



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

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal 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.

Proposition 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 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 Propagation & Restoration – Waterton Lakes National Park	
Solicitation No. - N° de l'invitation 5P420-18-0473/A	Date: January 24, 2019
Client Reference No. - N° de référence du client n/a	
GETS Reference No. N° de référence de SEAG PW-19-00861046	
Solicitation Closes - L'invitation prend fin At - à : 14 :00 On - le : February 13, 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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Kirsten Sage

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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 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](#) (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 or email to PCA will not be accepted.

2.3 Former Public Servant

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

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes () No ()
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If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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.

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: Technical Bid (one (1) hard copy)

Section II: Financial Bid (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: 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 III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Bids will be evaluated against the Mandatory Technical Evaluation Criteria at **Annex “E”** – Technical Evaluation.

4.1.1.2 Point Rated Technical Criteria

Bids will be evaluated against the Point Rated Technical Evaluation Criteria at **Annex “E”** – Technical Evaluation.

4.1.2 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 – Highest Combined Rating of Technical Merit (60%) and Price (40%)

4.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

4.2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

4.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

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/employment-equity/employment-equity-eng.shtml) 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.

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

Additional certifications required for evaluation of the technical bid (e.g. professional certifications, CVs, résumés, etc.) are to be included in *Section I: Technical Bid*.

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.

6.3.2 Work Authorization

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

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 01, 2019 to March 31, 2020 inclusive.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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: Cost Reimbursable – Limitation of Expenditure

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

6.7.2 Limitation of Expenditure

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

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

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

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

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

6.7.4 Progress Payments

6.7.4.1 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.

6.7.4.2 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.

6.7.4.3 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.

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);
- (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

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Contracting Authority - Autorité contractante
Kirsten Sage

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n/a

Title - Sujet
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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. General Information

1.1. Goal

The primary goal of this project is to address the need for native vegetation species to be planted within the soil management site at Waterton Lakes National Park (WLNP) to complete restoration and closure of the site.

1.2. Background

Parks Canada is currently undertaking the planning and construction of numerous FII Projects in Waterton Lakes National Park. The scope and size of these projects varies throughout the park, but they share a common need for on-going landscape restoration of the construction footprint associated with each project once the project has been completed.

1.3. Summary of Work

The contractor is responsible for the following:

1.3.1. GENERAL REQUIREMENTS

- a. Parks Canada is seeking to engage a landscape restoration contractor to carry out the scope of work detailed below. All mobilisation costs should be incorporated into the estimate.
- b. Contractor must review and formally acknowledge willingness and ability to abide by the WLNP Best Management Practices.
- c. Leave work area clean at end of each day; Upon completion, remove surplus materials, rubbish, tools and equipment.
- d. Provide all equipment, tools, materials needed in good working order to complete the Services requested.

1.3.2. REQUIRED WORK – PROPAGATION OF NATIVE PERENNIALS

- a. Refer to Table 1-A for a list of species requested for propagation. Target quantities are subject to change based on seasonal conditions, in consultation with the Parks Canada Agency (PCA) Vegetation Ecologist.
 - b. All equipment used in seed/propagule collection must be clean and free of vegetation to prevent the introduction and spread of invasive agronomic species and weed species.
 - c. The contractor is responsible for cleaning and processing the seed if propagation is conducted via seed. The contractor is responsible for ensuring seeds are stored in an appropriate manner to ensure seeds remain viable until the seeds can be propagated.
 - d. The contractor is responsible for researching and determining the best propagation method for the seed and/or cuttings collected as part of this contract, or as provided by Parks Canada or an approved local source (i.e., within a 500 km radius from Waterton Lakes National Park). As Parks Canada has grown many of these species previously, some guidance on species biology can be provided by Parks Canada on request. An excellent resource for native plant propagation protocols is the Propagation Protocol Database developed by the Native Plant Network (see <https://nnp.rngr.net/npn/journal/articles/propagation-protocols-on-the-native-plant-network/>).
 - e. The delivery and payment schedule must reflect the estimated time required to produce a plug that is ready for field planting. Delivery dates are estimates only, and should ultimately be determined by when a tight root plug in the growing container is achieved.
 - f. The Contractor must ensure a sufficient quantity is available to ship after gradeouts or losses. Parks Canada, Waterton Lakes Field Unit has the first right of refusal on overruns exceeding the ordered quantity, if available.
-

- g. Parks Canada, Waterton Lakes Field Unit will pay for the propagated plant material that is delivered to the site and accepted by Parks Canada. Excess propagated plant material that is not purchased by Parks Canada, Waterton Lakes Field Unit, failed starts and other costs associated with plant material that is not delivered to the site is the responsibility of the contractor.
- h. Plugs must be shipped using the method that provides the greatest cost savings while ensuring the quality of delivered materials.
- i. Plugs must be in a healthy condition at the time of delivery and free of weeds, pests and pathogens. Protect plant material from frost, excessive heat, wind and sun during delivery. Immediately store and protect plant material which must not be installed within one (1) hour after arrival at site in storage location approved by PCA Project Authority.
- j. Protect plant material from damage during transportation (e.g., prevent plugs from drying out, refrigerate where necessary) and transport plugs in an enclosed vehicle.
- k. In the event that the project is delayed and the Contractor is required to hold the plugs for more than 30 days past the ship date ranges noted in Table A-1: Propagation Targets and the plugs have reached shippable quality, holding fees in the amount of 2% per month apply.

Table A-1: Propagation Targets

Latin name	Common name	Target Quantity	Container Size	Propagule source	Estimated delivery date ¹	Delivery format
<i>Festuca campestris</i>	Foothills rough fescue	5000	PLUG	Seed – provided by PCA	March 31, 2020	shipped in trays or other method approved by PCA Project Authority.
<i>Danthonia parryi</i>	Parry's Oatgrass	4000	PLUG	Seed – provided by PCA	March 31, 2020	shipped in trays or other method approved by PCA Project Authority.
<i>Pseudoroegneria spicata</i>	Bluebunch wheatgrass	1000	PLUG	Seed – provided by PCA	March 31, 2020	shipped in trays or other method approved by PCA Project Authority.

1.3.3. REQUIRED WORK – INSTALLATION OF NATIVE PERENNIALS

- a. Verification of Conditions: verify conditions of substrate previously installed under other Sections or Contracts are acceptable for planting installation.
 - 1. Visually inspect substrate in presence of the PCA Project Authority.
 - 2. Inform the PCA Project Authority of unacceptable conditions immediately upon discovery.
 - 3. Proceed with installation only after unacceptable conditions have been remedied.

1.3.3.1. PRE-PLANTING PREPARATION

- a. Proceed only after receipt of written acceptability of plant material from the PCA Project Authority.
- b. Plugs must be planted only after seeding and hydro-mulching is complete.

¹ Delivery dates are estimates only, and should ultimately be determined by when a tight root plug in the growing container is achieved.

1.3.3.2. PLANTING

- a. Plant plugs when species are in active growth only.
- b. Remove plugs from trays by pushing up through bottom of liner. Do not pull plant from tray by vegetative material.
- c. Fill planting bags just prior to planting. Do not pack bags tightly.
- d. Place plug vertically straight in planting hole, with roots pointing downward and not bent at bottom.
- e. Do not twist plug into planting hole or compress plug to fit into a hole that is not large enough.
- f. Plant plug level with top of native soil around plug.
- g. Plugs must be randomly spaced throughout the planting area to provide a non-uniform appearance.
- h. Tamp soil around plug to ensure good root to soil contact.
- i. Water immediately to reduce air pockets and further improve root to soil contact.

1.3.4. AS AND WHEN REQUESTED WORK – SEEDING AND HYDROMULCHING

Mechanical Seeding as and when requested

1.3.4.1. SEED BED PREPARATION

- a. Do not perform work under adverse field conditions as determined by the PCA Project Authority.
- b. Remove and dispose of weeds; debris; stones 50 mm in diameter and larger; soil contaminated by oil, gasoline and other deleterious materials; off site or to a licensed contaminated soils disposal site as required by the PCA Project Authority.
- c. Verify that grades are correct. If discrepancies occur, notify the PCA Project Authority and commence work when instructed by the PCA Project Authority.
- d. Fine grade surface free of humps and hollows to smooth, even grade, surface draining naturally.
- e. Cultivate fine graded surface approved by the PCA Project Authority to 25 mm depth immediately prior to seeding.
- f. The seedbed will be scarified if seeding takes place more than 7 days after final grading or if there has been a rainfall between final grading and the seeding date.
- g. The cleats of a tracked vehicle or a harrow device will be used, where possible, to prepare an adequate seedbed with seedling safe-sites (microsites) substantially free of soil crusts.
- h. Align cleat marks at right angles on slopes (track walk) to trap seed and sediment and reduce erosion.

1.3.4.2. SEED PLACEMENT

- a. Seed and hydro-mulch bare areas as soon as possible after disturbance, preferably as soon as a significant area is graded and finished and before the next rain event. If there is a risk of seedling mortality as a result of fall frost, stabilize until appropriate growing conditions exist.
 - b. Seeding must be carried out during periods when seasonal conditions are best for the successful germination and continued growth of all species in the seed mix.
 - c. Seed *Festuca campestris* provided by Parks Canada at a rate of 25 kg per hectare.
 - d. Conduct broadcast seeding under calm wind conditions.
 - e. Conduct seeding only on soil that is free of ground frost, snow and standing water. Do not seed during periods of moderate to heavy rainfall.
 - f. Do not increase the seeding rate to compensate for poor seedbed conditions.
-

- g. Ensure seed is placed under supervision of certified Landscape Planting Supervisor.
- h. For mechanical seeding:
 - 1. Mechanical landscape drill seeder ("Brillion" type or equivalent) which accurately places seed at specified depth and rate and rolls in single operation.
 - 2. Use equipment and method acceptable to the PCA Project Authority.
- i. For manual seeding:
 - 1. Use manually operated drop seeder ("Cyclone" type or equivalent).
 - 2. Use manually operated, water ballast, landscaping type, smooth steel drum roller. Ballast as directed by the PCA Project Authority.
 - 3. Use equipment and method acceptable to the PCA Project Authority.
- j. Blend applications 150 mm into adjacent grass areas and previous applications to form uniform surfaces.
- k. Sow half of required amount of seed in one direction and remainder at right angles as applicable.
- l. Incorporate seed into topsoil by light raking in cross directions.
- m. Consolidate mechanically seeded areas by rolling area if soil conditions warrant or if directed by the PCA Project Authority with equipment approved by the PCA Project Authority immediately after seeding.
- n. Do not seed areas which cannot be mulched on the same day.

1.3.4.3. HYDRO-MULCHING

- a. Apply hydro-mulch to seeded areas after seed placement is complete.
- b. Preparation of slurry
 - 1. Prepare slurry according to manufacturer's recommendations.
 - 2. Measure quantities of materials by weight or weight-calibrated volume measurement satisfactory to the PCA Project Authority. Supply equipment required for this work.
 - 3. Charge required water into hydro-mulching equipment. Add material into hydraulic seeder under agitation. Pulverize mulch and charge slowly into seeder.
 - 4. After materials are in hydro-mulching equipment and well mixed, charge tackifier into seeder and mix thoroughly to complete slurry.
- c. Hydraulic seeding equipment:
 - 1. Slurry tank.
 - 2. Agitation system for slurry to be capable of operating during charging of tank and during application, consisting of recirculation of slurry and/or mechanical agitation method. Slurry must be maintained in a homogeneous state until it is applied.
 - 3. Capable of applying mulch slurry uniformly by 50 m hand operated hoses and appropriate nozzles.
 - 4. Slurry tank volume shall be certified by identification plate or sticker affixed in plain view on equipment. Do not remove or alter label.
 - 5. Equipment shall be thoroughly cleaned prior to any and all hydro-mulch applications.
- d. Hydro-mulch mixture applied per hectare.
 - 1. Slopes up to 3:1 (33% gradient): 3,000 kg/ha
 - 2. Slopes from 3:1 to 2.5:1 (40% gradient): 3,500 kg/ha
 - 3. Slopes from 2.5:1 to 2:1 (50% gradient): 4,000 kg/ha
 - 4. Slopes exceeding 2:1 are not recommended for seeding. Obtain approval from the PCA Project Authority to apply seed / hydro-mulch on slopes exceeding 2:1.

- e. Apply slurry uniformly, at optimum angle of application for adherence to surfaces and germination of seed.
 1. Using correct nozzle for application.
 2. Using hoses for surfaces difficult to reach and to control application.
 3. Slurry should not be left in tank for more than 4 hours unless required for specific purposes of application.
- f. Re-apply where application is not uniform.
- g. Remove slurry from items and areas not designated to be sprayed.

2. Codes and Regulations

2.1. Codes

- 2.1.1. The Contractor must meet or exceed the requirements of:
 - Contract Documents;
 - Specified standards, applicable legislation, codes, and referenced documents;
 - Other codes of Local, Provincial, or Federal application (in the case of conflict or discrepancy, the more stringent requirements apply); and
 - All applicable environmental mitigations outlined in the Waterton Lakes General Projects Best Management Practice (BMP) which is available upon request.

2.2. National Parks Regulations

- 2.2.1. The Superintendent is responsible for the on-site administration of the Park and is located in the Park Administration building in the townsite of Waterton Lakes.
- 2.2.2. The Contractor must ensure that all work is performed in accordance with the ordinances, laws, rules and regulations set out in the Canada National Parks Act and Regulations.
- 2.2.3. For the work in Waterton Lakes National Park, the Contractor and any sub-Contractors must obtain a business license from the Parks Canada Administration Office in Waterton Lakes National Park prior to commencement of the contract. This can be obtained by contacting Bonnie Scott, Acting Municipal Officer at 1-403-859-5117.
- 2.2.4. All Contractor's vehicles are required to display a vehicle work pass from Parks Canada. These permits may be obtained free of charge with the purchase of a business license.

2.3. Contractor Use of Premises

- 2.3.1. For the purpose of this contract, Contractor will not be permitted to set up camp in Waterton Lakes National Park.
- 2.3.2. Parks Canada regulations prohibit anyone working with the Park from using campground facilities.
- 2.3.3. Cameron Lake Day Use Area is at the end of the Akamina Parkway, which is currently closed to the public due to hazardous conditions (burnt trees, potential for rock fall, missing guardrails). The Contractor must obtain a Restricted Activity Permit (RAP) from the Parks Canada representative by contacting 403-859-5185 a minimum of 48 hours prior to accessing the site. The Contractor is responsible for following all conditions outlined in the RAP. There is no charge for the RAP.

3. Project Submittals

3.1. Submittals

- 3.1.1. The Contractor must complete and submit for PCA Project Authority review, all required contract submittals as detailed below and in Project Specifications. Required submittals include but are not limited to the following:

- Health and Safety Plan
- Work Plan and Schedule
- Initial Inspection Report
- Final Inspection Report

3.1.2. Work affected by the submittals must not proceed until the Work Plan and Schedule; Health and Safety Plan; and Initial Inspection report is accepted by the PCA Project Authority.

3.1.3. Notify the PCA Project Authority in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.

3.2. Health and Safety Plan

3.2.1. The Contractor must prepare and comply with the site specific Health and Safety Plan and ensure that crews must have available at all times.

3.2.2. The contractor health and safety plan must comply with occupational health and safety regulations related to landscape maintenance activities.

3.2.3. Contractor is solely responsible for any leaks and/or spills, and clean up and disposal of contaminated materials in accordance with provincial and federal legislation.

3.2.4. Immediately report any legislative violations to the PCA Project Authority.

3.2.5. The Contractor must:

- Be responsible for health and safety of persons on-site, safety of property on-site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of work.
- Comply with and enforce compliance by employees with safety requirements of Contract documents, applicable Federal, Provincial, Territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- The protection of persons off-site and the environment such that they may be affected by the conduct of the work.
- Conduct daily safety meetings and task specific meetings (toolbox) as required by special work. At a minimum meetings must include refresher training for existing equipment and protocols, review ongoing safety issues and protocols, and examine new site conditions as encountered. Keep records of meetings.

3.3. Work Plan and Schedule

3.3.1. The contractor must prepare a plan and schedule for review by the PCA Project Authority prior to conducting the work. The work plan must include but not be limited to: collection locations, methods, schedule, and price.

3.3.2. Should deficiencies in the contractor's Work Plan be noted following acceptance of the submittal by the PCA Project Authority but during the project work, the PCA Project Authority reserves the right to provide additional comments to the contractor and require resubmission of the Work Plan to ensure the correction of any deficiencies.

3.3.3. It is the responsibility of the contractor to conduct sufficient site visits, visual inspections, etc. in order to accurately estimate the quantities involved in executing the scope of work.

Deliverable(s)	Method	Delivery due date
Submission of required Health and Safety Plan, Work Plan and Schedule outlining field methods, collection locations, etc., as per Section 3: Project Submittals.	E-mail to the PCA Project Authority	Within one week of contract award
Delivery of propagated materials	See below	On or before March 31, 2020.

4. Mobilization and Demobilization

4.1. Definitions

Mobilization and Demobilization consists of preparatory work and operations, including but not limited to:

- 4.1.1. Preparation and acceptance of submittals required prior to starting work (Work Plan, Schedule, Health and Safety Plan).
- 4.1.2. Work and costs incurred necessary for the movement of personnel, equipment, supplies and incidentals to/from the work site.
- 4.1.3. Work and cost incurred in the establishment and operation of offices and other facilities necessary to undertake the work.
- 4.1.4. Work and costs incurred in the completion of clean-up and project completion.
- 4.1.5. All other work and costs incurred in the successful completion of mobilization and demobilization.

5. Project Administration Requirements

5.1. Lines of Communication

- 5.1.1. All formal directions regarding project scope, budget, schedule, etc. must come from the PCA Project Authority in writing.
- 5.1.2. The Contractor must not respond to requests for project related information or questions from the media. All media related inquiries are to be directed to the PCA Project Authority.
- 5.1.3. PCA Project Authority must be notified in writing in the event of the replacement of the project lead. The resume of the proposed replacement must be forwarded for review and approval.

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Appendix A – Soil Management Site Restoration Map

Under separate attachment.

ANNEX "B" - BASIS OF PAYMENT

Financial Bid Submission Requirements

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

1. Firm Unit Price(s) - Contract

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) 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: Estimated values do not guarantee any commitment of Work by PCA.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.1	<i>Festuca campestris</i>	Per Plug	5,000	\$	\$
1.2	<i>Danthonia parryi</i>	Per Plug	4,000	\$	\$
1.3	<i>Pseudoroegneria spicata</i>	Per Plug	1,000	\$	\$
1.4	Plug Planting	Per Plug	10,000	\$	\$
A	Combined Estimated Total Firm Unit Bid Price(s) (excluding applicable tax)				\$

2. Firm Unit Price(s) - As and When Requested Work

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm unit 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, section 1.3.4* as defined.

Note: Estimated values do not guarantee any commitment of Work by PCA.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Seed Bed Preparation	Per Hour	8	\$	\$
2.2	Hydromulching	Per Hour	4	\$	\$
2.3	Mechanical Seeding	Per Hectare	2	\$	\$
2.4	Manual Seeding	Per Hectare	2	\$	\$
B	Total As and When Requested Work (excluding applicable tax)				\$

3. Estimated Total Combined Evaluated Bid Price

The total evaluated price is the sum of Table A and Table B.

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

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.

ANNEX “E”- TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Submission Requirements

The Bidder must submit one (1) hard copy.

3. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria
3.1	The bidder must provide a minimum of three (3) relevant project examples, including a brief summary of each project no more than two (2) pages in length in demonstration of their experience. The bidder must provide the names of the species propagated.
3.2	The Bidder must have a minimum of five (5) years' restoration related working experience in the Foothills Parkland, Subalpine and/or Montane Ecoregions.
3.3	The Bidder must have a minimum experience of three (3) native planting restoration projects in grassland ecosystems.

4. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must meet or exceed the minimum weighted points required for the point rated technical criteria. Bids that do not meet or exceed the minimum weighted points required for the point rated technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria	Point Criteria	Weight	Maximum Weighted Points
4.1	Field crew lead(s) have previous experience in successfully executing native planting restoration projects in grassland ecosystems.	<p>6: Experience with three (3) native planting restoration projects in grassland ecosystems.</p> <p>8: Experience with four (4) to six (6) native planting restoration projects in grassland ecosystems.</p> <p>10: Experience with seven (7) to ten (10) native planting restoration projects in grassland ecosystems.</p>	1.5	15
4.2	Field crew lead(s) have previous experience with native plant propagation projects.	<p>0: No experience with native plant propagation projects.</p> <p>4: Experience with one (1) native plant propagation project.</p> <p>6: Experience with two (2) to five (5) native plant propagation projects.</p> <p>8: Experience with six (6) to ten (10) native plant propagation projects.</p> <p>10: Experience with more than ten (10) native plant propagation projects.</p>	2.5	25
4.3	Field crew lead(s) have previous experience with weed monitoring and control projects.	<p>0: No experience with weed monitoring and control projects.</p> <p>4: Experience with one (1) weed monitoring and control project.</p> <p>6: Experience with two (2) to five (5) weed monitoring and control projects.</p> <p>8: Experience with six (6) to ten (10) weed monitoring and control projects.</p> <p>10: Experience with more than ten (10) weed monitoring and control projects.</p>	1.5	15

4.4	Field crew lead(s) have previous experience with native plug planting projects.	<p>0: No experience with native plug planting projects.</p> <p>4: Experience with one (1) native plug planting project.</p> <p>6: Experience with two (2) to five (5) native plug planting projects.</p> <p>8: Experience with six (6) to ten (10) native plug planting projects.</p> <p>10: Experience with more than ten (10) native plug planting projects.</p>	1.5	15
4.5	Field crew lead(s) have previous experience in the relevant vegetation communities (i.e. Foothills Parkland, Foothills Fescue, Montane Natural Subregions).	<p>0: No experience in the appropriate vegetation communities.</p> <p>4: Experience with one (1) project in the appropriate vegetation communities.</p> <p>6: Experience with two (2) to five (5) projects in the appropriate vegetation communities.</p> <p>8: Experience with six (6) to ten (10) projects in the appropriate vegetation communities.</p> <p>10: Experience with more than ten (10) projects in the appropriate vegetation communities.</p>	3.0	30

Total Points Available	100
Minimum Points Required	60

Bids that do not obtain the required minimum of 60 points overall for the point rated technical criteria will be given no further evaluation.