11:30	3:30		3:30		3:30		3:30
11:45	3:45		3:45		3:45		3:45
	4:00		4:00		4:00		4:00
			4:15		4:15		4:15
					4:30		4:30
					4:45		4:45
					5:00		5:00
					5:15		5:15
					5:30		5:30
					5:45		5:45
					6:00		6:00
							6:15

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Overflow parking lot to the Lake Louise Village Samson Mall from 8:00 a.m. to 4:00 p.m. (33 inbound trips)
- Shuttle runs from Lake Louise Village to Moraine Lake parking lot from 8:30 a.m. to 4:15 p.m. (32 trips)
- Shuttle runs from the Moraine Lake parking lot to the Lake Louise Village from 9:00 a.m. to 6:00 p.m. (37 outbound trips)
- Shuttle runs from the Lake Louise Village to the Lake Louise Overflow parking lot from 9:30 a.m. to 6:15 p.m. (36 outbound trips)

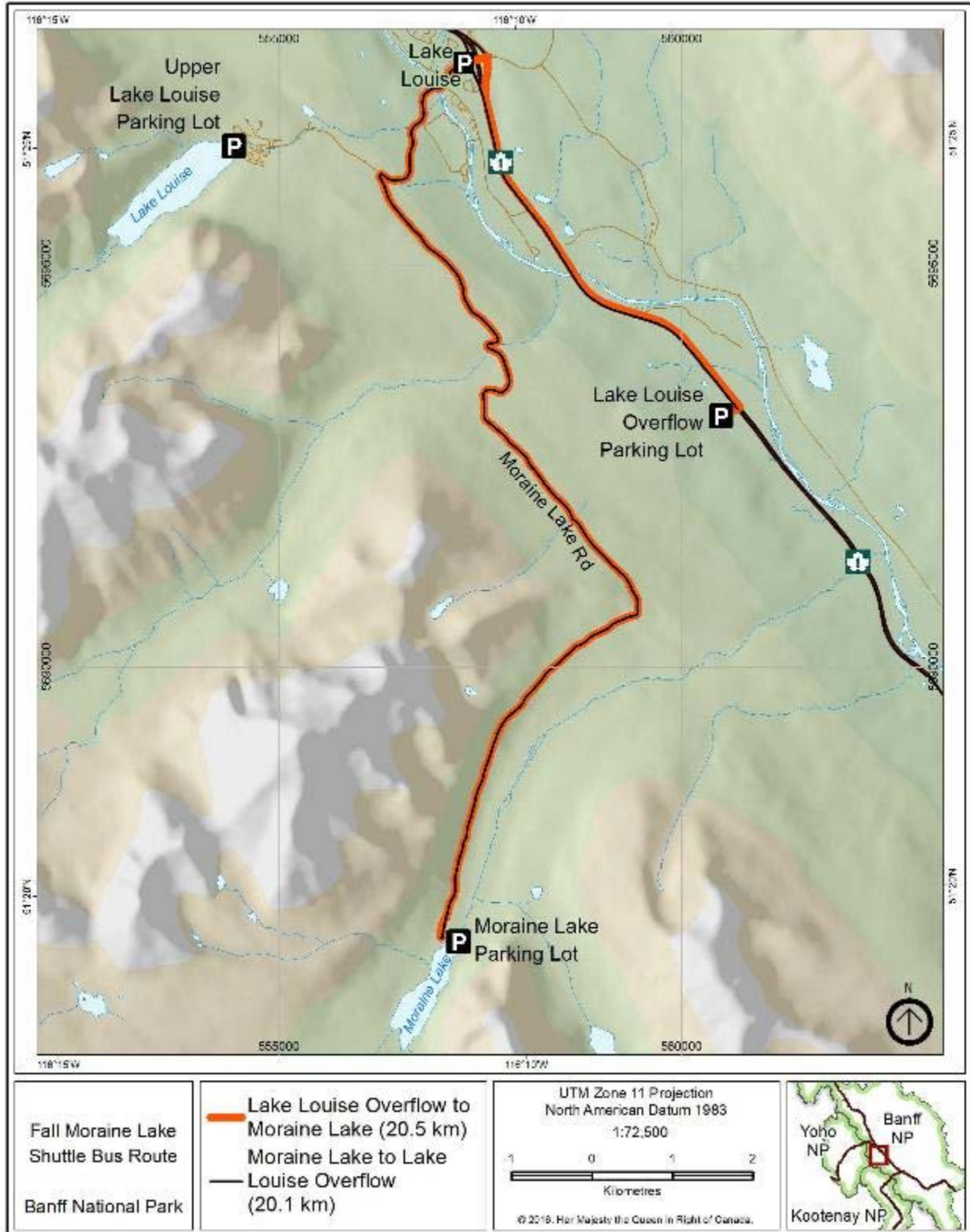
Note that the total distance in between the Lake Louise Overflow parking lot and Moraine Lake parking lot is 20.5 km and that uninterrupted travel time is approximately 25 minutes one way. Based on the Moraine Lake shuttle service's statistics from previous years, at least an additional 20 minutes each way should be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates that 6 buses (with a minimum seating capacity of 40 passengers) and a spare would be required to run the shuttle service as described in the Level of Service.

### Appendix C – Shuttle Bus Routes

#### Upper Lake Louise



**Moraine Lake:**



## Appendix D – Parking Lot Pictures

### Lake Louise Overflow Parking Lot



### Lake Louise Overflow Pickup/Drop-off Location (by the kiosk and washroom building)



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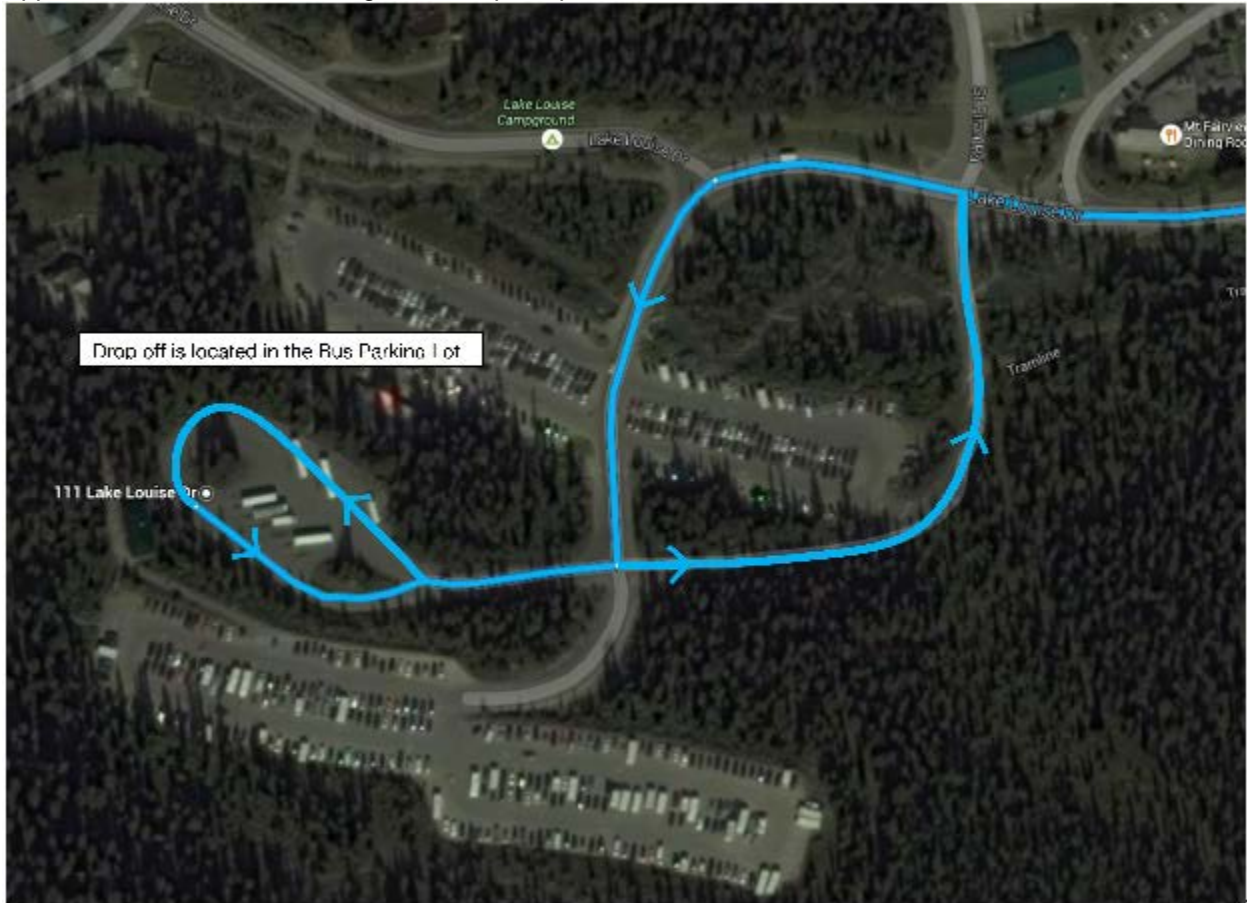
Amd. No. - N° de la modif.  
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Contracting Authority - Autorité contractante  
Joanne S. Cuthbert

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

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Upper Lake Louise Bus Parking Lot Pickup/Drop off Location



Moraine Lake Parking Lot Pickup/Drop-off Location (existing bus parking lot on the right of the road by the sidewalk)



**ANNEX "B" - BASIS OF PAYMENT**

**1. Firm Prices for Required Services**

The Contractor will be paid an all-inclusive firm price(s) (inclusive but not limited to all labour; equipment; materials; supplies; transportation; rentals; disbursements; accommodations; mobilization and demobilization; insurance; drivers; vehicles; fuel; etc) required for satisfactorily completing its obligations under the Contract in accordance with the Statement of Work at Annex "A" as specified below.

Bidders must submit their financial bid in accordance with the Basis of Payment.

Item No.	Description	Firm Price
1.1	Six (6) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide a return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot with a stop at Samson Mall every fifteen minutes as required in both directions. This shuttle service will operate over 115 days in May, June, July, August, September, and October 2017. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m.	\$
1.2	Six (6) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide a return shuttle service from the Lake Louise Overflow parking lot, Samson Mall and the Moraine Lake parking lot every 15 minutes as required in both directions over 28 days in September and October 2017. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m.	\$
A.	<b>Combined Total Firm Price</b> (Sum of items no. 1.1 through 1.2)	\$

**2. Firm Unit Prices for Additional Services**

Any resulting cost adjustments to the Contract shall be negotiated with the Contractor and must not exceed the all-inclusive firm unit prices as specified below.

Item No.	Description	Unit of Measurement	Estimated Quantity	Firm Unit Price
2.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot.	Per Run Per Bus	1	\$
2.2	Provide one (1) extra shuttle on the July Long Weekend (July 1, 2 and 3) and during the August Long Weekend (August 5, 6, and 7)	Per Day Per Bus	1	\$
B.	<b>Combined Total Firm Unit Price</b> (Sum of items no. 2.1 through 2.2)			\$



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n/a

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### 3. Total Combined Evaluated Bid Price

Item No.	Description	Total
C	Total Combined Evaluated Bid Price (C = A + B)	\$

#### NOTE:

- (a) All prices are in Canadian dollars, FOB destination,
- (b) Canadian customs duties and excise taxes included.
- (c) Pricing and rates provided must include all costs associated with completing the Work in accordance with the full requirements of Annex A – Statement of Work.
- (d) In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation.
- (e) In the case of error in the extension of prices, the unit price will govern.
- (f) For the purposes of evaluation, the Total Combined Evaluated Bid Price will be comprised of the Firm Lump Sum Amount – Contract (Table A) and the Option Period Price Adjustment (Table C).

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**ANNEX "C" - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

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

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

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

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

<b>Location of Work</b>
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<b>General Description of Work to be Completed</b>
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n/a

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**Mark "Yes" where applicable.**

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

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

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<b>Name</b>	<b>Signature</b>	<b>Date</b>
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**Contracting Authority - Autorité contractante**  
Joanne S. Cuthbert

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

**Title - Sujet**  
Lake Louise Area Shuttle 2017, AB

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**ANNEX "D" - INTEGRITY PROVISIONS – LIST OF NAMES FORM**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

**Bidder's business structure:**

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

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1.

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10.

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**Amd. No. - N° de la modif.**  
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**Contracting Authority - Autorité contractante**  
Joanne S. Cuthbert

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

**Title - Sujet**  
Lake Louise Area Shuttle 2017, AB

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**ANNEX "E" - DIRECT DEPOSIT ENROLLMENT FORM**

Under separate attachment.

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**Amd. No. - N° de la modif.**  
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**Contracting Authority - Autorité contractante**  
Joanne S. Cuthbert

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

**Title - Sujet**  
Lake Louise Area Shuttle 2017, AB

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**ANNEX "F" - CERTIFICATE OF INSURANCE**

Under separate attachment.