



**RETURN BIDS TO:**  
**RETOURNER LES SUBMISSION À :**  
 Parks Canada Agency Bid Receiving Unit  
 National Contracting Services  
 Suite 1300, 635 – 8<sup>th</sup> Avenue S.W.  
 Calgary, AB T2P 3M3

## REQUEST FOR QUOTATION

## DEMANDE DE PRIX

### Quotation to: Parks Canada Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

### Prix aux : l'Agence Parcs Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Issuing Office - Bureau de distribution :

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

<b>Title - Sujet</b> Lake Louise Area Shuttle 2018, AB	
<b>Solicitation No. - N° de l'invitation</b> 5P420-18-0002/A	<b>Date</b> March 19, 2018
<b>Client Reference No. - N° de référence du client</b> n/a	
<b>GETS Reference No.   N° de référence de SEAG</b> PW-18-00820599	
<b>Solicitation Closes - L'invitation prend fin</b>  <b>At - à :</b> 14 :00 <b>On - le :</b> April 10, 2018	<b>Time Zone - Fuseau horaire</b>  <b>MDT</b>
<b>F.O.B. - F.A.B.</b> <b>Plant - Usine :</b> <input type="checkbox"/> <b>Destination :</b> <input checked="" type="checkbox"/> <b>Other - Autre :</b> <input type="checkbox"/>	
<b>Address Enquiries to - Adresser toutes questions à</b> Joanne S. Cuthbert <a href="mailto:joanne.cuthbert@pc.gc.ca">joanne.cuthbert@pc.gc.ca</a>	
<b>Telephone No. - N° de telephone</b> (403) 292-4558	<b>Fax No. -N° de télécopieur</b> 1-866-246-6893
<b>Destination of Goods, Services, and Construction - Destination des biens, services, et construction</b> See Herein	

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

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 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](#) (2016-04-4) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

### **2.2 Submission of Bids**

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

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

### **2.3 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.

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 ( )
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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 ten (10) 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**

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

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

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

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

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

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

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

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

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

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

### **4.2 Basis of Selection**

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



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 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.

Section 17 of the Policy requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. Bidders must provide the information requested at **Annex "E"**, Integrity Provisions – List of Names for Integrity Verification Form.

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

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

Solicitation No. - N° de l'invitation  
5P420-18-0002/A

Amd. No. - N° de la modif.

Buyer - Acheteur  
Joanne S. Cuthbert

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

File Name - Nom du dossier  
Lake Louise Area Shuttle 2018, AB

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to this Contract.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

**2010C** (2016-04-04), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

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

#### **6.3.2 Work Authorization**

A Work Authorization (WA) may be used to authorize work on an "as and when requested basis" under this contract using the following administrative process:

- (a) The Project Authority will prepare a WA providing details of the services required and submit to the Contractor.
- (b) The WA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables.
- (c) The Contractor must provide the Project Authority the proposed estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.

## **6.4 Term of Contract**

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

The period of the Contract is from May 18, 2018 to October 08, 2018 inclusive.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period being October 09, 2018 to October 08, 2019 inclusive 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 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.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

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

Telephone: (403) 292-4558  
Facsimile: 1-866-246-6893  
E-mail address: [joanne.cuthbert@pc.gc.ca](mailto:joanne.cuthbert@pc.gc.ca)

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

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

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

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

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

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment – Limitation of Expenditure

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

#### 6.7.2 Limitation of Expenditure

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

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

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

whichever comes first.

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

### **6.7.3 Canada's Obligation – Portion of the Work – Work Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through work authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### **6.7.4 Monthly Payment**

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

## **6.8 Invoicing Instructions**

**6.8.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of shuttle log(s) in support the monthly services being claimed for each of the following shuttles: Upper Lake Louise, Lake Louise Village and Moraine Lake.

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

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

## **6.9 Direct Deposit**

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the bidder is not set up for direct deposit, the Direct Deposit enrollment form will be required to be submitted to the Contracting Authority upon receipt of a Purchase Order or Contract.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>

## 6.10 Certifications

### 6.10.1 Compliance

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

### 6.10.2 Federal Contractors Program for Employment Equity – Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 6.11 Applicable Laws

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

### 6.12 Priority of Documents

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

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

### 6.13 SACC Manual Clauses

[A1009C](#) (2008-05-12), Work Site Access  
[A9068C](#) (2010-01-11), Government Site Regulations  
[B6802C](#) (2007-11-30), Government Property

### 6.14 Inspection and Acceptance

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

## 6.15 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified under Article 6.15.1. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 6.15.1 Commercial General Liability Insurance

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

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

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

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

- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).



- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

## **6.15.2 Automobile Liability Insurance**

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

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

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

## **ANNEX "A" - STATEMENT OF WORK**

### **1. Scope**

#### **1.1 Background**

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

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

The development of a traffic management protocol and implementation of a shuttle service to Moraine Lake in the fall of 2013, which has expanded yearly since then, was a major step forward in managing the congestion to the Moraine Lake area in September. In 2016 Parks Canada initiated a weekend shuttle route to Upper Lake Louise from July 1 to the September long weekend as well as a Moraine Lake Shuttle for the remaining September weekends. Approximately 17 000 people used the service which meant that approximately 34 km of cars were removed from Lake Louise Drive. Canada celebrated its 150<sup>th</sup> birthday in 2017 and with that the Lake Louise area saw another increase in visitation. In 2017 from May 19<sup>th</sup> to October 9<sup>th</sup> Parks Canada operated daily shuttles from the Overflow Parking on the Trans Canada to the village and upper Lake Louise, this service was enhanced from September 11<sup>th</sup> to October 9<sup>th</sup> to include shuttles to Moraine Lake for the viewing of the larches. In all Parks Canada 2017 shuttle program moved over 224,000 visitors to one of our iconic lakes.

Parks Canada is dedicated to finding a long term solution to traffic management in the Lake Louise area and committed to the implementation of a local transit system. The Lake Louise, Yoho and Kootenay (LLYK) Field Unit continues to work with local stakeholders to deliver on a local transit system, which is anticipated to be implemented in the summer of 2019 at the earliest. An interim measure must be implemented in order to help alleviate traffic congestion prior to the introduction of a local transit system.

#### **1.2 Objective**

Based on the successes of 2017 Parks Canada will be implementing a daily shuttle to Upper Lake Louise from May 18, 2018 to October 8<sup>th</sup>, 2018 and a daily shuttle to Moraine Lake from September 10<sup>th</sup>, 2018 to October 8<sup>th</sup>, 2018.

#### **1.3 Reference Documents**

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

## 2. Requirements

### 2.1 Scope of Work

#### **Upper Lake Louise Shuttle 2018:**

The Contractor will be responsible to provide a return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot. This shuttle service will operate over 144 days in May, June, July, August, September, and October 2018. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m

Month	May	June	July	August	September	October
Dates	18-31	1-30	1-31	1-31	1-30	1-8
Total of days	14 days	30 days	31 days	31 days	30 days	8 days

**Appendix A:** Between May 18<sup>th</sup> and October 8<sup>th</sup> 2018 the Contractor will be responsible for round trip service for visitors at the following locations on each trip:

- Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway
- Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway.

#### **Lake Louise Village Shuttle 2018:**

The Contractor will be responsible to provide a return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle service will operate over 144 days in May, June, July, August, September, and October 2018. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m

Month	May	June	July	August	September	October
Dates	18-31	1-30	1-31	1-31	1-30	1-8
Total of days	14 days	30 days	31 days	31 days	30 days	8 days

**Appendix B:** Between May 18<sup>th</sup> and October 8<sup>th</sup> 2018 the Contractor will be responsible for round trip service for visitors at the following locations on each trip:

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

#### **Moraine Lake Shuttle 2018:**

The Contractor will be responsible to provide a return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle service will operate over twenty- nine days between September 10<sup>th</sup> and October 8<sup>th</sup> inclusive. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m. There will be 2 additional buses per day on September 15, 16, 22, 23, 29, 30, October 6, 7 & 8, 2018.

Month	September	October
Dates	10-30	1-8
Total of days	20 days	9 days

**Appendix C:** From September 10<sup>th</sup> to October 8<sup>th</sup> 2018, the Contractor will be responsible for round trip for visitors at the following locations on each trip:

- Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway
- Moraine Lake parking lot located 15 km from the Trans-Canada Highway.

## 2.2 Level of Service

The Contractor must:

- 2.2.1 Provide sufficient capacity to run buses between the Lake Louise Overflow parking lot and the Upper Lake Louise parking lot every 15 minutes as per schedules in **Appendix A** for a minimum of 40 passengers per run;
- 2.2.2 Provide sufficient capacity to run buses between the Lake Louise Overflow parking lot and the Village of Lake Louise (Samson Mall) every 15 minutes as per schedules in **Appendix B** for a minimum of 40 passengers per run;
- 2.2.3 Provide sufficient capacity to run buses between the Lake Louise Overflow parking lot and the Moraine Lake parking lot every 15 minutes as per schedules in **Appendix C** for a minimum of 40 passengers per run;
- 2.2.3 Provide buses with a minimum seating capacity of 40 passengers;
- 2.2.4 Provide the shuttle service from 8:00 a.m. to 6:30 p.m., with the first visitor pickup at the Lake Louise Overflow parking lot at 8:00 a.m. and the last visitor pickup at either the Upper Lake Louise parking lot or Lake Louise Village at 6:15 p.m. or Moraine Lake parking lot at 6:00 p.m. accordance with the schedules in **Appendix A, Appendix B and Appendix C.**
- 2.2.5 Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Samson Mall, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot (additional runs will be paid at a per bus run rate).
- 2.2.6 Provide two (2) extra shuttles on: the July Long Weekend (June 30, July 1, and 2), August Long Weekend (August 3, 4, 5 and 6), and September Long Weekend (August 31, September 1, 2 and 3), to help with higher visitation volumes.

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

## 2.3 As and When Requested Services

Parks Canada may require additional shuttle services on an as and when requested basis. The Project Authority will inform the Contractor of the requirements and authorize the work in accordance with the Work Authorization process identified in the Contract and Annex "B". Any changes in excess of or outside the scope of the Contract must be approved in writing by the Contract Authority by way of a contract amendment.

## 2.4 Contractor Responsibilities

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

- 2.4.1 Maintain the daily schedules in **Appendix A, Appendix B and Appendix C**
- 2.4.2 Provide adequate number of buses and drivers to meet the schedule requirements;
- 2.4.3 Provide adequate number of buses and drivers to transport at least 2,200 return passengers per day as outlined in the 2.2 Level of Service;
- 2.4.4 Provide excellent customer service;
- 2.4.5 Provide all bus drivers with matching uniforms that clearly identifies them as the shuttle service drivers (this could be as simple as black pants and a white shirt with an appropriate identifier name tag);
- 2.4.6 Provide all bus drivers a means of communication while buses are in service (radios or cell phones);
- 2.4.7 Ensure all bus drivers are able to communicate in English;
- 2.4.8 Ensure that all bus drivers present Parks Canada in a positive and professional manner at all times;
- 2.4.9 Ensure that all bus drivers assist in the loading and unloading of passengers and baggage;
- 2.4.10 Ensure that each bus driver has a clean driving abstract and that they are appropriately licensed to drive the passenger buses for the duration of the Contract;
- 2.4.11 Provide drivers accommodation at its own cost (if required);
- 2.4.12 Provide a spare bus on location in the event of a breakdown;
- 2.4.13 Keep each bus clean at all times;
- 2.4.14 Ensure the buses are clearly marked with the company logo and clearly indicate that contract services are being provided;
- 2.4.15 Display signs provided by Parks Canada in each bus;
- 2.4.16 Ensure monthly invoices are line itemized and any additional charges are clearly noted;
- 2.4.17 Ensure that the buses are properly geared and have sufficient power to safely and effectively operate when fully loaded;
- 2.4.18 Ensure fueling and maintenance of buses will not impact daily schedules and level of service;
- 2.4.19 Maintain operating status as required by Transportation Alberta ([http://www.transportation.alberta.ca/Content/docType276/Production/SFC\\_Application\\_Summary.pdf](http://www.transportation.alberta.ca/Content/docType276/Production/SFC_Application_Summary.pdf)) for the duration of the Contract;
- 2.4.20 Ensure that all buses are approved for this service through the Commercial Vehicle Inspection Program (CVIP) and have a valid permit for the duration of the Contract (proof must be provided to the

Project Authority prior to the operation of any bus in the performance of the work under the Contract);

2.4.21 Obtain and maintain insurance the specific insurance requirements for the duration of the Contract;

2.4.22 Ensure that all bus drivers attend a shuttle program orientation provided by Parks Canada prior to the operation on any bus in the performance of the work under the Contract.

## **2.5 Support Provided by Canada**

Parks Canada shall:

2.5.1 Provide a shuttle program orientation to all bus drivers;

2.5.2 Provide the daily schedules;

2.5.3 Provide a sign to display on each bus indicating it is the free shuttle in between the Lake Louise Overflow, Lake Louise Village (Samson Mall), Moraine Lake and the Upper Lake Louise parking lot;

2.5.4 Provide a site map identifying the pickup and drop-off locations (see **Appendix D** and **Appendix E**).

## **2.6 Constraints**

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

**Appendix A –Upper Lake Louise Shuttle Service Schedule May 18 to October 8**

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

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Overflow parking lot to the Upper Lake Louise parking from 8:00 a.m. to 4:30 p.m. (35 inbound trips)
- Shuttle runs from Upper Lake Louise parking lot to the Lake Louise Overflow parking lot from 8:30 a.m. to 6:00 p.m. (39 outbound trips)

Note that the total distance in between the Lake Louise Overflow parking lot and the Upper Lake Louise parking lot is 10.2 km and that uninterrupted travel time is approximately 10 minutes one way. Based on statistics from previous years, at least an additional 15 minutes each way be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates that 4 buses (with a minimum seating capacity of 40 passengers, and allowing for driver breaks) and additional buses on long weekends as described in **2.2.6 Level of Service**.

**Appendix B – Lake Louise Village (Samson Mall) Shuttle Service Schedule May 18 to October 8**

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

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Overflow parking lot to the Village of Lake Louise at the Samson Mall parking from 8:00 a.m. to 5:45 p.m. (40 inbound trips)
- Shuttle runs from Village of Lake Louise at the Samson Mall to the Lake Louise Overflow parking lot from 8:15 a.m. to 6:00 p.m. (40 outbound trips)

Note that the total distance in between the Lake Louise Overflow parking lot and the Village of Lake Louise at the Samson Mall parking lot is 5.75 km and that uninterrupted travel time is approximately 5 minutes one way. Based on statistics from previous years, at least an additional 10 minutes each way be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates 3 buses (with a minimum seating capacity of 40 passengers, and allowing for driver breaks) and additional buses on long weekends as described in **2.2.6 Level of Service**.



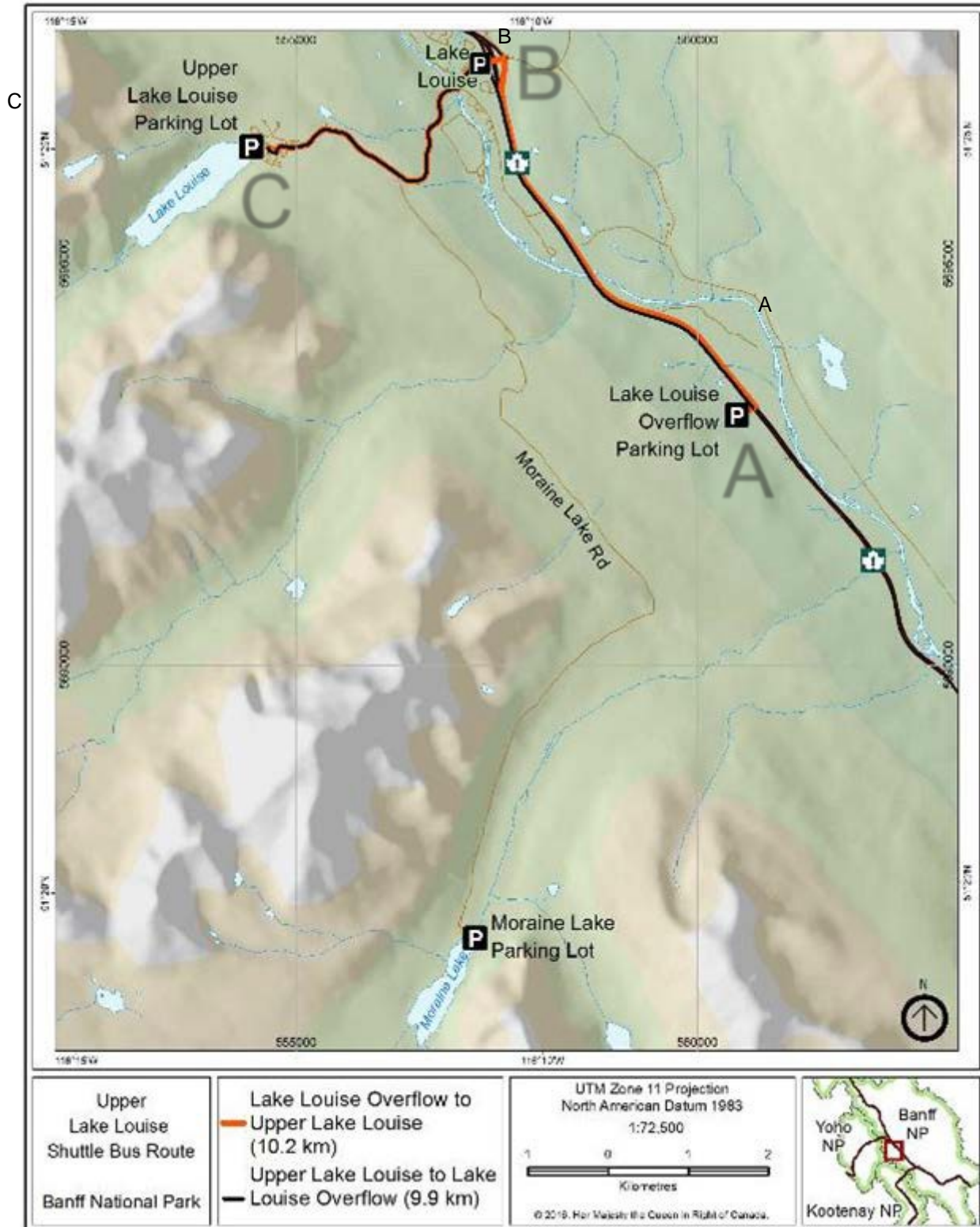
**Appendix C: Moraine Lake Shuttle Service Schedule – September 10 to October 8**

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

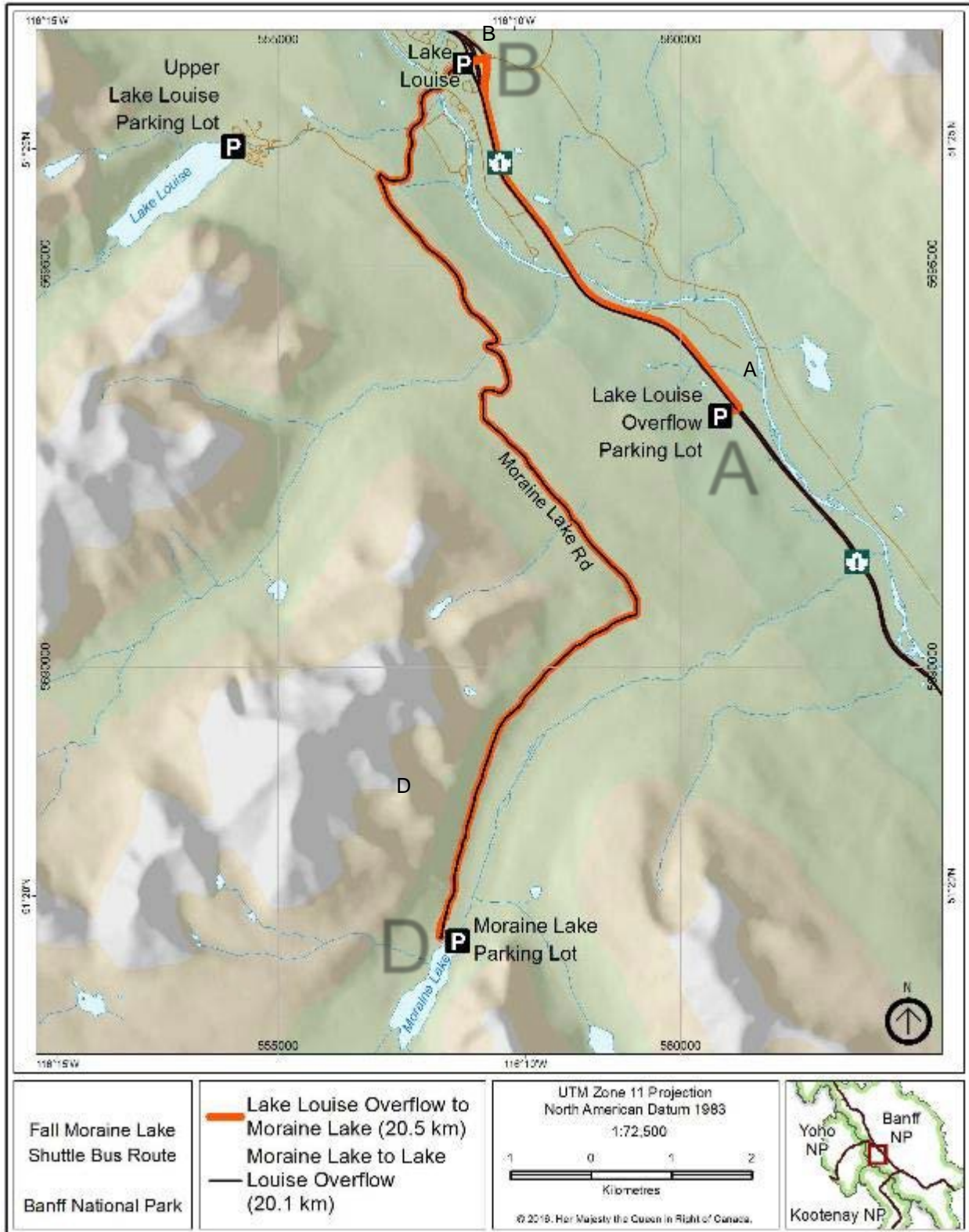
- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Overflow parking lot to the Moraine Lake parking from 8:00 a.m. to 4:15 p.m. (34 inbound trips)
- Shuttle runs from Moraine Lake parking to the Lake Louise Overflow parking lot from 8:45 a.m. to 5:45 p.m. (37 outbound trips)

## Appendix D – Shuttle Bus Routes

### Upper Lake Louise



**Moraine Lake:**



## Appendix E – Parking Lot Pictures

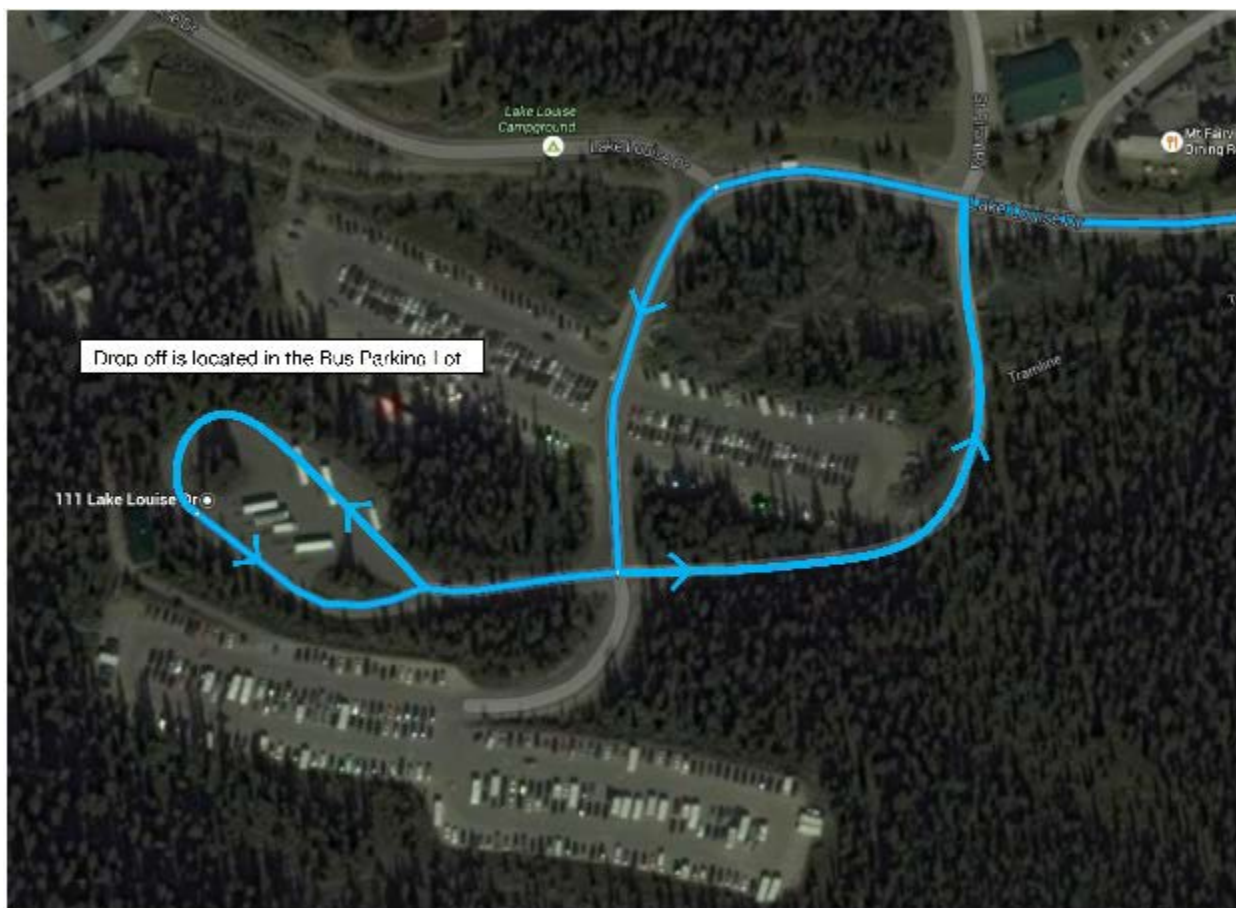
### A - Lake Louise Overflow Parking Lot



### B - Lake Louise Overflow Pickup/Drop-off Location



C - Upper Lake Louise Bus Parking Lot Pickup/Drop off Location



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



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

**Financial Bid Submission Requirements**

- Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- The Bidder must submit their financial bid in accordance with the Basis of Payment.
- All prices are in Canadian dollars, FOB destination
- Customs duties are included and Applicable Taxes are extra.

**Table A: Contract Year – May 18, 2018 to October 08, 2018 inclusive**

**1. Required Services – Firm Price(s)**

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

Item No.	Description	Firm Price
1.1	<b>Upper Lake Louise Shuttle Service:</b> Five (5) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot., This shuttle will operate over 144 days in May, June, July, August, September, and October 2018. The shuttle service from 8:00 a.m. to 6:30 p.m	\$
1.2	<b>Lake Louise Village Shuttle:</b> Three (3) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle will operate over 144 days in May, June, July, August, September, and October 2018. The shuttle service from 8:00 a.m. to 6:30 p.m	\$
1.3	<b>Moraine Lake Shuttle:</b> Six (6) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle will operate over 29 days between September 10 <sup>th</sup> and October 8 <sup>th</sup> inclusive. The shuttle service from 8:00 a.m. to 6:30 p.m.  <b>NOTE:</b> 2 additional buses per day on September 15, 16, 22, 23, 29, 30, October 6, 7 & 8, 2018.	\$
A	<b>Combined Total Firm Price</b> (1.1 + 1.2 + 1.3 = A)	\$

## 2. Firm Unit Prices for Additional Services

Any resulting cost adjustments to the Contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Samson Mall, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot.	Per Run Per Bus	15	\$	\$
2.2	Provide two (2) extra shuttles per day on: the July Long Weekend (June 30, July 1, and 2), August Long Weekend (August 3, 4, 5 and 6), and September Long Weekend (August 31, September 1, 2 and 3), to help with higher visitation volumes.	Per Day Per Bus	11	\$	\$
<b>B</b>	<b>Combined Total (2.1 + 2.2 =)</b> (excluding applicable tax)				<b>\$</b>

## 3. Firm Unit Prices for As and When Requested Services

Any resulting cost adjustments to the Contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item No.	Description	Unit of Measurement	Firm Unit Price
<b>C</b>	Provision for additional buses as required outside of that described above.	Per Day Per Bus	\$



#### 4. Total Combined Price – Contract Year

Item No.	Description	Total
D	<b>Total Combined Price – Contract Year ( A + B + C = D)</b>	\$

#### Table B: Option Period – October 09, 2018 to October 08, 2019 inclusive

##### 1. Required Services – Firm Price(s)

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

Item No.	Description	Firm Price
1.1	<b>Upper Lake Louise Shuttle Service:</b> Five (5) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot., This shuttle will operate over 144 days in May, June, July, August, September, and October 2019. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m	\$
1.2	<b>Lake Louise Village Shuttle:</b> Three (3) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle will operate over 144 days in May, June, July, August, September, and October 2019. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m	\$
1.3	<b>Moraine Lake Shuttle:</b> Six (6) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle will operate over 29 days between September 9 <sup>th</sup> and October 7 <sup>th</sup> inclusive. The shuttle service will be offered from 8:00 a.m. to 6:30 p.m.  There will be 2 additional buses per day on September 14, 15, 21, 22, 28, 29, October 5, 6 & 7, 2019.	\$
E	<b>Combined Total Firm Price (1.1 + 1.2 + 1.3 = E)</b>	\$

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

Any resulting cost adjustments to the Contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Samson Mall, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot.	Per Run Per Bus	15	\$	\$
2.2	Provide two (2) extra shuttles per day on: the July Long Weekend (June 29, 30 July 1), August Long Weekend (August 2, 3, 4, and 5), and September Long Weekend (August 30 and 31, September 1 and 2), to help with higher visitation volumes.	Per Day Per Bus	11	\$	\$
F	<b>Combined Total (2.1 + 2.2 =)</b> (excluding applicable tax)				\$

**3. Firm Unit Prices for As and When Requested Services**

Any resulting cost adjustments to the Contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item No.	Description	Unit of Measurement	Firm Unit Price
G	Provision for additional buses as required outside of that described above.	Per Day Per Bus	\$

**4. Total Combined Price – Option Period**

Item No.	Description	Total
H	<b>Total Combined Price – Option Period ( E + F + G = H)</b>	\$

**Table C: Total Combined Evaluated Bid Price**

In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation. In the case of error in the extension of prices, the unit price will govern.

Item No.	Description	Total Combined Bid Price(s)
D	<b>Table A: Total Combined Price – Contract Year</b>	\$
H	<b>Table B: Total Combined Price – Option Period</b>	\$
I	<b>Total Combined Evaluated Bid Price (Item No. D + H = I) (excluding applicable tax)</b>	\$

**NOTE:**

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Estimated values do not guarantee any commitment of Work by PCA. Firm unit prices will be prorated based on actual quantities undertaken, if any.
- (c) Additional payment terms and conditions will not apply to the contract; and
- (d) Customs duties are included and Applicable Taxes are extra.

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

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

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

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

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

<b>Location of Work</b>
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<b>General Description of Work to be Completed</b>
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**Mark "Yes" where applicable.**

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

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

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**Name** **Signature** **Date**

## ANNEX "D" to PART 5 – BID SOLICITATION FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX “E” - INTEGRITY PROVISIONS – LIST OF NAMES FOR INTEGRITY VERIFICATION 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:

### Instructions

1. Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
2. Privately owned corporations must provide a list of the owners’ names.
3. 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.
4. Suppliers that are a partnership 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.

<b>Organizational Structure:</b>	<input type="checkbox"/> Corporate Entity
	<input type="checkbox"/> Privately Owned Corporation
	<input type="checkbox"/> Sole Proprietor
	<input type="checkbox"/> Partnership

### List of Names (see instructions above)

Name	Title

**Solicitation No. - N° de l'invitation**  
5P420-18-0002/A

**Amd. No. - N° de la modif.**  
00

**Contracting Authority - Autorité contractante**  
Joanne S. Cuthbert

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

**Title - Sujet**  
Lake Louise Area Shuttle 2018, AB

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## 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.

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Signature

Please include with your bid or offer.