



RETURN BIDS TO:
RETOURNER LES SUBMISSION À :
 Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Suite 720, 220 – 4th Avenue S.E.
 Calgary, AB T2G 4X3
 Bid Fax: 1-866-246-6893

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 720, 220 – 4th Avenue S.E.
 Calgary, AB T2G 4X3

| | |
|---|---|
| Title - Sujet Temporary Accommodation Facilities – Jasper National Park | |
| Solicitation No. - N° de l'invitation 5P420-18-0481/A | Date: January 08, 2019 |
| Client Reference No. - N° de référence du client n/a | |
| GETS Reference No. N° de référence de SEAG PW-19-00858677 | |
| Solicitation Closes - L'invitation prend fin At - à : 14 :00 On - le : February 19, 2019 | Time Zone - Fuseau horaire MST |
| F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/> | |
| Address Enquiries to - Adresser toutes questions à Kirsten Sage Kirsten.sage@canada.ca | |
| Telephone No. - N° de telephone (587) 436-5795 | Fax No. -N° de télécopieur 1-866-246-6893 |
| Destination of Goods, Services, and Construction - Destination des biens, services, et construction See Herein | |

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

| | |
|--|------------------------------------|
| Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur | |
| Address - Adresse | |
| Telephone No. - N° de telephone | Fax No. - N° de télécopieur |
| 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) | |
| Signature | Date |

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the requirement.

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canada 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](#) (2018-05-22) 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 facsimile to PCA will 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 () |
|---|----------------|

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 fourteen (14) 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

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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.

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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.

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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

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 "D"**, 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) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/eng/employment-social-development-canada) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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

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](#) (2018-06-21), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 01, 2019 to October 31, 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 one (1) additional one (1) year period being as follows: November 01, 2019 to October 31, 2020 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:

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Kirsten Sage

Contracts, Procurement and Materiel Management Officer
Parks Canada Agency
Chief Financial Officer Directorate
Suite #720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

Telephone: (587) 436-5795

E-mail address: Kirsten.sage@canada.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:

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

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 – 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 \$ ****to be inserted 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 Progress Payments

6.7.2.1 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to ninety (90) percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the amount claimed is in accordance with the basis of payment;
- c. the total amount for all progress payments paid by Canada does not exceed ninety (90) percent of the total amount to be paid under the Contract;
- d. all certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives.

6.7.2.2 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.7.2.3 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

6.8 Invoicing Instructions – Progress Payment Claim – Supporting Documentation not required

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

Each claim must show:

- (a) all information required on form [PWGSC-TPSGC 1111](#);
- (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) the description and value of the milestone claimed as detailed in the Contract.

6.8.2 Applicable Taxes, must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

6.8.3 The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Payment Office for the remaining certification and payment action.

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

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.

6.11 Applicable Laws

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

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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](#) (2018-06-21), 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 _____ (*insert at time of contract award*)

6.13 SACC Manual Clauses

- [A1009C](#) (2008-05-12) Work Site Access
- [A9068C](#) (2010-01-11) Government Site Regulations
- [A9039C](#) (2008-05-12) Salvage
- [B6802C](#) (2007-11-30) Government Property
- [B9028C](#) (2007-05-25) Access to Facilities and Equipment
- [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

6.14 Inspection and Acceptance

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

ANNEX "A" - STATEMENT OF WORK

1. Title

Temporary Accommodations Facilities - Jasper National Park, AB

2. Scope

The Contractor must provide **Temporary Accommodations Facilities** within the site identified in Jasper National Park for Fifty Four (54) people. The Contractor must deliver these facilities to the specified location within the Jasper National Park Woodlot area for a seven (7) month period of time commencing 1 April, 2019 to 31 October, 2019 with an option to extend the rental period for all or a portion of the temporary accommodation facilities to 31 October, 2020. All trailers are to be located at the above area.

3. Infrastructure Requirements and Standards

The Contractor is responsible for the following:

- 3.1. The Contractor must submit a cost estimate with a breakdown of the firm price. The cost estimation will be for information purposes only to provide a framework for the PCA Project Authority and must not supersede the Firm Price established in Annex B – Basis of Payment. The Contractor must submit the cost estimate within one (1) week of contract award. The Contractor must then attend a teleconference start-up meeting to review the cost estimate and overall project with the Parks Canada Agency (PCA) Project Authority.
- 3.2. The Contractor must provide the following packages within the facilities:
 - (a) **Self-Serve Kitchen and Lounge Area**
A minimum of nine (9) self-serve domestic kitchen/ lounge areas
 - (b) **Sleeping/ Washroom Package**
Individual room accommodations for a minimum of fifty four (54) people with a minimum of eighteen (18) combination washroom/ shower units.
- 3.3. All trailers supplied throughout the term of the Contract must:
 - (a) Meet or exceed all applicable codes e.g. Electrical, Propane, Building;
 - (b) Meet the National and Provincial building codes
 - (c) Be free-standing, hard walled, framed units;
 - (d) Be securely anchored and blocked up for stability. Wind loading to be in accordance with the National Building Code;
 - (e) Be equipped with stairs and railings to the outside if required as per code;
 - (f) Be equipped with indoor lighting;
 - (g) Be equipped with potable water tank;
 - (h) Be equipped with fire extinguishers and smoke alarms to the Provincial Fire Code standard (ex: *Alberta Fire Code*);
 - (i) Be equipped with windows that open, complete with screens;
Be equipped with wall-mounted heating and air conditioning systems;
 - (j) Be non-smoking facilities;
 - (k) Be equipped with interior and exterior doors with locks and keys; and
 - (l) Trailers must be new within the last ten (10) years, or renovated in the last five (5) years.

3.4. The following are the mandatory applicable guidelines:

3.4.1 Kitchen and Lounge Facilities

- (a) Self-serve kitchen facilities with full size fridge, stove, microwave oven, dishwasher, sinks with hot and cold water taps, storage cupboards and food preparation counter.
- (b) Kitchen eating areas must meet the required numbers of tables and chairs to satisfy 54 individuals.
- (c) Lounge areas adjacent to kitchen with armchairs, couch and flat screen TV.
- (d) Equipped with smoke alarms and where gas-heating devices are used to be equipped with gas detectors and carbon monoxide detectors.
- (e) Equipped with potable water tank.

3.4.2 Latrine and Washing Facilities

- (a) Equipped with a minimum 3:1 ratio of people to washrooms, adequate numbers of flush toilets; showers; sinks; which can be divided between the genders.
- (b) Supplied with vents to the outside.
- (c) Supplied with fans for air circulation.
- (d) Equipped with potable water tank.
- (e) Washer and dryer, one set per trailer.

3.4.3 Sleeping Trailers

- (a) Each room to accommodate personnel on a single occupancy basis.
- (b) Locking rooms with keys.
- (c) Equipped with potable water tank.
- (d) Beds with covered mattresses must be provided for each room. Frames must be less than ten (10) years old.

3.5. The Contractor must supply, install and connect the following utilities:

- (e) Sewer Lines from each trailer unit to sewer manhole on site. The sewer manhole will be a maximum of 100m away from the farthest unit.
- (f) Electrical Lines from each trailer to electrical panel on site. Bidders to use ½ the distance between the furthest trailers plus 10m.
- (g) Power supply on site is maximum 600 amp 120/240 single phase service. Electrical demand must be not exceed this amount including line losses etc.
- (h) Trailers will need to be hard wired into the electrical panel.

3.6. The Contractor must setup facilities including anchoring, blocking and leveling as required.

3.7. The Contractor must have the ability to decrease the number of units from being able to support 54 people to a lower number (approximately 48). This decrease in beds would require the proportional decrease to all other amenities. Parks Canada will notify if the decrease is required upon contract award.

4. Compliance with Laws

4.1. The Contractor must adhere to and abide by all provincial and federal laws and regulations; the Provincial Building Code, Public Health Act and Regulations, Occupational Health and Safety Act and Regulations, Traffic Safety Act and Regulations, Environmental Protection and Enhancement Act and Regulations, and the Dangerous Goods Transportation and Handling Act and Regulations and other applicable legislation.

4.2. All materials and supplies utilized by the Contractor must be handled and

stored in accordance with the provincial *Dangerous Goods Transportation and Handling Act and Regulations* and the provincial *Occupational Health and Safety Act and Regulations*.

- 4.3. All vehicles utilized by the Contractor in carrying out the Contract will be operated, equipped, and maintained in accordance with the *Provincial Traffic Safety Act and Regulations* and the *Dangerous Goods Transportation and Handling Act and Regulations*.

5. Mobilization/ Demobilization

- 5.1. The Contractor must:

- (a) Provide expertise in the planning for mobilization/ demobilization of the Contractor's infrastructure; and
- (b) Mobilize/ demobilize the facility infrastructure at the start of and upon completion of the requested rental period including the dismantling of support facilities, cleaning and packaging of all support equipment and arranging transportation.

6. Contractor's Representative

- 6.1. The Contractor agrees that the Contractor's Representative must:

- (a) Deal directly with the Parks Canada Agency's (PCA) Project Authority in respect of all matters arising at the facility site;
- (b) Be responsible for the performance, health, safety, welfare of the contractor's personnel and keep accurate records of services provided.

7. Inspections

- 7.1. The Contractor agrees to:

- (a) Permit a Representative of the PCA to inspect and approve any and all facilities that the Contractor may utilize in the performance of the services.
- (b) An inspection to determine any existing damage or issues with the trailers, will occur upon arrival. Upon demobilization of the trailers a second inspection will occur investigating the same items. These inspections will determine if any damage occurred during the tenure with Parks Canada. A PCA representative will be present for both inspections. Parks Canada will not be held accountable for any issues not raised by these inspections

8. PCA's Representative

- 8.1. The PCA agrees to appoint an on-site Representative, normally the Asset Manager or designate, at the facilities location.

- 8.2. During operations, the PCA's Representative will routinely inspect facilities, equipment, and supplies to ensure compliance with the terms of this Agreement.

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Temporary Accommodation Facilities – Jasper National Park

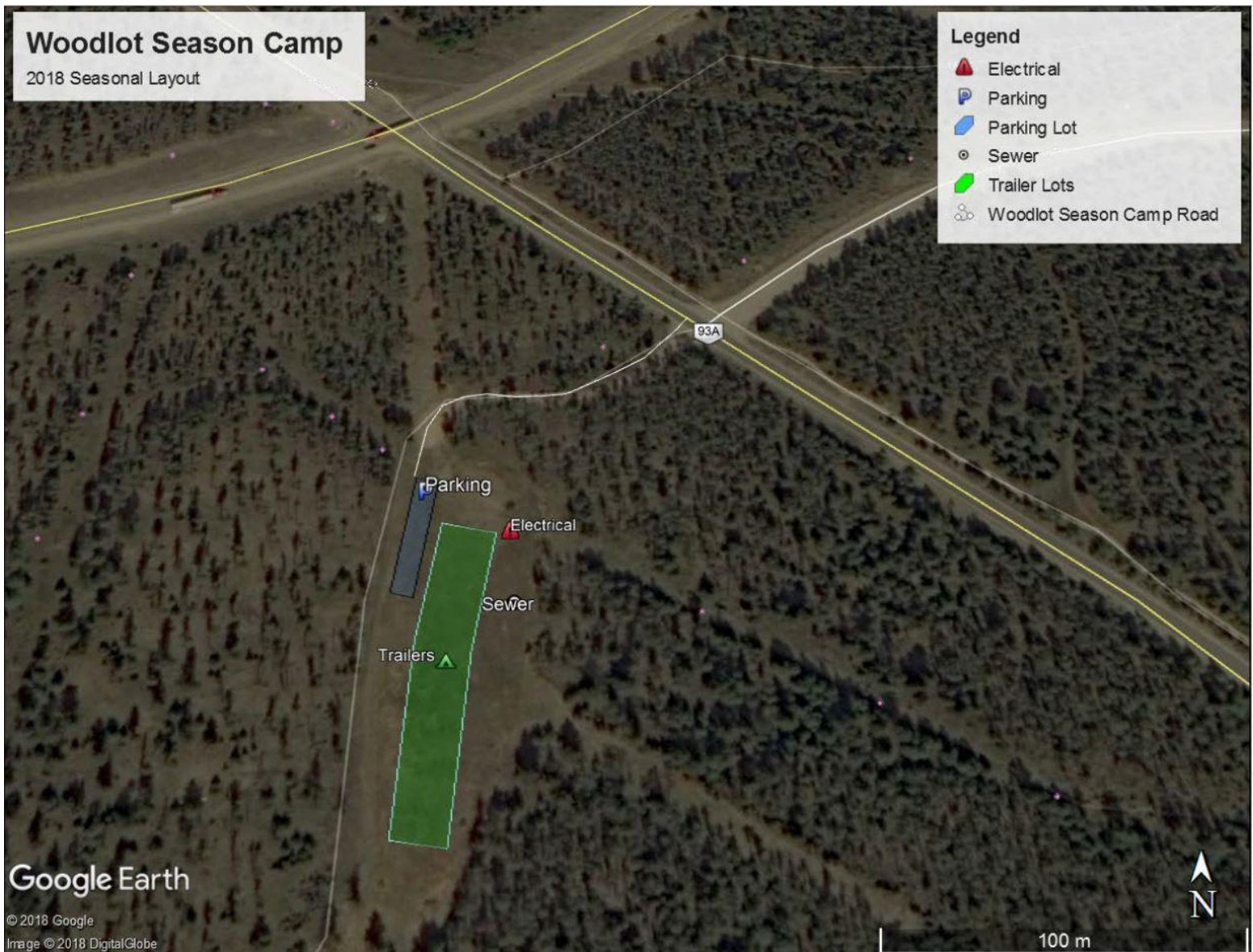
9. Briefings

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

10. Additional Information

- 10.1.** Wood lot is located on Highway 93A - opposite the Old Fort Point road intersection, just outside of the town of Jasper.
- 10.2.** All units must be located at the same site. Cleared area is approximately 45m wide x 120m. Units to be located as close to the access road of 93A as possible.
- 10.3.** The distance from the sewer manhole to the units is approximately 100m.
- 10.4.** The units must be hardwired into the electrical panel. Power supply on site is maximum 600 amp 120/240 single phase service. Electrical demand must not exceed this amount including line losses, etc.
- 10.5.** Laundry facilities must be at a ratio of 1 (washer, dryer) to 6 (people).
- 10.6.** Water hook ups from the trailers to lines supplied by Parks Canada is required.

Appendix A – Woodlot Season Camp



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ANNEX "B" - BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) For evaluation purposes, the Bidder is to assume a 54 bed set.
- (b) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (c) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (d) All prices are in Canadian dollars, FOB destination
- (e) Customs duties are included and Applicable Taxes are extra.
- (f) Total Combined Evaluated Estimated Bid Price Calculation:

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table 1 and Table 2.

1. Firm Price – Contract – April 01, 2019 to October 31, 2019 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Note: Any resulting cost adjustments to the Contract shall be negotiated with the Contractor and must not exceed the all-inclusive firm price as specified below, unless first approved in writing by the Contracting Authority.

| | |
|--|-----------|
| TOTAL FIRM PRICE – CONTRACT YEAR (excluding applicable tax) | \$ |
|--|-----------|

2. Firm Price – Option Year One (1) – November 01, 2019 – October 31, 2020 inclusive

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Note: Any resulting cost adjustments to the Contract shall be negotiated with the Contractor and must not exceed the all-inclusive firm price as specified below, unless first approved in writing by the Contracting Authority.

| | |
|--|-----------|
| TOTAL FIRM PRICE – OPTION YEAR ONE (1) (excluding applicable tax) | \$ |
|--|-----------|

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3. Estimated Total Combined Evaluated Price

The total evaluated bid price is the sum of (1) *Firm Price – Contract* and (2) *Firm Price – Option Year One (1)*.

| | |
|---|-----------|
| ESTIMATED TOTAL COMBINED <u>EVALUATED</u> PRICE (A + B) (excluding applicable tax) | \$ |
|---|-----------|

Notes:

- (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) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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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.

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

| |
|-------------------------|
| Location of Work |
|-------------------------|

| |
|--|
| General Description of Work to be Completed |
|--|

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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.

| | | |
|-------------|------------------|-------------|
| Name | Signature | Date |
|-------------|------------------|-------------|

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ANNEX “D”- 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

- 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 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.

| | |
|----------------------------------|--|
| Organizational Structure: | <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 |
|------|-------|
| | |
| | |
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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.

Signature

Please include with your bid or offer.