

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0B2 / Noyau 0B2

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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 sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

There are security requirements associated with this requirement, consult Part 6 and Part 7.

Ce besoin comporte des exigences relatives à la sécurité, consulter la Partie 6 et la Partie 7.

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la formation et des services spécialisés

11 Laurier St. / 11, rue Laurier

10C1, Place du Portage

Gatineau, Québec K1A 0S5

Title - Sujet Parking Management Services	
Solicitation No. - N° de l'invitation EHA01-182353/A	Date 2018-01-17
Client Reference No. - N° de référence du client 20182353	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-113-32123	
File No. - N° de dossier 113zh.EHA01-182353	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-27	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Reynolds(zh), Diane	Buyer Id - Id de l'acheteur 113zh
Telephone No. - N° de téléphone (613) 858-8571 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein Voir aux présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of 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)	
Signature	Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Basis for Canada's Ownership of Intellectual Property

PART 3 - BID PREPARATION INSTRUCTIONS

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

PART 6 - SECURITY AND OTHER REQUIREMENTS

1. Security Requirements
2. Insurance Requirements

List of Attachments:

Attachment 1 to Part 3, Pricing Schedule
Attachment 2 to Part 3, Certifications and Additional Information
Attachment 1 to Part 4, Technical Criteria

PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications and Additional Information
9. Applicable Laws
10. Priority of Documents
11. Foreign Nationals
12. Insurance Requirements
13. Receipt and Deposit of Public Money
14. SACC Manual Clauses
15. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

List of Annexes:

Annex A, Statement of Work
Annex B, Basis of Payment
Annex C, Security Requirement Check List
Annex D, Insurance Requirements

Bid solicitation EHA01-182353/A for the provision of the following professional services: parking management services.

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications and additional information to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, Technical Criteria, and Certifications and Additional Information.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List and Insurance Requirements.

2. Summary

Public Works and Government Services Canada (PWGSC) requires parking management services for 300 Laurier Avenue West, the L'Esplanade Laurier Complex, Ottawa, Ontario. The facility accommodates approximately 900 federal government employees (tenant departments) from a number of different departments, along with commercial tenants.

The period of the Contract is from April 27, 2018 to April 30, 2019 with the option to extend the term of the contract by four additional one-year period(s).

There are security requirements associated with this requirement, consult Part 6 and Part 7.

This requirement is covered under the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

The resulting Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).

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 at the sole discretion of the Contracting Authority.

PART 2 - BIDDER INSTRUCTIONS

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 (SACC) Manual (<https://buyandsell.gc.ca/policy-andguidelines/standard-acquisition-clauses-and-conditions-manual>) issued by PWGSC.

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 (2017-04-27), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 calendar days.

2. Submission of Bids

Bids must be submitted only to PWGSC 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 electronic mail or facsimile to PWGSC will not be accepted.

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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required in Attachment 2 to Part 3 - Certifications and Additional Information form 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.

4. Inquiries - Bid Solicitation

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

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

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

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.

6. Basis for Canada's Ownership of Intellectual Property

PWGSC has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections OR separate electronic files as follows:

Section I: Technical Bid (4 hard copies OR 1 soft copy on CD/DVD/USB key);
Section II: Financial Bid (1 hard copy OR 1 soft copy on CD/DVD/USB key); and
Section III: Certifications and Additional Information (1 hard copy OR 1 soft copy on CD/DVD/USB key)

This bid solicitation uses Portable Document Format (PDF) technology. To access the PDF form, bidders must have a PDF reader installed. If bidders do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

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; and
- 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 paper containing fiber 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 color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

1. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.
2. The prices specified in the pricing schedule, when quoted by the Bidder, includes all the costs to be incurred by the Bidder to meet its obligations under the Contract.
3. Bidders must submit their prices FOB destination, Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
4. When preparing their financial bid, Bidders should review clause 1.2, Financial Evaluation, of Part 4 of the bid solicitation.
5. In their financial bids, bidders must provide a price breakdown for each firm lot price per month quoted in response to the pricing schedule detailed in Attachment 1 to Part 3.

a. Estimated Cost of Professional Fees

For each category of personnel (required), bidders must provide the total estimated cost of professional fees.

b. Estimated Cost of Parking Systems and Equipment

Bidders must provide the total estimated cost of parking systems and equipment. Bidders must also provide the total estimated cost of labour to install and remove the parking systems and equipment.

c. Estimated Cost of Administration

Bidders must provide the total estimated cost of administration.

d. Estimated Cost of Other Direct Charges

Bidders must identify the categories of other direct charges anticipated (such as long distance communications and rental); and provide the total estimated cost.

e. Applicable Taxes

The price breakdown must not include the Applicable Taxes.

Section III: Certifications and Additional Information

In Section III of their bid, Bidders should provide the certifications required under Part 5 and, as applicable, any associated documentation and additional information.

- a. Bidders must complete their Certifications and Additional Information by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf;
- b. Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications; and
- c. The form should be signed.

ATTACHMENT 1 to PART 3 PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid once completed.

The Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below, its quoted firm lot price per month (in Cdn \$), Applicable Taxes excluded.

If the Bidder adds any conditions to the pricing schedule, the Bidder's financial bid will be declared non-responsive. Bidders can add additional lines, if required.

Price breakdown for each firm lot price per month quoted in response to the pricing schedule.

Contract Period	Estimated Cost
Professional Fees	
	\$
	\$
	\$
	\$
Parking Systems and Equipment	
	\$
	\$
	\$
	\$
Labour	\$
Administration	\$
Other Direct Charges	
	\$
	\$
	\$
	\$
Total for Contract Period	\$ /month

Option Period 1	Estimated Cost
Professional Fees	
	\$
	\$
	\$
	\$
Parking Systems and Equipment	
	\$
	\$
	\$
	\$
Labour	\$
Administration	\$
Other Direct Charges	
	\$
	\$
	\$
	\$
Total for Option Period 1	\$ /month

Option Period 2	Estimated Cost
Professional Fees	
	\$
	\$
	\$
	\$
Parking Systems and Equipment	
	\$
	\$
	\$
	\$
Labour	\$
Administration	\$
Other Direct Charges	
	\$
	\$
	\$
	\$
Total for Option Period 2	\$ /month

Option Period 3	Estimated Cost
Professional Fees	
	\$
	\$
	\$
	\$
Parking Systems and Equipment	
	\$
	\$
	\$
	\$
Labour	\$
Administration	\$
Other Direct Charges	
	\$
	\$
	\$
	\$
Total for Option Period 3	\$ /month

Option Period 4	Estimated Cost
Professional Fees	
	\$
	\$
	\$
	\$
Parking Systems and Equipment	
	\$
	\$
	\$
	\$
Labour	\$
Administration	\$
Other Direct Charges	
	\$
	\$
	\$
	\$
Total for Option Period 4	\$ /month

		Quoted Firm Lot Price per Month (in Cdn \$)	Estimated Duration (Months)	Subtotal (in Cdn \$)
		A	B	C = A x B
1	Contract Period April 27, 2018 to April 30, 2019	\$	12	\$
2	Option Period 1	\$	12	\$
3	Option Period 2	\$	12	\$
4	Option Period 3	\$	12	\$
5	Option Period 4	\$	12	\$
Total Evaluated Price (Applicable Taxes excluded) (C1+C2+C3+C4+C5)				\$

Solicitation No. - N° de l'invitation
EHA01-182353/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
113zh

Client Ref. No. - N° de réf. du client
20182353

File No. - N° du dossier
113zh.EHA01-182353

CCC No./N° CCC - FMS No./N° VME

ATTACHMENT 2 to PART 3
CERTIFICATIONS AND ADDITIONAL INFORMATION

See the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Joint Venture Experience

- a. Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture;

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b. A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation;

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have three years of experience providing maintenance service, and (b) that the bidder have two years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for three years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling three years. Such a response would be declared non-responsive.

- c. Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive;

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days; and

- d. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

1.1.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.2 Financial Evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

The responsive bid with the lowest evaluated price will be recommended for award of a contract.

**ATTACHMENT 1 to PART 4
TECHNICAL CRITERIA**

1.0 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical (MT) Criterion
MT1	<p>The Bidder must demonstrate that they have a minimum of 60 months of experience since January 1, 2011 providing parking management services similar to the services described in Annex A, Statement of Work. The parking facility must have 200 or more parking spaces.</p> <p>Similar refers to the types of parking, the number of parking spaces, the tasks and parking equipment as per Annex A, Statement of Work and Appendix A, Parking Equipment and Environment Specifications.</p> <p>In order to demonstrate the experience, the Bidder must provide the following information, as a minimum, for each applicable period of demonstrated experience:</p> <ul style="list-style-type: none">• Description of parking management services;• Description of the parking facility, including number of parking spaces;• Address of parking facility;• Client name; and• Start and end dates of the service period. <p>The 60 months of experience cannot be concurrent.</p>
MT2	<p>The Bidder must demonstrate that they have a minimum of 24 months of experience since January 1, 2014 using an electronic revenue control system similar to the services described in Annex A, Statement of Work.</p> <p>Similar refers to internal controls covering revenue and expenses (revenue control system) as per Annex A, Statement of Work.</p> <p>In order to demonstrate the experience, the Bidder must provide the following information, as a minimum:</p> <ul style="list-style-type: none">• Start and end dates of the period using the electronic revenue control system application; and• Description of the electronic revenue control system application. <p>The 24 months of experience cannot be concurrent.</p>

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

Canada has the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive or constitute a default under the Contract.

Bidders must complete their certifications required under Part 5 by using the attached PDF fillable form, Attachment 2 to Part 3 - Certifications.pdf.

PART 6 – SECURITY REQUIREMENTS AND OTHER REQUIREMENTS

1. Security Requirements

1.1 Before award of a contract, the following conditions must be met:

- a. The Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- b. The Bidder's resources requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- c. As indicated in Attachment 2 to Part 3, the Bidder must provide the organization security information; and
- d. For additional information on security requirements, bidders should refer to the Security requirements for contracting with the Government of Canada web site (<http://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>).

If the information for paragraph (c) above is not provided in or with the bid, 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.

2. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex D.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 – RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Inspection and Acceptance

The Technical 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.

3. Security Requirements

- 3.1 The following security requirement check list (SRCL) and related clauses applies and form part of the Contract:
- a. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program;
 - b. The Contractor's personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Contract Security Program;
 - c. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the Contract Security Program; and
 - d. The Contractor must comply with the provisions of the:
 - i. SRCL, attached at Annex C; and
 - ii. *Industrial Security Manual* (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from April 27, 2018 to April 30, 2019 inclusive.

4.2 Option to Extend the Contract

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

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

4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 60 calendar days under the same conditions to ensure the required transition. 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.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 15 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

4.4 Termination on Thirty Days' Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving 30 calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Diane Reynolds
Supply Specialist
Public Works and Government Services
Acquisitions Branch
Professional Services Procurement Directorate
Les Terrasses de la Chaudière
10 Wellington, 5th floor
Gatineau, Quebec, K1A 0H4
Telephone: 873-469-3941
E-mail: Diane.Reynolds@tpsgc-pwgsc.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.

5.2 Technical Authority

The Technical Authority for the Contract is:

To be identified at time of Contract award

The Technical 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 Technical Authority; however, the Technical 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.

5.3 Contractor's Representative

To be identified at time of Contract award

6. Payment

- a. In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the Basis of Payment at Annex B. Customs duties are included and Applicable Taxes are extra; and
- b. 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.

6.1 Limitation of Expenditure - Other Direct Expenses

For the Work described in sections 7.5 and 7.16 of the Statement of Work, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$(to be identified at time of Contract award). Customs duties are included and Applicable Taxes are extra.

6.2 Method of Payment

H1008C (2008-05-12), Monthly Payment

6.3 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.4 Electronic Payment of Invoices – Contract (if applicable)

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M).

7. Invoicing Instructions

- a. 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;
- b. Invoices must be distributed as follows:
 - i. The original and one copy must be forwarded to the Technical Authority for certification and payment; and
 - ii. One copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- c. Each invoice must be supported by:
 - i. Monthly Financial Report; and
 - ii. Itemized statement supported by receipt vouchers for other directed expenses.

The Contractor is fully responsible for payment to Canada for parking generated revenue.

8. Certifications and Additional Information

8.1 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.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

10. Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, SRCL;
- f. Annex D, Insurance Requirements; and
- g. Contractor's bid dated insert date.

11. Foreign Nationals

A2000C (2016-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2016-06-16), Foreign Nationals (Foreign Contractor)

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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 10 calendar 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.

13. Receipt and Deposit of Public Money

Every person who collects or receives public money must, in accordance with the Financial Administration Act (FAA) (<http://www.laws-lois.justice.gc.ca/eng/acts/F-11/index.html>),

- a. Record the following information in a register kept for that purpose:
 - i. The date of every receipt and deposit,
 - ii. The amounts received, deposited or withheld, and
 - iii. All other information required for identification or audit purposes; and
- b. Issue a receipt or acknowledgment for any public money collected or received; and
- c. Provide on daily basis to the Technical Authority a detailed listing of all credit card payments, cheques and cash deposited that day.

13.1 Cash and Cheques

Only Canadian funds will be accepted by Canada. When receiving cash or cheques, the Contractor must do all of the following:

- a. Deposit all public monies received to the credit of the Receiver General, in the following Receiver General account at the identified Financial Institution created for that purpose by the Technical Authority: financial institution to be identified following contract award; and
- b. Each deposit must be made daily as follows:
 - i. All cheques and cash must be deposited daily in the designated Receiver General account using deposit slips provided by the Technical Authority on contract award for that purpose;
 - ii. All cheques being deposited must be stamped (using black ink only) with the standard information and respective financial institution's details as set out in the "Endorsement Stamp Mandatory Information" instructions provided following contract award, as well as any additional reference numbers assigned to the financial institution branch. The stamps will be provided by the Technical Authority upon contract award;
 - iii. Cash items, including any bills and coins received, must be bundled and in order so as to ensure safe transport and efficient procession of the deposit;
 - iv. The ordering of any bills should coincide with the listing on the deposit slip from smallest to largest denomination;
 - v. Any Canadian coins included in the deposit should be rolled or packaged so as to avoid them being loose within the deposit bag;

- vi. An adding machine tape (listing the cheques in order) must be included in each batch of same currency cheques. Batches should not contain more than 250 cheques;
- vii. Note that no cheque of \$25 million or more can be accepted from the public since cheques above this amount will not be accepted by the Canadian Clearing System;
- viii. Polymer Bank Notes: For night deposits and courier/armored deliveries ONLY, the Bank of Canada requires that the new polymer notes be bundled separately from existing bank notes in the deposit;
- ix. The method used to bring a standard deposit to a Financial Institution, whether it is by courier delivery, armored car transport or brought directly to the Financial Institution, is the Contractor's decision and sole responsibility;
- x. Once the Financial Institution has received the deposit, it will initial and date stamp the deposit slip and return one copy to the depositor. In the case where the deposit is delivered by courier or armored car, a stamped copy of the previous day's deposit slip may be returned by the transport company providing the service when picking up the next day's deposit;
- xi. Where a deposit item is returned by the Financial Institution to the Contractor, the amount will be charged back to the standard deposit concentrator account. The Contractor will have five banking days after the charge back to report the returned item(s) to the Technical Authority; and
- xii. It is the Contractor's sole responsibility to ensure that arrangements are in place for safekeeping deposit items while in its custody and/or while transporting sums of money when making deposits. Canada will not be responsible for any losses that might occur while monies are in the Contractor's possession or in transit to the designated Financial Institution.

13.2 Credit Card Receipts

Only Canadian funds will be accepted by Canada. When receiving payments made by credit cards, the Contractor must, within two working days, deposit all public monies received by credit cards in the Receiver General account identified in 13.1(a) using the deposit slips identified in 13.1(b)(i).

14. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations
A9113C (2014-11-27), Handling of Personal Information

15. Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) (<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>) 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 (<https://www.canada.ca/en/treasury-board-secretariat/services/federal-real-property-management/policy-notice/2012-2.html>) of the Treasury Board Secretariat of Canada.

ANNEX A STATEMENT OF WORK

1. Objective

Public Works and Government Services Canada (PWGSC) requires parking management services for 300 Laurier Avenue West, the L'Esplanade Laurier Complex, Ottawa, Ontario.

2. Background

PWGSC requires the services of a Contractor to provide parking management services at L'Esplanade Laurier. The facility accommodates approximately 900 federal government employees (tenant departments) from a number of different departments, along with commercial tenants.

As custodian of the building, PWGSC is responsible for providing parking in accordance with its Custodial Parking Policy. This policy requires that dedicated parking spaces be made available to tenant departments to meet their Minimum Operational Requirements (MOR) and Additional Operational Requirements (AOR) as defined within the policy.

3. Overview of Facilities

The L'Esplanade Laurier parking facility consists of three underground levels. Entrance to the facility is gated and provided from Gloucester Street. There are 300 parking spaces, plus two additional spaces, which are used for bicycle parking. A monthly parking pass system is used for control purposes, with daily permits issued for short-term parking.

Of the 300 parking spaces at L'Esplanade Laurier, 25 are reserved for use by the various tenant departments to meet their operational requirements. These spaces are provided directly to the tenant departments by PWGSC through an Occupancy Instrument (OI).

4. Scope

The scope of services includes the distribution of daily and monthly parking permits, collection and remittance of revenue to the Receiver General of Canada; main office administration, responding to enquiries, access control, monitoring; installing, maintaining and repairing parking systems and equipment; and other duties as may be required to manage the parking facility in a professional, business like and efficient manner.

5. Parking Types

5.1 MOR/AOR Permits

MOR/AOR permits are for exclusive use of identified reserved parking spaces at all times. These spaces are managed by PWGSC in direct co-operation with the tenant departments. The Contractor does not collect fees for these permits, however, is responsible to provide parking access cards.

The number of parking spaces required to meet operational requirements is subject to change. PWGSC will determine any increase or decrease in operational requirements to be provided under OI. The Contractor will be informed in writing of any modifications to the operational requirements 30 calendar days prior to these changes taking effect. In exceptional circumstances (i.e. to accommodate Ministerial Staff), less than 30 calendar days notice may be provided, however, reasonable effort will be made satisfy the 30 calendar day notice period whenever possible.

5.2 Monthly Parking Permits

Monthly permits for unreserved parking spaces are managed by the Contractor and are for the use of specific parking areas other than identified MOR/AOR permit spaces.

5.3 Daily Parking Permits

There is one class of daily parking permits, transient parking and is managed by the Contractor.

5.4 Bicycle Parking Pass

The bicycle parking stalls are located on P1 and are managed by the Contractor. Parking access cards for bicycle parking are to be available upon request; and for access outside regular hours of operation, passes are to be available upon request. The bicycle parking pass must provide entry from the garage door to the bicycle stalls only and must not activate the entry or exit gates.

6. Reference Document and Definitions

Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service
(<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12541§ion=text>)

Federal Identification Program (<http://www.tbs-sct.gc.ca/fip-pcim/index-eng.asp>)

Custodial Parking Policy (<http://gcintranet.tpsgc-pwgsc.gc.ca/bi-rp/publications/politique-policy-eng.html>)

Attachment 1 to Annex A for equipment and environment specifications required under this Contract.

Attachment 2 to Annex A for drawings of the parking area, with bicycle parking and stall closures identified.

7. Tasks

7.1 The Contractor must manage and operate the parking facility.

7.2 The Contractor must ensure the collection of monthly and daily parking fees and maintain adequate revenue controls.

7.3 The Contractor must maintain an accurate and efficient system of internal controls covering revenue and expenses (revenue control system).

7.4 The Contractor must remit on a monthly basis to the Cashier's Office the full amount of all parking fees, whether actually collected by the Contractor or due and payable, and provide PWGSC with the revenue reports indicating the exact amount remitted.

7.5 For payments of parking fees to be made by credit cards, the Contractor must accept and process credit card transactions (Visa, MasterCard).

7.6 The Contractor must manage the parking in a cost effective and efficient manner, and show due diligence.

7.7 The Contractor must attend a kick-off meeting with the Technical Authority following Contract award to discuss administrative details, confirm start date on-site and provide operational start date as part of confirmation of their transition schedule (see Section 10.5).

-
- 7.8 The Contractor must provide resources for the management and operation of the parking facility including processing and issuing monthly permits at the end of the month, as required.
- 7.9 The Contractor must ensure that sufficient qualified and approved staff are available on site during regular hours of operation to issue monthly permits and daily permits, respond to enquiries, carry out enforcement, and perform other tasks as may be required for the operation of the parking facility. The Contractor must also provide all necessary executive and supervisory resources who are not stationed at the parking facility, however, are required for proper management of the parking facility.
- 7.10 The Contractor must prepare, manage and maintain a monthly parking waiting list. PWGSC may request to see the waiting list at anytime. All permits are to be offered on a first-come, first-served basis, with building tenants given first priority.
- 7.11 In the event that a monthly permit holder finds that no parking space is available, the Contractor is to act diligently to resolve the situation according to priority by class of permit. MOR/AOR permits are to receive the highest priority, followed by monthly permits, and lastly, daily permits.
- 7.12 The Contractor must not permit the parking area to be used for any purpose other than as a pay parking facility for automobiles, trucks, and motorcycles, having a maximum height no greater than 6'4" (1.93 meters) including rooftop accessories and of such length and width no greater than a parking space. Within the parking facility, the Contractor must not sell, or permit to be sold merchandise, goods, or services of any nature other than parking permits.
- 7.13 All unclaimed articles found on or in the parking facility must be turned over to PWGSC. A receipt will be given to the Contractor for such articles.
- 7.14 All of the Contractor's resources must be thoroughly familiar with the operation of all parking systems and equipment installed in the parking facility, including the parking revenue control system.
- 7.15 The Contractor must supply, install and inspect, maintain and repair all parking systems and equipment including the equipment to process debit/credit card transactions. The Contractor must remove their equipment within five working days of the Contract expiry date. The Contractor must immediately advise the Technical Authority, in writing of all defects or malfunctions of any of the parking systems and equipment that would affect the operation of the facilities. The Contractor must remove all existing equipment, and provide and install new equipment which must be fully automated (see Attachment 1 to Annex A).
- 7.16 The Contractor must manage the installation and testing of its parking systems and equipment in accordance with their transition schedule (see Section 10.5).
- 7.17 The Contractor must provide resources to operate the parking facility in the event of an emergency equipment breakdown outside regular hours of operation (see Section 8.7).
- 7.18 The Contractor must advise the Technical Authority of all problems related to cleaning (excludes the Contractor's parking systems and equipment), snow removal, ice and dirt build-up, or any other hazardous situation that may arise.
- 7.19 The Contractor must advise the National Service Call Centre (NSCC) at 1-800-463-1850, if snow removal is not completed by 7:00 a.m. or if a hazardous condition exists.
- 7.20 The Contractor's resources must have a voice pager or similar communication device to ensure a response time within one hour for contacting a PWGSC representative during all hours of operation.

-
- 7.21 The Contractor must handle and record in a prompt and courteous manner all complaints from tenants and/or users; and must inform the Technical Authority of the actions taken to resolve them within two working days of any complaint.
- 7.22 The current parking rates in section 8.10 must remain in effect for 60 calendar days at the start of the Contract. The Contractor may propose changes to the parking rates. Any changes in parking rates must be provided to the Technical Authority 60 calendar days in advance and in writing by the Contractor, and will be based on an assessment of the current parking rates in Section 8.10.
- 7.23 Parking rate changes must be communicated to the tenants in writing by the Contractor at least 30 calendar days prior to a change.
- 7.24 The Contractor must have a refund and liability policy. Changes to their refund and liability policy must be provided to the Technical Authority 60 calendar days in advance and in writing by the Contractor.
- 7.25 Changes to their refund and liability policy must be communicated to the tenants in writing by the Contractor at least 30 calendar days prior to the change.
- 7.26 The Contractor is responsible for all signage and markings required for the operation of the parking facility not including directional or safety signage.
- 7.26.1 The Contractor must post his refund and liability policy prominently at all access points;
- 7.26.2 All signs must be approved by PWGSC prior to being posted. The Contractor must conform to any and all requests from PWGSC, verbal or written, to modify, remove or relocate any signage;
- 7.26.3 No signage other than that required for management of the parking facility is permitted without the prior written consent of PWGSC; and.
- 7.26.4 All signage must meet the requirements of the Federal Identification Program (FIP) standards.
- 7.27 The Contractor must, at its own cost, obtain and maintain all required permits, licenses, consents and other approvals required by the municipality and/or other authorities having jurisdiction for the operation of the parking facility, and will abide by the terms so-imposed.
- 7.28 The Contractor must purchase, manage and supply a parking access card to tenants and/or users where required. The parking access card is the property of the service provider and the Contractor will be entitled to ask tenants and/or users for a refundable cash deposit to manage the cost of unreturned and/or lost parking access cards. The deposit amount set by the Contractor must not exceed \$20. The money deposit received from tenants and/or users is not to be registered in the revenue control system.
- 7.29 The Contractor must advise NSCC if there is a malfunction of the garage doors. They must contact NSCC at 1-800-463-1850 during regular hours of operation and outside regular hours of operation.
- 8. Constraints**
- 8.1 The Contractor must manage and operate the parking facility in accordance with the PWGSC Custodial Parking Policy.
- 8.2 No free parking is permitted in the parking facility. Vehicles of the Contractor and its resources are subject to the same parking rates as those of tenants and/or users.
- 8.3 The Contractor or its resources must not operate or use any motor vehicle belonging to the tenants and/or users under any circumstances.

8.4 Any PWGSC telephone number must not appear in directories as a working telephone for the Contractor.

8.5 The Contractor is liable for the cost of repairs and/or service arising from any damage to the said facility due to negligence of the Contractor or its resources. PWGSC reserves the right to spot check the parking facility at any time to ensure no damage has occurred.

8.6 The Contractor will only have access to the parking facility for the purposes detailed in this Contract. All on-site resources must remain in close proximity in the area of the parking facility to which they are assigned.

8.7 Resources and Hours of Operation

The Contractor must be operational on April 30, 2018. Confirmation of start date will be provided upon Contract award. The Contractor must continuously and actively carry out management of the parking facilities 24 hours per day, each day of the year, during the period of the Contract.

The Contractor must ensure that resources are available between the regular hours of operation from 6 a.m. to 6 p.m. every Monday to Friday (excluding federal statutory holidays). Outside of regular hours of operation, operation of the parking facility must be fully automated with off-site monitoring of off hours 6:00 pm to 6:00 am week days and full day monitoring on weekends and statutory holidays (see sections 7.19 and 7.29), and the Contractor must ensure that vehicles parking daily may exit the parking facility after hours and that monthly pass holders may, at all times, enter and exit the parking facility by using their parking access card.

When required, PWGSC will provide written instructions for any changes to the hours of operation. Any change must be in place operationally within five working days.

8.8 Language Requirements

The Contractor and Contractor's resources must provide services to tenants and/or users in both of Canada's official languages, English and French.

The Contractor must ensure that all printed and written matter displayed or made available to the tenants and/or users for information or advertising purposes in the parking facility must be in both of Canada's official languages. Such matter includes, but is not limited to, signs, notices, memos, and parking rates.

8.9 Uniforms

While on duty, the Contractor's resource(s) must be neatly and properly attired and wear a uniform supplied by the Contractor.

8.10 The following current parking rates must remain in effect for 60 calendar days at the start of the Contract and include the 30 calendar day notice if parking rates change:

Monthly Reserved: \$300.00/month

Monthly: \$242.00/month

Daily: \$15.00/day

Parking Access Card deposit: \$20.00

8.11 Vehicles improperly parked in reserved stalls following arrangement with the Contractor, are to be given notice or towed, where appropriate. In all cases involving MOR/AOR permits/spaces, notice must be provided to Technical Authority before any action is taken.

8.12 The number of monthly parking permits and daily parking permits that can be issued is subject to the written approval of PWGSC. The parking facility must be managed so that monthly parking permit holders are reasonably assured of finding a parking space whenever they arrive at the facility.

8.13 The number of handicapped parking spaces to be provided will be established by PWGSC based on the "Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service". Where a request for a monthly handicapped parking space is received, the Contractor must work with PWGSC to accommodate the request.

8.14 PWGSC may have any of the Contractor's resource(s) barred from and/or removed from the parking facility for security or behavioural reasons. The Contractor's supervisory resource will be contacted immediately should this occur. Replacement resource(s) must be on site within two hours of notification during regular hours of operation.

9. Client Support

9.1 PWGSC will assume responsibility for the provision, maintenance, and repair of the parking facility including the parking spaces and aisles (excludes the Contractor's parking systems and equipment).

9.2 General cleaning (sweeping, garbage removal, etc.) and snow removal of the parking facility is the responsibility of PWGSC (excludes the Contractor's parking systems and equipment).

10. Deliverables

10.1 The Contractor must collect and remit all the following documents to PWGSC for control purposes:

- 10.1.1 Incidence reports;
- 10.1.2 Complaints from the tenants and action taken; and
- 10.1.2 Parking rates.

10.2 The Contractor must provide to PWGSC on a quarterly basis, a PDF formatted list of its resources and supervisory resources requiring access to the site with approved security clearance; amendments to the list can be submitted at any time. In the event that the Contractor fails to comply with this requirement, PWGSC has the right to take appropriate contingency action, including barring access of particular resources to the parking facility.

10.3 The Contractor must provide a copy of their refund and liability policy to the Technical Authority no later than 10 working days after Contract award.

10.4 Monthly Financial Report which contains the following:

- 10.4.1 Statement of Income and expenses;
- 10.4.2 Revenue segregated by Monthly Passes, Daily Passes, Violations, Late fees; and any other documents related to the Work; and
- 10.4.3 The report should also include recommendations that the Contractor may have for improvements to the parking facility's operations.

10.5 Transition Schedule

a. The Contractor must provide a new equipment order schedule and a detailed three-day transition schedule to be reviewed by the Technical Authority at the kick-off meeting following Contract award, the Technical Authority will review and may request specific modifications to the transition schedule;

-
- b. The Contractor must modify the transition schedule as per the Technical Authority's comments and submit the revised transition schedule to the Technical Authority for a subsequent review. The review process described will apply until the Technical Authority approves the final transition schedule;
- c. The final transition schedule must be provided to the Technical Authority within five working days following the kick-off meeting; and
- d. The transition period must be completed within the timeframe of one weekend or three days starting Friday from 6:00 p.m. and must be operational Monday, April 30, 2018 at 6:00 a.m.
- 10.6 The Monthly Financial Report and any documents related to the L'Esplanade Laurier Complex must be sent to the Technical Authority and to:

NCA Commercial and Property Transactions
Place des Explorateurs, 3rd Floor
191 Promenade du Portage
Gatineau, Québec K1A 0S5

Receiver General of Canada
Portage Phase III: 12B1 - 204
11 Laurier Street
Gatineau, Québec K1A 0S5

Attachment 1 to Annex A

Parking Equipment and Environment Specifications

1. Equipment Requirement

The Contractor must supply, install, maintain and repair throughout the duration of the Contract as a minimum and necessary, the following industry standard parking control equipment to control access to and from the parking garage.

The equipment provided must be fully automated and meet the following minimum specifications:

1.1 Parking gate

Environment:

- Temperature: -26°C to 54°C
- Humidity: 10% to 90%
- Automatic thermostat – Controlled heater included

Housing: Industry standard and durable

Access: Removable cover on drive mechanism (360° access) and Removable door (access to electrical connections and control box)

Gate arm:

- Height 34" in down position
- Length: Entry at 11' 3", two exit arms
- At 10'
- Wooden gate arm, PVC or aluminum arm
- Folding arm
- Gate on/off, detector reset, auto/manual operation
- Based controller
- High-speed automatic rising barrier
- Operation mode one way pay

Switch selectable feature: Extra sensory timer, safety "auto stop"

1.2 Exit Pay Station

Environment:

- Temperature: -25°C to 50°C
- Humidity: 20% to 90%
- Automatic thermostat - controlled heater and fan included

Housing: Industry standard and durable

Access: lockable door

Finish: sheet steel

On-line operation:

- Data sent from pay station to the Host PC. Includes individual transaction data, and alarm and event message
- Data sent from the parking management software to pay station includes time synchronization and back-out ticket data

Security: Multi-point safety locks system with concealed hinges

Voice guides:

- Payment, fee, and receipts
- Not accept coins

Printer: Thermal printer to print receipts and total reports

1.3 Ticket Machine

Printer: high speed thermal printer with automatic paper feed and cut

Intercom:

- Reliable 2-way communication at the push of a button
- Easy to read tickets at the push of a button. The face of the spitter designed to hold the tenants and/or users ticket in place, while preventing paper jams.

1.4 Entrance Garage Door Specifications for Access Card Reader

<u>Quantity</u>	<u>Width</u>	<u>Height</u>	<u>Description</u>
2	10' 7"	9'6"	TNR Rubber Roll-Up Door

Model: HDC, mechanical components included:

- NEWGEN Guide and Curtain Lok system
- Inertia Brake
- Manual chain hoist
- EPDM Rubber loop 5"
- Reversing Edge
- Knock-away bottom bar
- 2-year warranty: parts and workmanship
- Limited lifetime warranty: 1/4" SBR Curtain and NewGen Guide

Electrical Components Included:

- HG + high Efficiency - RPM plus Helical Gear Operator N-4
- Wall Control Panel (24x20x8) PLC Logic, N-4
- Reflective Photoeye 24 volts as safety per door
- Timer to close, cycle counter
- Soft start, soft stop inverter technology

Operator: 2.14 HP Right hand for both doors 208/3/60

Door speed: 30/12 ips

Accessories included:

- 1 per door - 24 volt reflective photo eye as open door devices (same type for safety see above)
- 1 per door - Cordless edge with alarm
- 1 per door - Guide guards
- 1 per door - Keyed On/Off selector switch

Solicitation No. - N° de l'invitation
EHA01-182353/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
113zh

Client Ref. No. - N° de réf. du client
20182353

File No. - N° du dossier
113zh.EHA01-182353

CCC No./N° CCC - FMS No./N° VME

Attachment 2 to Annex A
Drawings of the Parking Area

See attached.

ANNEX B
BASIS OF PAYMENT

1.0 The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the Applicable Taxes are extra.

1.1 The Contractor will be paid a firm lot price per month as follows:

Period	Contract Period April 27, 2018 to April 30, 2019	Option Period 1	Option Period 2	Option Period 3	Option Period 4
Firm Lot Price per Month	\$insert amount at contract award	\$insert amount at contract award	\$insert amount at contract award	\$insert amount at contract award	\$insert amount at contract award

2.0 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Allowable Categories

Credit Card Fees
Repair of Equipment
Maintenance of Equipment

Solicitation No. - N° de l'invitation
EHA01-182353/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
113zh

Client Ref. No. - N° de réf. du client
20182353

File No. - N° du dossier
113zh.EHA01-182353

CCC No./N° CCC - FMS No./N° VME

ANNEX C
SECURITY REQUIREMENTS CHECK LIST

See attached.

ANNEX D INSURANCE REQUIREMENTS

1.0 Commercial General Liability Insurance

- a. 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 \$2,000,000.00 per accident or occurrence and in the annual aggregate; and
- b. The Commercial General Liability policy must include the following:
- i. 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: Canada, as represented by Public Works and Government Services Canada.
 - ii. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. 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.
 - vii. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - viii. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
 - ix. 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.
 - x. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority 30 calendar day's written notice of policy cancellation.
 - xi. 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.
 - xii. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - xiii. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - xiv. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, (<http://laws-lois.justice.gc.ca/eng/acts/J-2/>), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

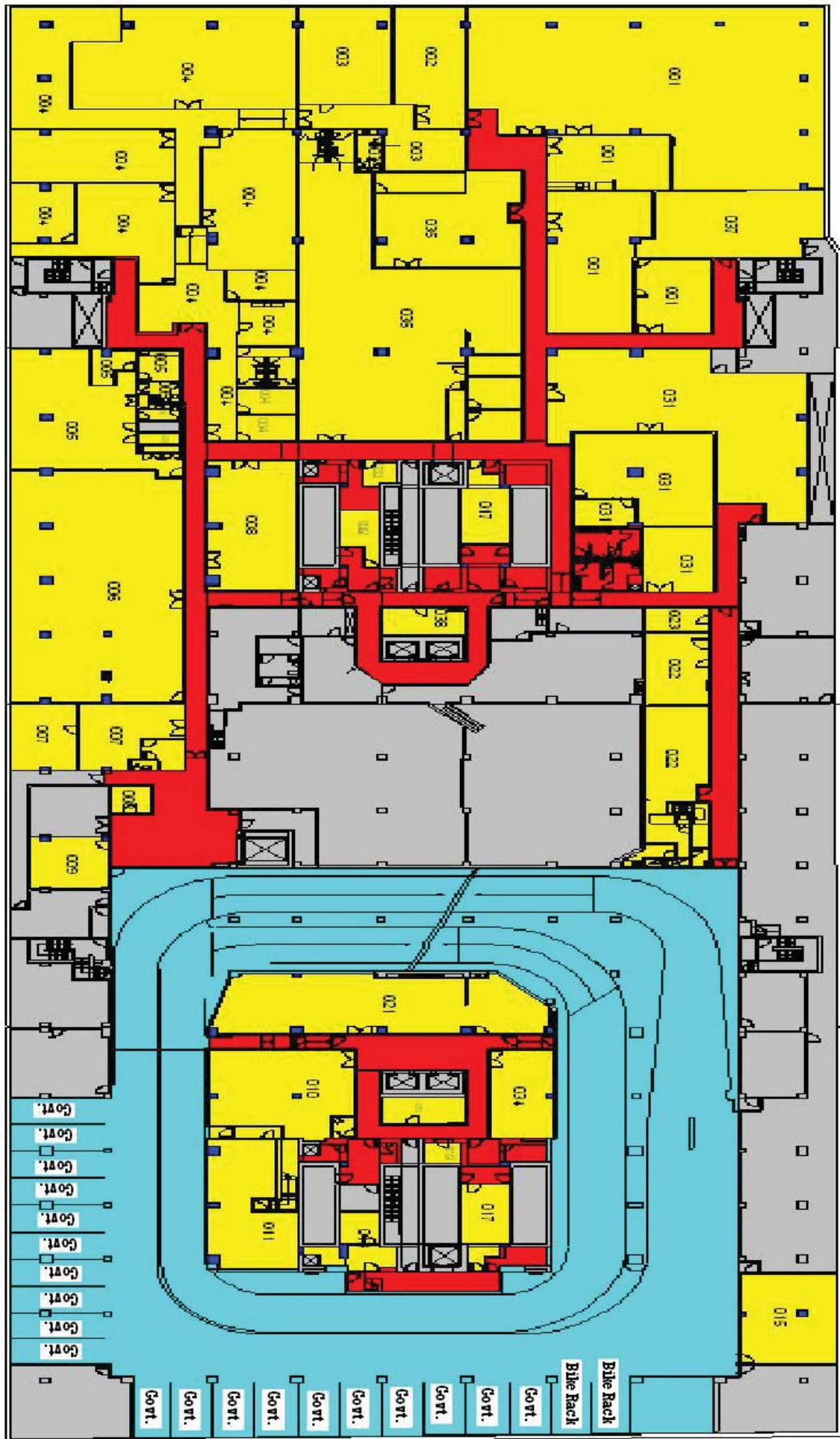
For the province of Quebec, send to:

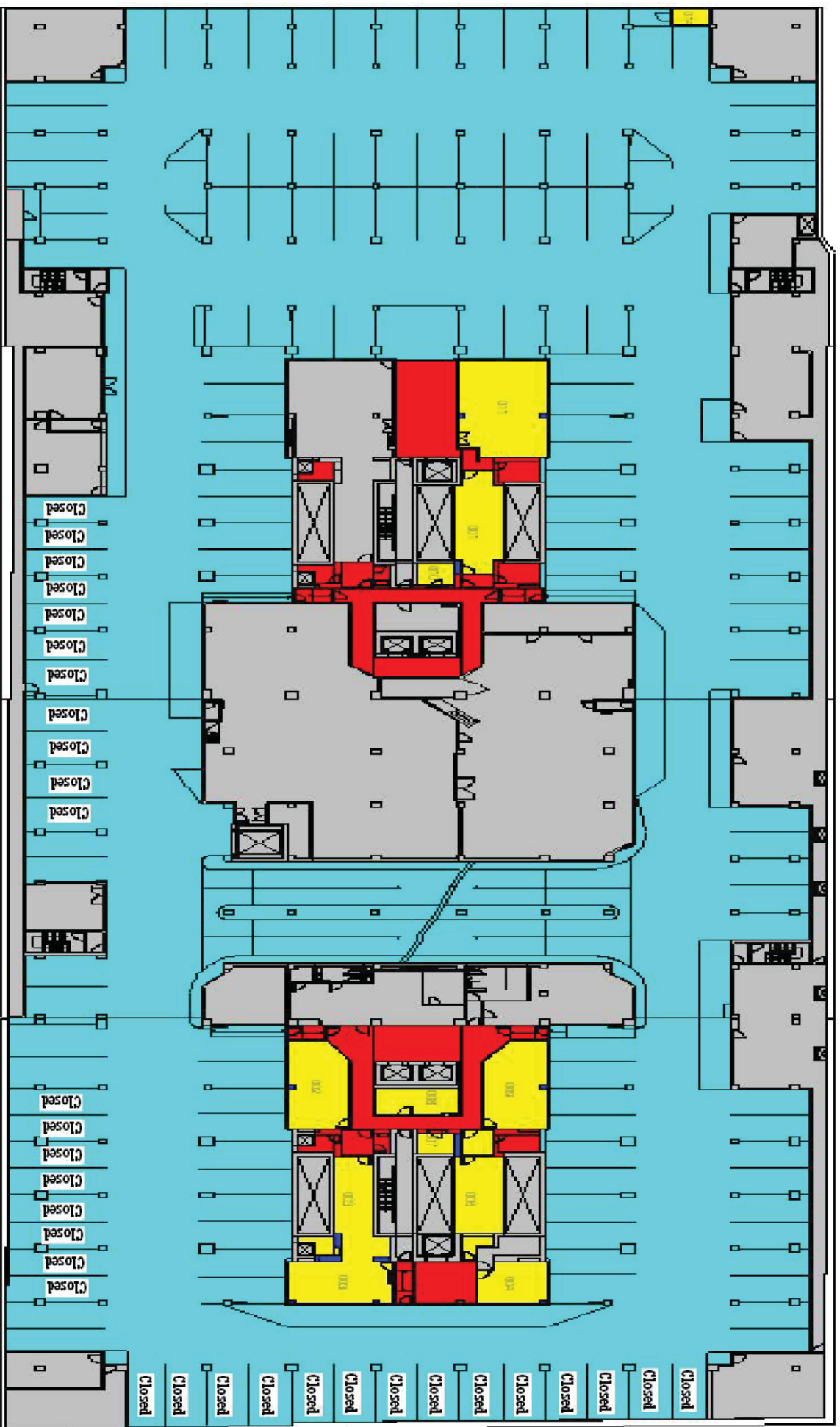
Director Business Law Directorate
Quebec Regional Office (Ottawa)
Department of Justice
284 Wellington Street, Room SAT-6042
Ottawa, Ontario, K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

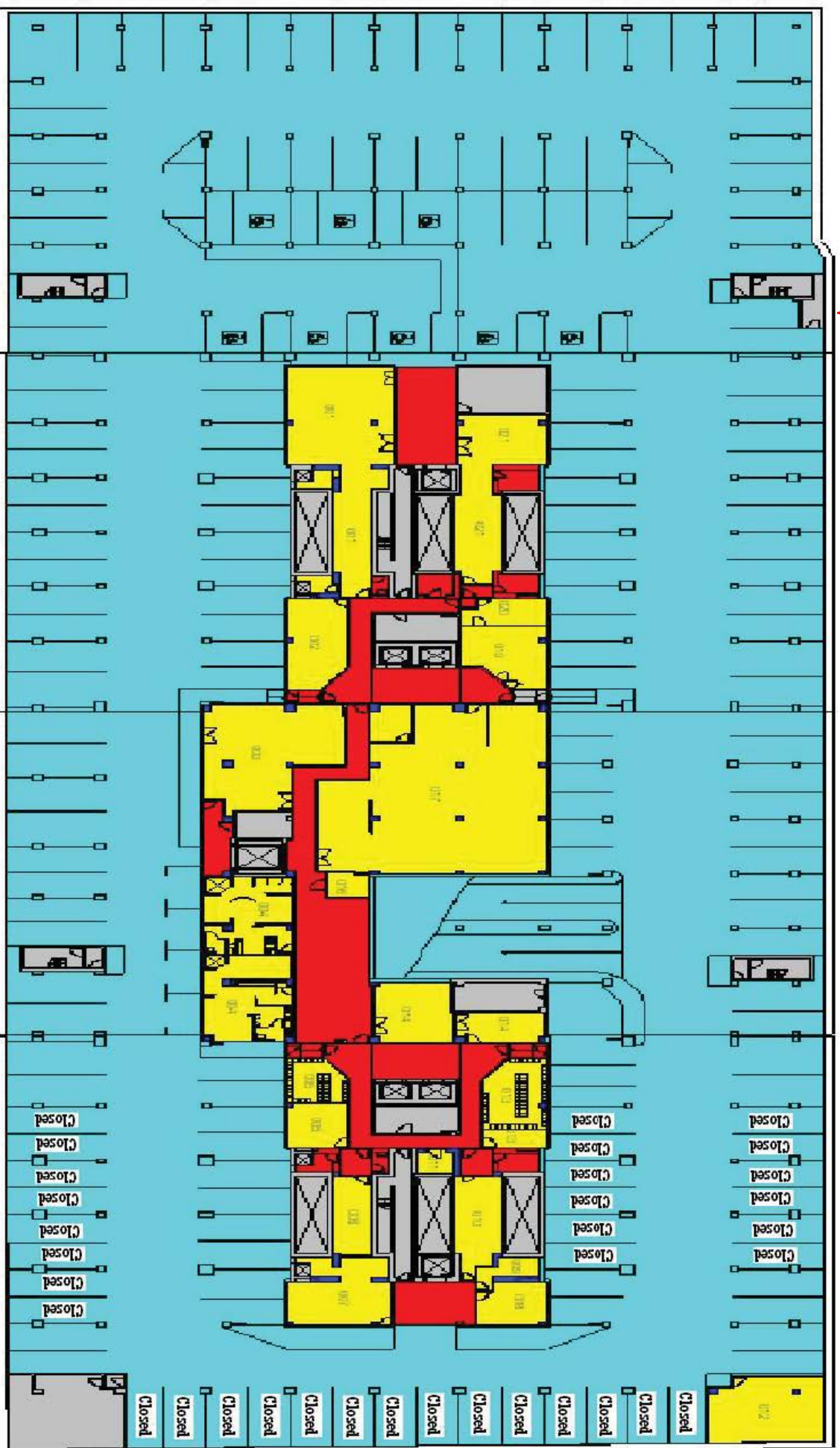
2.0 Comprehensive Crime Insurance

- a. The Contractor must obtain Comprehensive Crime (Fidelity) insurance on a Blanket basis, and maintain it in force throughout the duration of the Contract period, in an amount as listed below:
 - i. Insuring Agreement 1: Employee Dishonesty (Form A) in an amount of not less than \$85,000.00 covering all employees of the Contractor. Such Fidelity Insurance must contain a "Third-Party Extension" or "Client Coverage" extending such coverage to Canada with respect to the risks associated with this agreement.
 - ii. Agreement II/III: Money & Securities Loss Inside Premises/Outside Premises in an amount not less than \$10,000.00; and
- b. The Comprehensive Crime insurance must include the following:
 - i. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority 30 calendar day's written notice of policy cancellation.
 - ii. Loss Payee: Canada as its interest may appear or as it may direct.





P3 Office



DEC 22 2017



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

eha01-182353

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction CMA			
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Parking services L'Esplanade Laurier			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

eha01-182353

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET - SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

eha01-182353

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).