



REQUEST FOR QUOTE DEMANDE DE PRIX

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Parks Canada Agency
National Contracting Services
Banff National Park
216 Hawk Avenue, P.O. Box 900
Banff, AB T1L 1K2

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

Comments - Commentaires

Issuing Office - Bureau de distribution

Parks Canada Agency
216 Hawk Avenue, P.O. Box 900
Banff, AB T1L 1K2

Title-Sujet

Armoured Car Service

Solicitation No. - No. de l'invitation

5P421-18-1001

Date:

March 02, 2018

GETS Reference No. - No de reference de SEAG

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

Solicitation Closes:

at - à

02:00 PM

on - le

March 19, 2018

Time Zone - Fuseau horaire

MDT

F.O.B. - F.A.B.

Plant-Usine: ☐

Destination: X

Other-Autre: ☐

Address Inquiries to: - Adresser toute demande de renseignements à :

Rose Marino - rose.marino@pc.gc.ca

Telephone No. - No de téléphone

(403) 760-1319

Fax No. - No de FAX:

(403) 762-5057

Destination of Goods, Services, and Construction:

Destinations des biens, services et construction:

See Herein - Voir ci-joint

TO BE COMPLETED BY THE BIDDER (type or print)

À ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE (taper ou écrire en caractères d'imprimerie)

Vendor/Firm Name - Nom du fournisseur/de l'entrepreneur

Address - Adresse

Name of person authorized to sign on behalf of the Vendor/Firm

Titale - Titre

Telephone No. - N° de téléphone:

Facsimile No. - N° de télécopieur:

Email - Courriel:

Signature

Date

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 SECURITY REQUIREMENTS	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS.....	3
1.4 TRADE AGREEMENTS	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	5
3.1 BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	5
4.1 EVALUATION PROCEDURES	5
4.2 BASIS OF SELECTION.....	5
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	6
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	6
PART 6 - RESULTING CONTRACT CLAUSES.....	6
6.1 SECURITY REQUIREMENTS	6
6.2 STATEMENT OF WORK.....	6
6.3 STANDARD CLAUSES AND CONDITIONS.....	7
6.4 TERM OF CONTRACT.....	7
6.5 AUTHORITIES	7
6.6 PAYMENT.....	8
6.7 INVOICING INSTRUCTIONS	9
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION	9
6.9 APPLICABLE LAWS	9
6.10 PRIORITY OF DOCUMENTS	9
ANNEX "A"	10
STATEMENT OF WORK	10
ANNEX "B"	11
BASIS OF PAYMENT	11
ANNEX C	14
INSURANCE REQUIREMENTS	14
ANNEX "D"	16
ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS).....	16
ANNEX "E"	18

INTEGRITY PROVISIONS – LIST OF NAMES FORM 18

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 applicable to the Contract.

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 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than six (6) 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.

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

Section I: Financial Bid

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

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.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications 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.

5.1.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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.

5.1.2 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 1, 2018 to March 31, 2019 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) 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 forty (40) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "E" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rose Marino
Contracting Specialist
National Contracting Services
Banff Field Unit
Chief Financial Officer Directorate
P.O. Box 900
216 Hawk Avenue
Banff, Alberta T1L 1K2

Telephone: 403-760-1319 Facsimile: 403-762-5057 E-mail address: rose.marino@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 Technical Authority

The Technical Authority for the Contract is: To be Announced

The Technical Authority named above 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.

6.5.3 Contractor's Representative

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

6.6 Payment

6.6.1 Basis of Payment

6.6.3 Monthly Payment

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

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

6.7 Invoicing Instructions

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. Invoices must be distributed as follows:

The original must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.8 Certifications and Additional Information

6.8.1 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.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions - Services (Medium Complexity) 2010C (2016-04-04),;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

Annex "A"

STATEMENT OF WORK

Armoured Care Service

For the supply of all labour, equipment, material, supervision and expertise to perform daily Armoured Car Service to Parks Canada Agency, Banff National Park, Banff, Alberta, in accordance with the following Scope of Work and pick up schedule. The service to include the delivery of money change to specified locations. The supply of plastic deposit bags, of various sizes and receipt books, as required by the various locations, to be included in the total cost.

Scope of Work

- 1) Pickup cash from defined locations and delivery to the Canadian Imperial Bank of Commerce, INTRIA, Calgary, Alberta excluding Statutory Holidays except as defined in the basis of payment herein.
- 2) Frequency and times for pickup are defined by location as per the Schedule detailed herein.
- 3) Delivery of coin up to 3 times per week to locations as requested, given 20 hours, minimum notice, incorporated with the pickup schedule.
- 4) Photo ID to be shown at all times by contractor's staff involved in pickup and deliveries.
- 5) Invoicing to be done on a monthly basis for all pickups for that period broken down as to location.

Site locations:

1. Banff East Gate
2. Banff Info Centre
3. Tunnel Mountain Trailer Court
4. Two Jack Lakeside Campground
5. Johnston Canyon
6. Administration Building
7. Upper Hot Pools

Annex "B"

Basis of Payment

- 1) Lump sum Price per location, in accordance with the Schedule and Statement of Work
- 2) Statutory Holidays exclude Christmas Day and New Year's Day
- 3) Credit for Lost Pickups due to Park Official Area Closures (Fire Hazards, Bear Activity, etc.), will be deducted at the pickup rate as indicated in the Basis of Payment for the locations and dates affected.

A. Year One: April 1, 2018 to March 31, 2019

No.	Location	Estimated Year Pickups	Price Per Pickup	Extended Total
1	Banff East Gate	355 x	=	
2	Banff Info Centre	114 x	=	
3	Tunnel Mountain Trailer Court	166 x	=	
4	Two Jack Lakeside	77 x	=	
5	Johnston Canyon	94 x	=	
6	Administration Building	50 x	=	
7	Banff Upper Hot Springs	60 x	=	
8	Coin Delivery - cost per order	156 x	=	
Total Bid Price				

B. Optional Period One: April 1, 2019 to March 31, 2020

No.	Location	Estimated Year Pickups	Price Per Pickup	Extended Total
1	Banff East Gate	355 x	=	
2	Banff Info Centre	114 x	=	
3	Tunnel Mountain Trailer Court	166 x	=	
4	Two Jack Lakeside	77 x	=	
5	Johnston Canyon	98 x	=	
6	Administration Building	51 x	=	
7	Banff Upper Hot Springs	60 x	=	
8	Coin Delivery - cost per order	156 x	=	
Total Bid Price				

C. Optional Period Two: April 1, 2020 to March 31, 2021

No.	Location	Estimated Year Pickups	Price Per Pickup	Extended Total
1	Banff East Gate	355 x	=	
2	Banff Info Centre	114 x	=	
3	Tunnel Mountain Trailer Court	166 x	=	
4	Two Jack Lakeside	77 x	=	
5	Johnston Canyon	98 x	=	
6	Administration Building	51 x	=	
7	Banff Upper Hot Springs	60 x	=	
8	Coin Delivery - cost per order	156 x	=	
Total Bid Price				

D. Optional Period Three: April 1, 2021 to March 31, 2022

No.	Location	Estimated Year Pickups	Price Per Pickup	Extended Total
1	Banff East Gate	355 x	=	
2	Banff Info Centre	114 x	=	
3	Tunnel Mountain Trailer Court	166 x	=	
4	Two Jack Lakeside	77 x	=	
5	Johnston Canyon	98 x	=	
6	Administration Building	51 x	=	
7	Banff Upper Hot Springs	60 x	=	
8	Coin Delivery - cost per order	156 x	=	
Total Bid Price				

Bid Summary

A	Year One: April 1, 2018 to March 31, 2019	\$
B	Optional Period One: April 1, 2019 to March 31, 2020	\$
C	Optional Period Two: April 1, 2020 to March 31, 2021	\$
D	Optional Period Three: April 1, 2021 to March 31, 2022	\$
	Total Bid Price	\$

Pickup Schedule

2018/19													
Banff East Gate	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	TOTALS
Pick ups for month	29	30	30	30	30	29	30	29	29	30	28	31	355
Notes :	No pickup April 2	No pickup May 21		No pickup July 1 (or July 2 if that is your banked stat)	No pick up August 6	No pickup Sep 3	No pickup Oct 8	No pickup Nov 11	No pickup Dec 25 & 26	No pickup Jan 1			
Banff Info Centre	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Pick ups for month	4	5	15	30	30	6	5	4	3	4	4	4	114
Notes :	1 Time per week Tuesdays	1 Time per week Tuesdays	Start Daily June 18	No pickup July 1 (or July 2 if that is your banked stat)	No pick up August 6	No pickup Sep 3 Last Daily on Sept 4 then 1 time per week Tuesdays	1 Time per week Tuesdays	1 Time per week Tuesdays	1 Time per week No pickup December 25	1 Time per week Tuesdays No pick up January 1	1 Time per week Tuesdays	1 Time per week Tuesdays	
Tunnel Mtn. Tr. Crt.	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Pick ups for month	4	13	30	30	30	29	11	4	3	4	4	4	166
Notes :	1 Time per week Tuesdays	1 Time per week Tuesdays Start Daily May 22		No pickup July 1 (or July 2 if that is your banked stat)	No pick up August 6	No pickup Sep 3	No Oct 8 End daily Oct 9 then 1 Time per week Tuesdays	1 Time per week Tuesdays	1 Time per week No pickup December 25	1 Time per week Tuesdays No pick up January 1	1 Time per week Tuesdays	1 Time per week Tuesdays	
Two Jack Lakeside	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Pick ups for month		0	11	30	30	6							77
Notes :	Closed	Closed	1 time per week until June 21 Start Daily June 23	No pickup July 1 (or July 2 if that is your banked stat)	No pick up August 6	No pickup Sep 3 Last Daily on Sept 4 then 1 time per week Tuesdays	Closed	Closed	Closed	Closed	Closed	Closed	
Johnston Canyon	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Pick ups for month		1	30	30	30	3							94
Notes :	Closed	Pickup May 29	Start Daily June 1	No pickup July 2 if that is your banked stat	No pick up August 6	No pickup Sep 3 End Sep 4	Closed	Closed	Closed	Closed	Closed	Closed	
Admin Building	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	
Pick ups for month	4	5	4	5	4	4	5	4	3	4	4	4	50
Notes :	1 Time per week Tuesdays	1 Time per week Tuesdays	1 Time per week Thursdays	1 Time per week Thursdays	1 Time per week Thursdays	1 Time per week Thursdays	1 Time per week Tuesdays	1 Time per week Tuesdays	1 Time per week Tuesdays (No Dec 25)	1 Time per week Tuesdays No pick up January 1	1 Time per week Tuesdays	1 Time per week Tuesdays	

Annex C

Insurance Requirements

A. Commercial General Liability Insurance

1. Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The following endorsements must be included:

- (a) Additional Insured: Canada is included as an additional insured, but only with respect to liabilities that may arise from the Contractor's own negligence in the performance of the Contract.

The interest of Canada as additional insured should read as follows: Canada, represented by Parks Canada Agency.

- (b) Notice of Cancellation or Amendment: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (c) Cross Liability: Without increasing the limit of liability, the policy shall protect all insured parties to the full extent of coverage provided. Further, the policy shall apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (d) Contractual Liability: The policy shall, on a blanket basis or by specific reference to this Contract, extend to assumed liabilities with respect to contractual insurance provisions.
- (e) Contingent Employer's Liability: To protect the Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of its employees.
- (f) Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, shall be included as additional insured.
- (g) Voluntary Medical Payments, \$5,000 per person, \$25,000 per accident: To provide for expenses incurred in instances of minor accidental bodily injuries without determination of liability.

- (h) Non-owned Automobile: To protect the Contractor for liabilities arising by its use of vehicles owned by other parties.

B. Automobile Liability Insurance

1. Automobile Liability [Sections A & B] insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence. The policy must include Accident Benefits in accordance with basic regional statutory requirements.

2. The policy must include the following endorsement:

Notice of Cancellation: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of cancellation.

C. All Risk in Transit Insurance

1. All Risk Property in Transit insurance coverage for all applicable conveyances shall be effected by the Contractor and maintained in force on government property while under the care, custody or control of the Contractor, in an amount of NOT LESS THAN \$ 75,000 per shipment. Government property shall be insured on replacement cost (new) basis value basis.

2. Administration of Claims: The Contractor is responsible to monitor, investigate and document losses of or damage to government property to ensure that claims are properly made and paid to Canada as its interests appear.

3. The following endorsements must be included:

- (a) Notice of Cancellation or Amendment: The Insurer agrees to give the Contracting Authority at least thirty (30) days written notice of any policy cancellation.
- (b) Loss Payee: Canada as its interest appears or as it may direct.

ANNEX "D"

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

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

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

Name

Signature

Date

ANNEX "E"

INTEGRITY PROVISIONS – LIST OF NAMES FORM

Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership, firm, or a society do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to Information Bulletin: Required information to submit a bid or offer for additional details.

Supplier's Legal Name:	
Organizational Structure:	<input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership, Firm, or Society

List of Names

Name	Title

Declaration

I, (name) _____, (position) _____, of

(supplier's name) _____, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Please include with your bid or offer.