



RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :

Parks Canada Agency  
111 Water Street East  
Cornwall, Ontario K6H 6S2

**FAX – 1-877-558-2349**

REQUEST FOR QUOTATION  
DEMANDE DE PRIX

Quotations 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 supplies and services listed herein or on any attached sheets at the price(s) set out therefore.

Prix à : 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Vendor/Firm Name and Address  
Raison sociale et adresse du fournisseur/de l'entrepreneur

Title-Sujet  Janitorial Services Services de conciergerie	
Solicitation No. - N° de l'invitation 5P300-18-0144/A	Date June 25, 2018
GETS Reference No. – N° de référence de SEAG NA	
Client Reference No. – N° de référence du client	
Solicitation Closes L'invitation prend fin –  at – à 02:00 PM on – le August 7, 2018	Time Zone Fuseau horaire -  EDST – Eastern Daylight Saving Time
Address Inquiries to: - Adresser toute demande de renseignements à :  Cindy Dionne	
Telephone No. - N° de téléphone 613-938-5967	Fax No. – N° de FAX
Destination of Goods, Services, and Construction: Destination des biens, services et construction :  Rouge National Urban Park 3620 Kingston road Toronto, Ontario M1M 1R9	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur :    Telephone No. - N° de téléphone : Facsimile No. - N° de télécopieur :	
Name and title of person authorized to sign on behalf of the Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
_____ Name/Nom	_____ Title/Titre

TABLE OF CONTENTS

**PART 1 - GENERAL INFORMATION..... 4**

1.1 SECURITY REQUIREMENTS ..... 4

1.2 STATEMENT OF WORK..... 4

1.3 DEBRIEFINGS ..... 4

1.4 TRADE AGREEMENTS ..... 4

**PART 2 - BIDDER INSTRUCTIONS..... 5**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 5

2.2 SUBMISSION OF BIDS ..... 5

2.3 FORMER PUBLIC SERVANT..... 5

2.4 ENQUIRIES - BID SOLICITATION ..... 6

2.5 APPLICABLE LAWS..... 6

2.6 OPTIONAL SITE VISIT ..... 7

**PART 3 - BID PREPARATION INSTRUCTIONS ..... 8**

3.1 BID PREPARATION INSTRUCTIONS ..... 8

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 9**

4.1 EVALUATION PROCEDURES ..... 9

4.2 BASIS OF SELECTION ..... 9

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION..... 10**

5.1 CERTIFICATIONS REQUIRED WITH THE BID ..... 10

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 10

**PART 6 - RESULTING CONTRACT CLAUSES ..... 11**

6.1 SECURITY REQUIREMENTS ..... 11

6.2 STATEMENT OF WORK..... 11

6.3 STANDARD CLAUSES AND CONDITIONS ..... 11

6.4 TERM OF CONTRACT ..... 11

6.5 AUTHORITIES..... 11

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 12

6.7 PAYMENT ..... 12

6.8 INVOICING INSTRUCTIONS ..... 14

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 14

6.10 APPLICABLE LAWS ..... 14

6.11 PRIORITY OF DOCUMENTS..... 14

6.12 INSURANCE - SPECIFIC REQUIREMENTS - SACC *MANUAL* CLAUSE G1001C (2013-11-06) ..... 14

6.13 TASK AUTHORIZATION PROCESS (SACC *MANUAL* CLAUSE B9054C) ..... 15

6.14 GOVERNMENT SITE REGULATIONS SACC *MANUAL* CLAUSE A9068C (2010-01-11) ..... 15

6.15 INSPECTION AND ACCEPTANCE SAAC *MANUAL* CLAUSE D5328C (2014-06-26)..... 15

**ANNEX DOCUMENTS**

ANNEX "A" - STATEMENT OF WORK

ANNEX "B" - BASIS OF PAYMENT **(to be returned with the bid)**

ANNEX "C" - TASK AUTHORIZATION

ANNEX "D" - INSURANCE REQUIREMENT

ANNEX "E" - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH & SAFETY

ANNEX "F" - INTEGRITY PROVISIONS - LIST OF NAMES **(to be returned with the bid)**

**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 Cindy Dionne at [cindy.dionne@pc.gc.ca](mailto:cindy.dionne@pc.gc.ca) 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**

- The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

Facsimile – 1-877-558-2349

### 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 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 Ontario.

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.

## 2.6 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **3620 Kingston Road, Toronto, Ontario** on **11 July 2018**. The site visit will begin at **10:00 am (EDST)**.

The bidders are requested to communicate with the Contracting Authority no later than **July 9, 2018** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Note:**

- Parking is available at the neighbouring community centre parking lot
- A tour of Kingston Office will be followed by a tour of the 3258 Eglinton Avenue Office, 19 Beare Road office and the 7277 14<sup>th</sup> Avenue office.
- The tour should take approximately 2 hours.
- Bidders are responsible for their own transportation.

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

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid  
Section II: Certifications

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (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.

#### **Section II: Certification**

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

#### ***SACC Manual Clause A0069T, (2007-05-25)***

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the 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.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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

- The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by PCASD.

### 6.2 Statement of Work

The Contractor must perform janitorial services and grounds cleaning 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 September 1, 2018 to February 28, 2019 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 Three (3) additional One (1) year periods 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 Thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cindy Dionne  
Procurement and Contracting Officer  
Parks Canada Agency, National Contracting Services  
Directorate: Chief Financial Officer Directorate

Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5967  
Facsimile 866-246-6893  
E-mail address: cindy.dionne@pc.gc.ca

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: (to be completed at contract award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 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 – Firm Price

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

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.2 Basis of Payment – Firm Price– Task Authorization (C0209C)**

For the work described in section (G) of the Statement of Work at Annex “A”

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.3 Limitation of Expenditure**

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

### **6.7.4 Multiple Payment**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

### **6.7.5 Task Authorization Limit (C9011C)**

The Project Manager may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### **6.7.6 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)**

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

## 6.8 Invoicing Instructions

2. 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.
3. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

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

## 6.12 Insurance - Specific Requirements - SACC Manual clause [G1001C \(2013-11-06\)](#)

The Contractor must comply with the insurance requirements specified in **Annex "D"** The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within 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.

### **6.13 Task Authorization Process (SACC Manual Clause B9054C)**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### *Task Authorization Process:*

1. The Project Manager will provide the Contractor with a description of the task using the "Task Authorization Form for "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) 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. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Manager, within *Two (2)* calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Manager has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **6.14 Government Site Regulations SACC Manual clause A9068C (2010-01-11)**

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### **6.15 Inspection and Acceptance SAAC Manual clause D5328C (2014-06-26)**

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

**Annex "A" - Statement of Work - Rouge National Urban Park Offices**

**1. DESCRIPTION OF WORK**

The Contractor agrees to perform the work as follows:

Rouge National Urban Park Office Buildings:      3620 Kingston Road, Toronto, ON M1M 1R9  
   3258 Eglinton Ave E, Toronto, ON M1J 2H6  
   19 Beare Road, Toronto, ON M1X 1P6  
   7277 14<sup>th</sup> Avenue, Markham, ON L6B 1A8

**THE FOLLOWING SERVICES ARE TO BE PERFORMED WEEKLY ON THE SCHEDULED DAYS:**

1. **Cleaning of the entire Office at the Rouge National Urban Park Office Buildings listed above. Includes main floor and second floor and the Basement at the Eglinton Office.**
  - All hard surfaced floors will be thoroughly swept, wet mopped and disinfected
  - All carpeted floors and walking mats will be thoroughly vacuumed
  - All waste containers (garbage, recycling and green bins) will be emptied into the proper receptacles and the liners will be replaced
  - All door handles and light switches will be wiped, cleaned and disinfected
  
2. **Main Entrance and Foyer:**
  - Front door will be wiped, cleaned and disinfected inside and out, if the door has a window the window will be cleaned inside and out
  - Excess dirt will be removed from outdoor welcome mats, interior mats will be vacuumed
  
3. **Kitchen and Photocopy area:**
  - The sink, faucet, counter, cabinets and dispensers will be thoroughly wiped cleaned and disinfected
  - The exterior of the microwave, stove and refrigerator will be wiped, cleaned and disinfected
  - Tables will be wiped, cleaned and disinfected
  - Paper towels in the kitchen will be re-stocked as needed
  - Photocopier will be wiped, cleaned and disinfected
  - Shredder waste will be emptied from the shredder and the liner will be replaced
  
3. **Office and Boardroom Areas:**
  - All desks will be wiped, cleaned and disinfected, if the desktop is inaccessible leave a note detailing that this function was unable to be completed
  - All tables will be wiped, cleaned and disinfected
  - All telephones, computer monitor frames, TVs, mice and keyboards will be spot wiped, cleaned and disinfected
  
4. **Washrooms:**
  - All sinks, faucets, mirrors, dispensers and toilets will be thoroughly washed and disinfected
  - All hand soap and dispensers will be refilled, toilet paper and paper towel re-stocked
  
5. **Staircase and Hallways:**
  - All steps and landings will be vacuumed along with carpeted hallways, swept and wet mopped if they are hard surfaced
  - All banisters will be wiped, cleaned and disinfected
  
6. **14<sup>th</sup> Avenue Office**
  - All exterior garbage and recycling bins (Two 70 gallon garbage and recycling bins, four total, located in the parking lot) will be emptied into the large waste management bins on the opposite side of the parking lot
  - All four garbage and recycling bins will be washed inside and out twice a month



- The oTENTik adjacent to the 14<sup>th</sup> Ave Office will be cleaned to the same standard as the main office
  - All hard surfaced floors will be thoroughly swept, wet mopped and disinfected
  - All tabletop surfaces will be wiped, cleaned and disinfected
  - All waste bins will be emptied into the proper receptacles and liners will be replaced

All door handles and light switches will be wiped, cleaned and disinfected

**OTHER SERVICES ARE TO BE PERFORMED FOR THE ENTIRE OFFICE ACCORDING TO SCHEDULE BELOW:**

**Weekly**

- The inside of the microwave will be wiped, cleaned and disinfected
- All shelves and cabinets will be wiped, cleaned and disinfected
- All window ledges and small interior wall windows will be wiped, cleaned and disinfected
- All window coverings/horizontal blinds will be dusted
- All cobwebs will be wiped and removed

**Monthly**

- All wall hangings, baseboards, flowers and other reachable office accessories will be wiped, cleaned and disinfected with extra care
- All chair legs will be spot wiped, cleaned and disinfected
- All walls will be spot wiped, cleaned and disinfected
- The bathtub (if accessible) will be thoroughly cleaned
- The inside of all stoves, ovens, toaster ovens and refrigerator/freezer will be wiped, cleaned and disinfected; advance notice will be provided by the cleaners to ensure there refrigerator is empty

**GENERAL REQUIREMENTS**

(A) The Contractor shall provide all labour, transportation, supervision and equipment necessary to complete the janitorial services for the offices of the Rouge National Urban.

(B) Sites of Work

Provide janitorial services at the offices of the Rouge National Urban Park:

- 3620 Kingston Road, Toronto, ON M1M 1R9;
- 3258 Eglinton Ave E, Toronto, ON M1J 2H6;
- 19 Beare Road, Toronto, ON M1X 1P6;
- 7277 14<sup>th</sup> Avenue, Markham, ON L6B 1A8

(C) Schedule

All services are to be performed between the hours of 6:00PM and 11:59PM on weekdays and between 8:00AM and 11:59PM on weekends unless otherwise arranged on a case by case basis by Rouge National Urban Park staff.

For the purpose of this section **Non-Operating Season** is defined as the months of January, February, November and December and **Operating Season** is defined as the months of March to October inclusive.

If the cleaning service is to be missed due to a statutory holiday or unforeseen circumstances, Rouge National Urban Park staff will be notified one week prior or as soon as possible and an alternate cleaning date will be scheduled.

**Table 1. Cleaning schedule by office location**

Office Location	Non-Operating Season	Operating Season
3620 Kingston Rd.	Tuesdays & Fridays	Tuesdays & Fridays
3258 Eglinton Ave. E.	Tuesdays & Fridays	Tuesdays, Fridays & Sundays
19 Beare Rd.	Mondays & Thursdays	Mondays, Thursdays & Saturdays
7277 14 <sup>th</sup> Ave.	Mondays & Thursdays	Mondays, Thursdays & Saturdays

(D) Repair and Damage

Any unusual occurrence or damage noticed is to be reported as quickly as possible to the Rouge Superintendent or their delegate during the performance of the janitorial service.

(Phone numbers will be supplied to the contractor upon award of the Contract).

(E) Meeting

The Contractor upon being awarded the contract must meet with the Rouge Superintendent and/or their delegate to review the specifications to ensure that the specifications are understood and clear.

(F) Supplies

Parks Canada will supply the following:

Toilet paper, paper towels, garbage bags/liners and liquid hand soap.

The Contractor will supply the following:

All other materials, tools, equipment and supplies required to complete this contract. All items belonging to the contractor should be marked and easily identified as being their property.

**(G) Extra Work – Task Authorization**

Extra work may include, but is not limited to extra cleaning prior to events, carpet deep cleaning and bringing garbage bins to and from the curb

**ANNEX “B” - BASIS OF PAYMENT**

Bidders must provide pricing in the format specified in this Annex “B” – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive. The *Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, delivery cost, supervision, labour all travel costs (time, mileage, etc.) admin, production, etc.)* to fulfill the entire requirement as described in Annex “A” Requirement, GST/HST extra, if applicable. Bidders are to submit fixed prices, exclusive of taxes. **\*Please note that any modification to this document will render the quotation non-compliant\***

**\*\*All Prices to Include the Cost of Associated Materials for Task\*\***

Table “A” - Contract Year 1 September 1, 2018 to February 28, 2019					
Service Dates (a)		Number Cleanings per week (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
Operating Season (March – October)					
1	3620 Kingston Road	1	2	\$	\$
2	3258 Eglinton Avenue East	3	2	\$	\$
3	19 Beare Road	3	2	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	2	\$	\$
Non-Operating Season (November – February)					
5	3620 Kingston Road	2	4	\$	\$
6	3258 Eglinton Avenue East	2	4	\$	\$
7	19 Beare Road	2	4	\$	\$
8	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
Total of lines 1 to 8 (do not include HST)					\$

Table “A1” – As Requested Extra Work Contract Year 1 – Task Authorization August 1, 2018 to February 28, 2019					
Service Requirement (a)		Unit of Measure (b)	Estimated # of hours (c)	Unit Rate (d)	Total (c) x (d) = (e)
1	Extra Work (reference section (G) in Annex “A”)	Per Hour	10	\$	\$
Total (do not include HST)					\$

**Table "B" - Option Year 1  
March 1, 2019 to February 29, 2020**

Service Dates (a)		Number Cleanings per week (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
<b>Operating Season (March – October)</b>					
1	3620 Kingston Road	1	8	\$	\$
2	3258 Eglinton Avenue East	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
<b>Non-Operating Season (November – February)</b>					
5	3620 Kingston Road	2	4	\$	\$
6	3258 Eglinton Avenue East	2	4	\$	\$
7	19 Beare Road	2	4	\$	\$
8	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
Total of lines 1 to 8 (do not include HST)					\$

**Table "B1" – As Requested Extra Work  
Option Year 1 – Task Authorization  
March 1, 2019 to February 29, 2020**

Service Requirement (a)		Unit of Measure (b)	Estimated # of hours (c)	Unit Rate (d)	Total (c) x (d) = (e)
1	Extra Work (reference section (G) in Annex "A")	Per Hour	10	\$	\$
Total (do not include HST)					\$

**Table "C" - Option Year 2  
March 1, 2020 to February 28, 2021**

Service Dates (a)		Number Cleanings per week (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
<b>Operating Season (March – October)</b>					
1	3620 Kingston Road	1	8	\$	\$
2	3258 Eglinton Avenue East	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
<b>Non-Operating Season (November – February)</b>					
5	3620 Kingston Road	2	4	\$	\$
6	3258 Eglinton Avenue East	2	4	\$	\$
7	19 Beare Road	2	4	\$	\$
8	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
Total of lines 1 to 8 (do not include HST)					\$

**Table "C1" – As Requested Extra Work  
Option Year 2 – Task Authorization  
March 1, 2020 to February 28, 2021**

Service Requirement (a)		Unit of Measure (b)	Estimated # of hours (c)	Unit Rate (d)	Total (c) x (d) = (e)
1	Extra Work (reference section (G) in Annex "A")	Per Hour	10	\$	\$
Total (do not include HST)					\$

**Table "D" - Option Year 3  
March 1, 2021 to February 28, 2022**

Service Dates (a)		Number Cleanings per week (b)	Number of Months (c)	Cost per Month (d)	Total (c) x (d) = (e)
<b>Operating Season (March – October)</b>					
1	3620 Kingston Road	1	8	\$	\$
2	3258 Eglinton Avenue East	3	8	\$	\$
3	19 Beare Road	3	8	\$	\$
4	7277 14 <sup>th</sup> Avenue	3	8	\$	\$
<b>Non-Operating Season (November – February)</b>					
5	3620 Kingston Road	2	4	\$	\$
6	3258 Eglinton Avenue East	2	4	\$	\$
7	19 Beare Road	2	4	\$	\$
8	7277 14 <sup>th</sup> Avenue	2	4	\$	\$
Total of lines 1 to 8 (do not include HST)					\$

**Table "D1" – As Requested Extra Work  
Option Year 3 – Task Authorization  
March 1, 2021 to February 28, 2022**

Service Requirement (a)		Unit of Measure (b)	Estimated # of hours (c)	Unit Rate (d)	Total (c) x (d) = (e)
1	Extra Work (reference section (G) in Annex "A")	Per Hour	10	\$	\$
Total of lines (do not include HST)					\$

Totals from Table A, A1, B, B1, C, C1, D, D1		
Table #	Date	Total
1	Table A Contract Year #1 September 1, 2018 to February 28, 2019	\$
2	Table A1 Contract Year #1 September 1, 2018 to February 28, 2019	\$
3	Table B Option Year #1 March 1, 2019 to February 29, 2020	\$
4	Table B1 Option Year #1 March 1, 2019 to February 29, 2020	\$
5	Table C Option Year #2 March 1, 2020 to February 28, 2021	\$
6	Table C1 Option Year #2 March 1, 2020 to February 28, 2021	\$
7	Table D Option Year #3 March 1, 2021 to February 28, 2022	\$
8	Table D1 Option Year #3 March 1, 2021 to February 28, 2022	\$
Total of lines 1 to 8 (do not include HST)		\$

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract  
 Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de PC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de PC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PC Contracting Authority - Autorité contractante de PC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX "D" - INSURANCE REQUIREMENTS**

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.
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: Canada, as represented by Public Works and Government Services Canada.
  - 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.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

**ANNEX “E”**

**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)		

<b>Location of Work</b>
-------------------------

<b>General Description of Work to be Completed</b>
--

**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 “F”**

**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.

<b>Supplier’s Legal Name:</b>	
<b>Organizational Structure:</b>	<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.