



RETURN PROPOSAL TO:

RETOURNER LES PROPOSITIONS À:

**Parks Canada Agency
Banff Field Unit
PO Box 900
216 Hawk Avenue
Banff, AB, T1L 1K2**

BID FAX: 403-762-5057

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

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

Soumission 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 at aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

**Parks Canada Agency
Banff National Park
PO Box 900
Banff, AB
T1L 1K2**

Title-Sujet TEMPORARY ACCOMODATION FACILITIES – Banff National Park, Ab		
Solicitation No. - No. de l'invitation 5P421-18-0503/A	Date: February 8, 2018	
GETS Reference No. – No de reference de SEAG PW-18-00815903	Client Ref. No. – No. de réf du client.	
Solicitation Closes:		
at – à 02:00 PM	on – le March 21, 2018	Time Zone - Fuseau horaire Mountain Daylight Time (MDT) – Heure Avancée des Rocheuses (HAR)
F.O.B. - F.A.B.		
Plant-Usine: <input type="checkbox"/>	Destination: <input checked="" type="checkbox"/>	Other-Autre: <input type="checkbox"/>
Address Inquiries to: - Adresser toute demande de renseignements à :		
Annie Roy annie.roy@pc.gc.ca		
Telephone No. - No de téléphone	Fax No. – No de FAX:	
403-762-1459	403-762-5057	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction: See Herein – Voir ici		

TO BE COMPLETED BY THE BIDDER (type or print)

DOIT ÊTRE COMPLÉTÉE PAR LE SOUMISSIONNAIRE (taper ou écrire en caractère d'imprimerie)

Vendor/Firm Name	
Address - Adresse	
Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur	
Titale - Titre	
Telephone No. - N° de telephone:	_____
Facsimile No. - N° de télécopieur:	_____
Adresse courriel – Email address :	_____
Signature	Date

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Solicitation No. - N° de l'invitation
5P421-18 -0503

Amd. No. - N° de la modif.

Buyer - l'acheteur
Annie Roy

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

File Name - Nom du dossier
Temporary Accommodations Facilities – Banff National Park, Ab

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IMPORTANT NOTICE TO BIDDERS

Direct Deposit

In April 2012, the Government of Canada announced that it will be replacing cheques with electronic payments by April 2016. Contract payment(s) currently made by cheque will be replaced by Direct Deposit. Businesses are encouraged to proactively enrol with Parks Canada. Please contact [Name] at [email address] in order to obtain a Direct Deposit enrolment form.

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

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

PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this requirement.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

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

2.2 Submission of Bids

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

Certification

By submitting a bid / proposal, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature

Date

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) business days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

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

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (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

TWO JACK MAIN CAMPGROUND SITE

The period of the Contract is from April 26, 2018 to October 4, 2018.

JOHNSTON CANYON CAMPGROUND SITE

The period of the Contract is from May 17, 2018 to September 28, 2018.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Annie Roy
Contract, Procurement and Materiel Management Officer
Parks Canada Agency
Banff National Park
PO Box 900
216 Hawk Avenue
Banff, Ab T1L 1K2

Telephone : 403-762-1459
Facsimile: 403-762-5057
annie.roy@pc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: ***** TO BE COMPLETED BY PARKS CANADA AFTER AWARD *****

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

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

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

6.5.3 Contractor's Representative

***** CONTRACTOR TO FILL IN & SEND WITH BID *****

Representative's Name:

Title:

Vendor/Firm Name:

Mailing Address:

City:

Province/ Territory:

Postal Code:

Telephone No.:

Fax No.:

Email Address:

**Procurement Business Number (PBN) or
Goods and Services Tax (GST) Number:**

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

Canadian Bidders are required to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website at: <https://buyandsell.gc.ca>. For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in "Annex B" for a cost of \$ _____ (*amount will be inserted at contract award*). Customs duties are excluded and Applicable Taxes are extra.

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.

6.7.2 Terms of Payment

6.7.2.1 Progress Payments

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the amount claimed is in accordance with the basis of payment;
 - c. the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
 - d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of the item if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.8 Invoicing Instructions – Progress Payment Claim – Supporting Documentation Required

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#); and
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions.

Each claim must be supported by:

- (a) a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses.
2. Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one (1) claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the claim to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

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

6.12 SACC Manual Clauses

[A0072C](#) (2008-12-12), Termination on Thirty Days Notice

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

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

6.13 Insurance - No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14 Inspection and Acceptance

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

ANNEX "A"

STATEMENT OF WORK

Dated: January 26, 2018

1. TITLE

Temporary Accommodations Facilities – Banff National Park

2. SCOPE OF WORK

The Contractor must provide **Temporary Accommodations Facilities** within two fully serviced site at Banff National Park for up to Eighteen (18) people. The Contractor must deliver these facilities to the specified locations within Banff National Park area. See below for rental period.

3. INFRASTRUCUTRE REQUIREMENTS, STANDARDS AND RENTAL PERIOD

- 3.1 The contractor must provide the following packages within facilities and trailer number and size are not to exceed three (3) 14' X 60' trailers.

(A) TWO JACK MAIN CAMPGROUND SITE

- **Rental period April 26, 2018 to October 4, 2018**
- Two combined trailers to occupy a site 28' X 60'.
- The trailers must sleep 12 people and have 12 beds, (6 double occupancy sleeping rooms), 3 combined washroom and shower rooms, and 1 self-serve kitchen.
- From April 26 to May 19 water to the trailer must be provided by the contractor and maintained at satisfactory level until the site can be hooked up to a local source after May 19, 2018.
- Trailer must be delivered to Two Jack Main Campground on April 26 and the contractor must:
 1. Provide expertise in the planning for mobilization/demobilization of the Contractor's infrastructure
 2. Mobilize the facility infrastructure and arranging transportation
 3. Hook up trailers to all available utilities
- Trailer must be picked up on October 4, 2018.

(B) JOHNSTON CANYON CAMPGROUND SITE

- ***Rental period: May 17 to September 28, 2018***
- 1 trailer to occupy a site 14' X 60'.
- Trailer must sleep 6 people, (Preference is 6 single sleeping rooms - if not possible than 3 double occupancy sleeping rooms) with a minimum of two (2) combination washroom/ shower units and 1 self-serve kitchen.
- Trailer must be delivered to Johnston Canyon Campground on May 17, 2018 and the contractor must:
 1. Provide expertise in the planning for mobilization/demobilization of the Contractor's infrastructure
 2. Mobilize the facility infrastructure and arranging transportation.
 3. Hook up trailers to all available utilities
- Trailer must be picked up on September 28, 2018.

3.2. All trailers supplied throughout the term of the Contract must:

- (a) meet or exceed all applicable codes e.g. Electrical, Propane, Building;
- (b) be free-standing, hard walled, framed units;
- (c) be securely blocked up for stability;
- (d) be equipped with stairs to the outside if required;
- (e) be equipped with indoor lighting;
- (f) be equipped with fire extinguishers and smoke alarms to the Provincial Fire Code standard (ex: *Alberta Fire Code*);
- (g) be equipped with windows that open, complete with screens;
be equipped with wall-mounted heating and air conditioning systems;
- (h) be non-smoking facilities; and
- (i) be equipped with interior and exterior doors with locks and keys to each individual sleeping room.

3.3. The following are the mandatory applicable guidelines:

3.3.1. Kitchen Facilities

- a. Self serve kitchen facilities with full size fridge, stove, microwave oven, sinks with hot and cold water taps, storage cupboards and food preparation counter.
- b. Equipped with smoke alarms and where gas-heating devices are used to be equipped with gas detectors and carbon monoxide detectors.

3.3.2. Latrine and Washing Facilities

- a. Equipped with adequate numbers of flush toilets; showers; sinks; which can be divided between the genders.
- b. Supplied with vents to the outside.
- c. Supplied with fans for air circulation.

3.3.3. Sleeping Facilities

- a. Each room to be furnished to accommodate 1-2 people - employees
- b. Locking rooms with keys.

4. COMPLIANCE WITH LAWS

- 4.1.** The Contractor agrees to adhere to and abide by all provincial and federal laws and regulations; the Provincial *Building Code, Public Health Act and Regulations, Occupational Health and Safety Act and Regulations, Traffic Safety Act and Regulations, Environmental Protection and Enhancement Act and Regulations, and the Dangerous Goods Transportation and Handling Act and Regulations and other applicable legislation.*
- 4.2.** All materials and supplies utilized by the Contractor will be handled and stored in accordance with the provincial *Dangerous Goods Transportation and Handling Act and Regulations* and the provincial *Occupational Health and Safety Act and Regulations.*
- 4.3.** All vehicles utilized by the Contractor in carrying out these services will be operated, equipped, and maintained in accordance with the Provincial *Traffic Safety Act and Regulations* and the *Dangerous Goods Transportation and Handling Act and Regulations.*

5. MOBILIZATION/ DEMOBILIZATION

- 5.1.** The Contractor must:
- (a) provide expertise in the planning for mobilization/demobilization of the Contractor's infrastructure; and
 - (b) mobilize/ demobilize the facility infrastructure at the start of and upon completion of the requested rental period including the dismantling of support facilities, cleaning and packaging of all support equipment, cleaning all facilities and arranging transportation.
 - (c) Hook up trailers to all available utilities

6. CONTRACTOR'S REPRESENTATIVE

- 6.1.** The Contractor agrees that the Contractor's Representative will:
- (a) deal directly with the Parks Canada Agency's (PCA's) Representative in respect of all matters arising at the facility site;
 - (b) be responsible for the performance, health, safety, welfare of the Contractor's staff; and
 - (c) keep accurate records of services provided.

7. INSPECTIONS

- 7.1.** The Contractor agrees to:
- (a) permit a Representative of the PCA to inspect and approve any and all facilities that the Contractor may utilize in the performance of the services.

8. PCA'S REPRESENTATIVE

- 8.1.** The PCA agrees to appoint an on-site Representative, normally the Asset Manager or designate, at the facilities location.
- 8.2.** During operations, the PCA's Representative will routinely inspect facilities, equipment, and supplies to ensure compliance with the terms of this Agreement.

9. BRIEFINGS

- 9.1.** The PCA agrees to provide the Contractor's Representative an initial briefing upon arrival at the location in regard to work and service requirements and safety measures.

10. PARKS CANADA RESPONSIBILITIES

Parks Canada shall be responsible for:

- 10.1** Damages caused to the contractor's property that are not related to normal facility usage.

ANNEX "B"

BASIS OF PAYMENT

1. **For the Period of the Contract from April 26, 2018 to March 31, 2019**
Services to be Rendered from:
 - **April 26, 2018 to October 4, 2018 for TWO JACK MAIN Site and**
 - **May 17, 2018 to September 27, 2018 for JOHNSTON CANYON site**

The Contractor will be paid for expenses reasonably and properly incurred in the performance of the Work for services performed as determined in accordance with the pricing and rates established below.

Financial Bid Submission Requirements

- (a) Bidders must submit their financial bid in accordance with the Basis of Payment.
- (b) All prices are in Canadian dollars, applicable taxes excluded, FOB destination, 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) The Bidder must submit its pricing and rates for the period of the Contract for Services rendered from:
 - April 26, 2018 to October 4, 2018 for **TWO JACK MAIN CAMPGROUND SITE**
 - May 17, 2018 to September 28, 2018 - **JOHNSTON CANYON CAMPGROUND SITE**

in accordance with the tables provided below.

PRICING FOR TWO JACK MAIN CAMPGROUND SITE – April 26, 2018 to October 4, 2018

1.1 Firm Lump Sum Prices (Table A)

The purpose of Table A is to establish the firm lump sum items and total firm lump sum amount that will apply to the fixed term of the contract. All pricing and rates for the fixed term of the contract must be submitted as firm lump sum items.

The Bidder must submit its firm lump sum price items, as applicable, that will apply for the period of the contract from **April 26, 2018 to October 4, 2018**. All lump sum costs associated with providing facilities in accordance with the full requirements of *Annex A – Statement of Work* must be identified below.

For each item the Bidder must provide a clear description of the lump sum item and the firm lump sum amount.

TABLE A – Two Jack Main

Item No.	Description	Firm Lump Sum Amount
<i>E.g.</i>	<i>Mobilization/ Demobilization</i>	\$ 1,000.00
01		\$
02		\$
03		\$
04		\$
05		\$
06		\$
07		\$
08		\$
09		\$
10		\$
(A)	Total Lump Sum Costs = Sum of all Firm Lump Sum Item Amounts	\$

1.2 Firm Unit Prices (Table B)

The purpose of Table B is to establish Unit Price Rates for the purpose of determining the actual contract pricing. This unit pricing will also be used should amendment to the contract be required during the fixed term of the contract.

Table B unit pricing will not form part of the evaluated bid price.

The Bidder must submit its firm unit price items, as applicable, that will apply for the period of the contract from April 26, 2018 to October 4, 2018. All firm unit price costs associated with providing facilities in accordance with the full requirements of Annex A – Statement of Work must be identified below.

For each item the Bidder must provide a clear description of the firm unit price item, the unit of measurement, and the firm price per unit.

TABLE B – Two Jack Main			
Item No.	Description	Unit of Measurement	Firm Price Per Unit
<i>E.g.</i>	<i>Accommodations Trailer (each)</i>	<i>Per Day</i>	<i>\$ 50.00</i>
<i>E.g.</i>	<i>Mobilization / Demobilization</i>	<i>Lump Sum</i>	<i>\$ 1,000.00</i>
<i>E.g.</i>	<i>Chairs</i>	<i>Per Unit</i>	<i>\$ 20.00</i>
01			\$
02			\$
03			\$
04			\$
05			\$
06			\$
07			\$
08			\$
09			\$
10			\$

PRICING FOR JOHNSTON CANYON CAMPGROUND SITE – May 17, 2018 to September 28, 2018

1.3 Firm Lump Sum Prices (Table C)

The purpose of Table C is to establish the firm lump sum items and total firm lump sum amount that will apply to the fixed term of the contract. All pricing and rates for the fixed term of the contract must be submitted as firm lump sum items.

The Bidder must submit its firm lump sum price items, as applicable, that will apply for the period of the contract from **May 17, 2018 to September 28, 2018**. All lump sum costs associated with providing facilities in accordance with the full requirements of *Annex A – Statement of Work* must be identified below.

For each item the Bidder must provide a clear description of the lump sum item and the firm lump sum amount.

TABLE C – Johnston Canyon		
Item No.	Description	Firm Lump Sum Amount
<i>E.g.</i>	<i>Mobilization/ Demobilization</i>	\$ 1,000.00
01		\$
02		\$
03		\$
04		\$
05		\$
06		\$
07		\$
08		\$
09		\$
10		\$
(C)	Total Lump Sum Costs = Sum of all Firm Lump Sum Item Amounts	\$

1.4 Firm Unit Prices (Table D)

The purpose of Table D is to establish Unit Price Rates for the purpose of determining the actual contract pricing. This unit pricing will also be used should amendment to the contract be required during the fixed term of the contract.

Table B unit pricing will not form part of the evaluated bid price.

The Bidder must submit its firm unit price items, as applicable, that will apply for the period of the contract from **May 17, 2018 to September 28, 2018**. All firm unit price costs associated with providing facilities in accordance with the full requirements of *Annex A – Statement of Work* must be identified below.

For each item the Bidder must provide a clear description of the firm unit price item, the unit of measurement, and the firm price per unit.

TABLE D – Johnston Canyon			
Item No.	Description	Unit of Measurement	Firm Price Per Unit
<i>E.g.</i>	<i>Accommodations Trailer (each)</i>	<i>Per Day</i>	<i>\$ 50.00</i>
<i>E.g.</i>	<i>Mobilization / Demobilization</i>	<i>Lump Sum</i>	<i>\$ 1,000.00</i>
<i>E.g.</i>	<i>Chairs</i>	<i>Per Unit</i>	<i>\$ 20.00</i>
01			\$
02			\$
03			\$
04			\$
05			\$
06			\$
07			\$
08			\$
09			\$
10			\$

1.5 Total Evaluated Bid Price (Table E) for BOTH SITES

TABLE E		
Item No.	Description	Total
A	Firm Lump Sum Amount – Contract (Table A) TWO JACK MAIN SITE	\$ _____
C	Firm Lump Sum Amount – Contract (Table C) JOHNSTON CANYON SITE	\$ _____
	GRAND TOTAL (ITEMS A + C) EXCLUDING ALL APPLICABLE TAXES	\$ _____

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and a contract amendment is approved by the Contracting Authority; and
- (b) Actual usage for firm unit prices will be prorated based on actual quantities required during any Option Period that may be exercised.

1. BUSINESS NAME

Name:

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

ANNEX "C"

INCLUDED AS A REFERENCE – DO NOT SEND WITH YOUR OFFER

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.

Instructions:

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

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

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

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

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

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

Name _____ Signature _____

Date _____

ANNEX "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.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____