



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 Landscape Repair & Maintenance – Waterton Lakes National Park	
Solicitation No. - N° de l'invitation 5P420-18-0472/A	Date: February 05, 2019
Client Reference No. - N° de référence du client n/a	
GETS Reference No. N° de référence de SEAG PW-19-00862841	
Solicitation Closes - L'invitation prend fin At - à : 14 :00 On - le : February 26, 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 Canada Free Trade Agreement (CFTA).

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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](#)

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[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 eight (8) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered

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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 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)

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

Technical bids will be evaluated against the mandatory technical criteria at **Annex "E"**.

4.1.1.2 Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria at **Annex "E"**.

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 – Minimum Point Rating

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation 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. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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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) 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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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 October 15, 2019 inclusive.

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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: October 16, 2019 to October 15, 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:

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.

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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 \$ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

6.7.2 Limitation of Expenditure

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

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

- a. when it is 75 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 Monthly Payment

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

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

6.8 Invoicing Instructions

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

6.8.2 Invoices must be distributed as follows:

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

6.9 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

6.14 Inspection and Acceptance

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

6.15 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at **Annex “A”** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

ANNEX "A" - STATEMENT OF WORK

1. General Information

1.1. Goal

The primary goal of this project is to address the initial landscape maintenance needs for Federal Infrastructure Investment Program (FII) Projects within Waterton Lakes National Park (WLNP).

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. Each project includes the installation of vegetation which requires ongoing maintenance, particularly in the establishment phase for the vegetation.

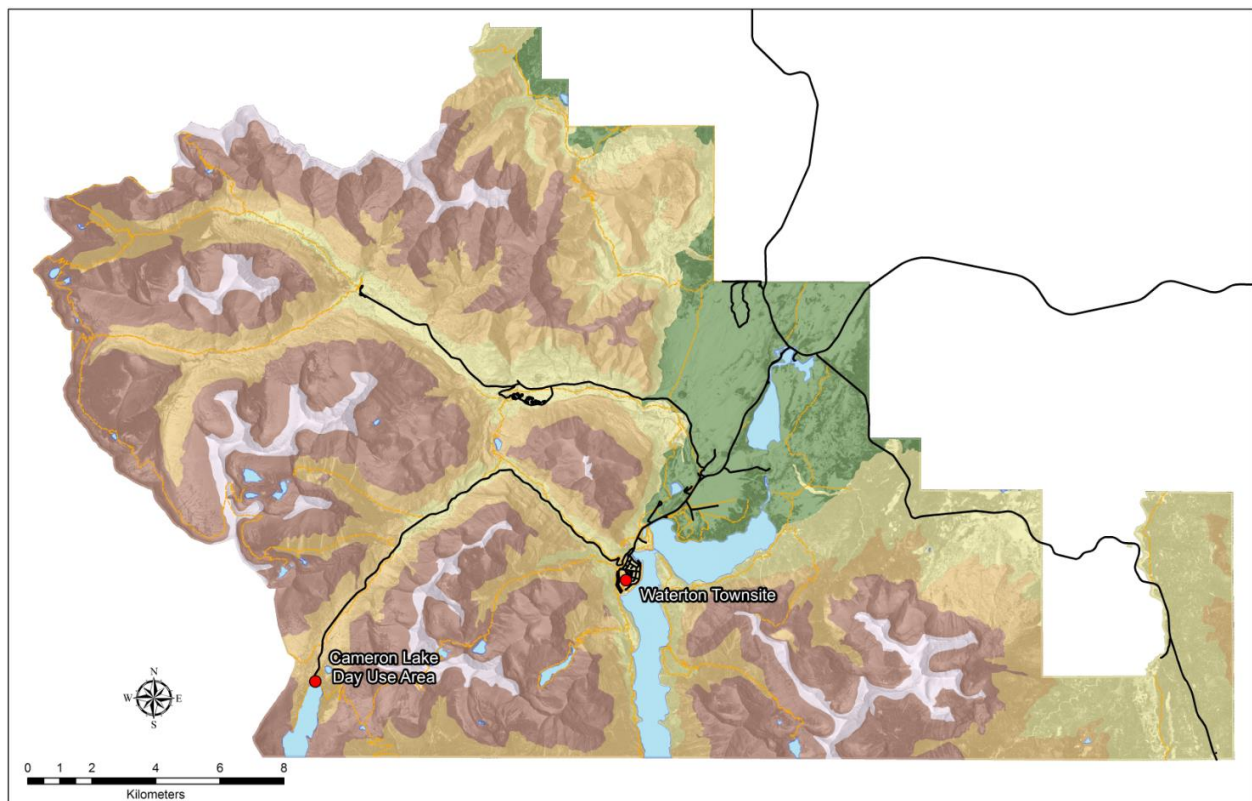


Figure 1 Map of Waterton Lakes National Park Landscape Maintenance Areas

1.3. Summary of Work

The Contractor is responsible for the following:

1.3.1 GENERAL REQUIREMENTS

- a. The contractor is expected to conduct landscape maintenance activities that meets the requirements detailed in this section.
- b. Contractor must review and formally acknowledge willingness and ability to abide by the WLNP Best Management Practices.
- c. Initial inspection of plant materials and existing fencing and submission of an Initial Inspection Report detailing condition (including photos, and descriptions of any potential defects or health concerns) of planted materials upon start of contract.

- d. Leave work area clean at end of each day; upon completion, remove surplus materials, rubbish, tools and equipment.
- e. Provide all equipment, tools, materials needed in good working order to complete the Services requested.

1.3.2 REQUIRED WORK - INSTALLATION OF REPLACEMENT PLANTS

1. Removal of failed trees (Refer to Appendix A for locations)
2. Installation of replacement trees as per specifications.

1.3.2.1 ADMINISTRATIVE REQUIREMENTS

1. Scheduling: obtain approval from PCA Project Authority of schedule 7 days in advance of shipment of plant material. Schedule to include:
 - i. Quantity and type of plant material.
 - ii. Shipping dates.
 - iii. Arrival dates on site.
 - iv. Planting dates.
2. Arrange for inspection of live plant material by PCA Project Authority prior to planting. Inspection may be carried out at storage facility or onsite. The PCA Project Authority reserves the right to reject any plant material that does not meet the specifications.

1.3.2.2 DELIVERY, STORAGE AND HANDLING

1. Delivery and Acceptance Requirements: deliver materials to site in original nursery packaging, labelled with grower's name and address.
2. Protect plant material from frost, excessive heat, wind and sun during delivery.
3. Immediately store and protect plant material which will not be installed within 1 hour.
4. Inspect plant material upon delivery to site. Do not plant materials that have sustained damage or injury during shipping.
5. Keep plant materials covered and protected from the effects of frost, freezing, mold, sun and wind until time of planting. Do not allow roots to dry out.

1.3.2.3 PRODUCTS

PLANT MATERIAL

1. Type of root preparation, sizing, grading and quality: comply with Canadian Standards for Nursery Stock.
 - i. Source of plant material: grown in Zone 3a to 4a in accordance with Canada's Plant Hardiness Zones.
 - ii. Plant material must be planted in zone specified as appropriate for its species.
 - iii. Plant material in location appropriate for its species.
2. Plant material: free of disease, insects, defects or injuries and structurally sound with strong fibrous root system.
3. Trees: with straight trunks, well and characteristically branched for species.
4. Trees larger than 200 mm in caliper: half root pruned during each of two successive growing seasons, the latter at least one growing season before arrival on site.
5. Nursery grown, in dormant stage, not balled and burlapped.
6. Collected stock: maximum 40 mm in caliper, with well-developed crowns and characteristically branched; no more than 40% of overall height may be free of branches.
 - i. During collection, ensure 10% maximum seed crop (or plants) are collected from healthy population of many individuals, and from several plants of same species.
 - ii. Leave remainder for natural dispersal and as food for dependent organisms.
7. Plant Material and Sizes: Plant material provided by the contractor must meet the following size requirements or similar approved alternatives upon delivery to site.

No. of Plants	Size	Scientific Name	Common Name	Proposed Planting Locations ¹
25	15 gal.	<i>Populus tremuloides</i>	trembling aspen	Townsite – refer to Figure 1
7	15 gal.	<i>Betula papyrifera</i>	paper birch	Townsite – refer to Figure 1
15	15 gal.	<i>Populus balsamifera</i>	balsam poplar	Townsite – refer to Figure 1

WATER

1. Free of impurities that would inhibit plant growth.
2. Supplied by PCA Project Authority at designated source.
3. Water for required irrigation will be supplied via hydrants located within the Waterton townsite as approved by the PCA Project Authority. The Contractor is responsible for transporting water to locations where irrigation is required.

TEMPORARY FENCING

1. Deer Fencing: 2.3 m high wire mesh fence with mesh openings no larger than 17.5 cm (7") between horizontal lines, preferably high tensile 12 gauge. Use metal t-stakes.
2. Rabbit and rodent fencing: 0.9 m high 50 x 50 mm square welded wire mesh. Use metal t-stakes to secure.

1.3.2.4 EXECUTION

EXAMINATION

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

PRE-PLANTING PREPARATION

1. Proceed only after receipt of written acceptability of plant material from PCA Project Authority.
2. Remove damaged roots and branches from plant material.
3. Locate and protect utility lines
4. Notify and acquire written acknowledgement form utility authorities before beginning excavation of planting pits for trees and shrubs.
5. Plant material installed only after seeding and hydro-mulching is complete.

PLANTING

1. Install plant materials when species are in active growth only.
2. Plugs
 - i. Remove plugs from trays by pushing up through bottom of liner. Do not pull plant from tray by vegetative material.
 - ii. Fill planting bags just prior to planting. Do not pack bags tightly.
 - iii. Place plug vertically straight in planting hole, with roots pointing downward and not bent at bottom.
 - iv. Do not twist plug into planting hole or compress plug to fit into a hole that is not large enough.
 - v. Plant plug level with top of native soil around plug.
 - vi. Plant materials shall be randomly spaced throughout the planting area to provide a non-uniform appearance.
 - vii. Backfill soil evenly to finish grade and tamp soil around plug to ensure good root to soil contact.
 - a. For trees and shrubs:
 - Backfill soil in 150 mm lifts.
 - Tamp each lift to eliminate air pockets.
 - When two thirds of depth of planting pit has been backfilled, fill remaining space with water.
 - After water has penetrated into soil, backfill to finish grade.

- Form watering saucer as indicated.
 - b. Water immediately and thoroughly to reduce air pockets and further improve root to soil contact.

TRUNK PROTECTION

1. Install trunk protection on deciduous trees as indicated.
2. Install trunk protection before installation of tree supports.

TREE SUPPORTS

1. Install tree supports as indicated.
2. Use single stake tree support for deciduous trees less than 3 m in height and evergreens less than 2 m in height.
 - i. Place stake on prevailing wind side and 150 mm minimum from trunk.
 - ii. Drive stake 150 mm minimum into undisturbed soil beneath roots.
 - a. Ensure stake is secure, vertical and unsplit.
 - iii. Install 150 mm long guying collar 1500 mm above grade.
 - iv. Thread Type 1 guying wire through guying collar tube.
 - a. Twist wire to form collar and secure firmly to stake. Cut off excess wire.
3. Use 3 guy wires for deciduous trees greater than 3 m in height and evergreens greater than 2 m in height.
 - i. Use Type 2 guying wire with clamps for trees less than 75 mm in diameter and Type 3 guying wire with clamps for trees greater than 75 mm in diameter.
 - ii. Install guying collars above branch to prevent slipping at approximately 2/3 height for evergreens and 1/2 height for deciduous trees. Collar mounting height not to exceed 2.5 m above grade.
 - iii. Guying collars to be of sufficient length to encircle tree plus 50 mm space for trunk clearance. Thread guy wire through collar encircling tree trunk and secure to lead wire by clamp or multi-wraps; cut wire ends close to wrap. Spread lead wires equally proportioned about trunk at 120 degrees.
 - iv. After tree supports have been installed, remove broken branches with clean, sharp tools.

1.3.2.5 MAINTENANCE DURING ESTABLISHMENT PERIOD

1. Perform following maintenance operations from time of planting to acceptance by PCA Project Authority.
 - i. Water once a week to maintain soil moisture conditions for optimum establishment, growth and health of plant material without causing erosion.
 - ii. For evergreen plant material, water thoroughly in late fall prior to freeze-up to saturate soil around root system.
 - a. Remove weeds monthly.
 - iii. Replace or respread damaged, missing or disturbed mulch.
 - iv. For non-mulched areas, cultivate as required to keep top layer of soil friable.
 - v. If required to control insects, fungus and disease, use appropriate control methods in accordance with Federal, Provincial and Municipal regulations. Obtain product approval from PCA Project Authority prior to application.
 - vi. Remove dead or broken branches from plant material.
 - vii. Keep trunk protection and guy wires in proper repair and adjustment.
 - viii. Remove and replace dead plants and plants not in healthy growing condition. Make replacements in same manner as specified for original plantings.

1.3.2.6 MAINTENANCE DURING WARRANTY PERIOD

1. From time of acceptance by PCA Project Authority to end of warranty period, perform following maintenance operations.
 - i. Water once a week to maintain soil moisture conditions for optimum growth and health of plant material without causing erosion.
 - a. Remove weeds monthly.
 - ii. Replace or respread damaged, missing or disturbed mulch.

- iii. If required to control insects, fungus and disease, use appropriate control methods in accordance with Federal, Provincial and Municipal regulations. Obtain product approval from PCA Project Authority prior to application.
- iv. Remove dead, broken or hazardous branches from plant material.
- v. Keep trunk protection and tree supports in proper repair and adjustment.
- vi. Remove trunk protection, tree supports and level watering saucers at end of warranty period.
- vii. Remove and replace dead plants and plants not in healthy growing condition. Make replacements in same manner as specified for original plantings.
- viii. Submit monthly written reports to PCA Project Authority identifying:
 - a. Maintenance work carried out.
 - b. Development and condition of plant material.
 - c. Preventative or corrective measures required which are outside Contractor's responsibility.

1.3.3 REQUIRED WORK - MAINTENANCE OF PLANTS

1. Regular watering of installed landscape components, and other maintenance activities, such as pruning.
2. Watering and maintenance of the following trees, shrubs and ground areas located throughout the Townsite in Waterton Lakes NP:

Maintenance Site	Estimated Number of trees and shrubs ¹	Species
Waterton Townsite	<ul style="list-style-type: none"> • Streetworks projects <ul style="list-style-type: none"> ○ 137 deciduous \ trees and shrubs • Parking Areas <ul style="list-style-type: none"> ○ 65 deciduous trees ○ 23 coniferous trees ○ 689 shrubs • Staff Housing <ul style="list-style-type: none"> ○ 13 deciduous trees ○ 128 deciduous shrubs • Peace Park Pavillion and Parking area 	White spruce, lodgepole pine, trembling aspen, balsam poplar, paper birch, Red Osier Dogwood, wolf willow, Potentilla (Cinquefoil), common rose, juniper
	•	

¹ Contractor is responsible for verifying quantities and species provided.

Please see the attached Drawings and photos (Appendix A) for the approximate areas (trees, shrubs) required to be watered at the site.

The number of watering events will be dependent on weather conditions at the site and Parks Canada will communicate site conditions to the Contractor. One visit per week from May 15th to September 15th will amount to 16 visits for watering/general maintenance, with the possibility of additional visits if required.

Water must be free of any impurities that would inhibit plant growth.

The Contractor is permitted to collect water from designated hydrants located within the Waterton Townsite. The Contractor is responsible for transporting water to locations where irrigation is required, unless an alternate approved source is identified closer to the watering locations.

Perform following maintenance operations from time of planting or start of contract to end of contract:

- Water to maintain soil moisture conditions for optimum establishment, growth and health of plant material without causing erosion.
 - For evergreen plant material, water thoroughly in late fall prior to freeze-up to saturate soil

around root system.

- If required to control insects, fungus and disease, use appropriate control methods in accordance with Integrated Pest Management Plan and Federal and Provincial regulations.
 - Obtain product approval from PCA Project Authority prior to application.
- Remove dead or broken branches from plant material.
- Remove and replace dead plants and plants not in healthy growing condition.
- Dispose of plant materials at an appropriate facility outside of the park, unless otherwise approved by the PCA Project Authority.
- Minimum 80% survival rate of live plant material at end of maintenance period (September 15).

1.3.4 OPTIONAL WORK – MAINTENANCE OF PLANTS

If required, additional watering/general maintenance visits may be exercised by the Contracting Authority from direction of the Project Authority and will be evidenced, for administrative purposes only, through a contract amendment.

Additional visits may be required between the period of September 16th to October 15th under the same conditions as described in section 1.3.3.

1.3.5 AS AND WHEN REQUESTED WORK - MAINTENANCE OF FENCE

Repair and maintain wire fencing around planted vegetation as and when requested.

- Inform PCA Project Authority if fence maintenance activities are recommended.
- Perform following maintenance operations as and when requested from contract start to end of contract:
 - Repair and/or replace fence to ensure the plants are protected from wildlife browse.
 - Work may include, but is not limited to: regular inspection of fencing to ensure that wire mesh is in good condition; straightening fence; replacing wire mesh where irreparably damaged; repair any gaps in fencing; replace t-stakes that are irreparably damaged.
 - Contractor is responsible for matching existing materials as closely as possible for maintenance, repair or replacement activities unless otherwise approved by the PCA Project Authority.

Replacement fencing specifications (as needed):

- Deer fencing:
 - 2.3 m high wire mesh fence with mesh openings no larger than 17.5 cm (7') between horizontal lines, preferably high tensile 12 gauge. Use metal t-stakes.
 - Rabbit and rodent fencing: 0.9 m high 50 x 50 mm square welded wire mesh. Use metal t-stakes to secure.

1.3.6 AS AND WHEN REQUESTED WORK – WEED CONTROL WITHIN FENCED AREA

Manual control of weeds within the fenced areas as and when requested.

- Inform PCA Project Authority if vegetation management/weed control activities are recommended.
- Perform following maintenance operations as and when requested from contract start to end of contract:
 - Remove all weeds within the fenced areas by mechanical means.
 - Cut grass to 80 mm whenever it reaches height of 100 mm. Leave clipping unless they are heavy enough to smother desirable vegetation or if risk of weed spread by seed exists. If mowing, schedule mowing to remove tops of weed species before flower heads form. Do not damage desirable species.
 - Work may include, but is not limited to: monthly inspection of vegetative growth within the fenced areas; mowing grass, mechanical removal of weeds, etc.

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 is 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 PCA Project Authority 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
- Monthly Maintenance Reports
- 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 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 a PCA Project Authority prior to conducting the work. The work plan must include but not be limited to: Plan of execution for monthly monitoring and watering timing and methodology.
- 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 Consultant 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.
- 3.3.4. Landscape Maintenance activities to be performed in the 2019 growing season.

Deliverable(s)	Method	Delivery due date
Initial inspection report	E-mail to the PCA Project Authority	Within 7 calendar days of contract award
Submission of Health and Safety Plan, schedule, and work plan as outlined in Section 3.	E-mail to the PCA Project Authority	Within 14 calendar days of contract award
Monthly monitoring report	E-mail to the PCA Project Authority	Within 7 calendar days of month's end.
Final inspection report	E-mail to the PCA Project Authority	Within 7 calendar days of final maintenance activities

3.4. Inspection Report (Initial and Final)

- 3.4.1. The Initial and Final inspection reports must at minimum contain the following information:
 - Landscape Maintenance Area / Location
 - Photos
 - Condition of plants

3.5. Monthly Maintenance Reports (see sample report format)

- 3.5.1. Submit monthly written reports to PCA Project Authority identifying:

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Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Kirsten Sage

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

Title - Sujet
Landscape Repair & Maintenance – Waterton Lakes National Park

- Maintenance work carried out.
- Weed control inspection report.
- Development and condition of plant material.
- Identification of fence maintenance work recommended.
- Preventative or corrective measures required which are outside Contractor's responsibility.

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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Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Kirsten Sage

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

Title - Sujet
Landscape Repair & Maintenance – Waterton Lakes National Park

Appendix A – Additional Documents

Landscape Maintenance Area Maps/Drawings

Landscape Maintenance Area Photo Plates

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, Table B, Table C, Table D, Table E and Table F.

Contract Year – April 01, 2019 – October 15, 2019

1. Required Work - Firm Unit Price(s) – April 01, 2019 – September 15, 2019

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	Landscape maintenance of Waterton Townsite as described in Annex "A" – Statement of Work	Per watering session	16	\$	\$
1.2	Installation of Populus tremuloides as described in Annex "A" – Statement of Work	Per tree	25	\$	\$
1.3	Installation of Betula papyrifera as described in Annex "A" – Statement of Work	Per tree	7	\$	\$
1.4	Installation of Populus balsamifera as described in Annex "A" – Statement of Work	Per tree	15	\$	\$
A	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

2. Optional Work - Firm Unit Price(s) – September 16, 2019 – October 15, 2019

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, 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	Landscape maintenance of Waterton Townsite as described in Annex "A" – Statement of Work	Per watering session	4	\$	\$
B	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

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

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, Sections 1.3.5 and 1.3.6* 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)
3.1	Fence replacement	Per Metre	50	\$	\$
3.2	Mechanical weed control	Per hour	100	\$	\$
C	Total As and When Requested Work (excluding applicable tax)				\$

Option Year One (1) – October 16, 2019 – October 15, 2020

4. Required Work - Firm Unit Price(s) – April 01, 2020 – September 15, 2020

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)
4.1	Landscape maintenance of Waterton Townsite as described in Annex "A" – Statement of Work	Per watering session	16	\$	\$
4.2	Installation of Populus tremuloides as described in Annex "A" – Statement of Work	Per tree	25	\$	\$
4.3	Installation of Betula papyrifera as described in Annex "A" – Statement of Work	Per tree	7	\$	\$
4.4	Installation of Populus balsamifera as described in Annex "A" – Statement of Work	Per tree	15	\$	\$
D	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

5. Optional Work - Firm Unit Price(s) – September 16, 2020 – October 15, 2020

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, 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)
5.1	Landscape maintenance of Waterton Townsite as described in Annex "A" – Statement of Work	Per watering session	4	\$	\$
E	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

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

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, Appendix A, Sections 1.3.5 and 1.3.6* 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)
6.1	Fence Replacement	Per Metre	50	\$	\$
6.2	Mechanical weed control	Per hour	100	\$	\$
F	Total As and When Requested Work (excluding applicable tax)				\$

7. Estimated Total Combined Evaluated Bid Price

The total evaluated price is the sum of Tables A through F.

ESTIMATED TOTAL COMBINED EVALUATED PRICE (A + B + C + D + E + F) (excluding applicable tax)	\$
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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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00

Contracting Authority - Autorité contractante
Kirsten Sage

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n/a

Title - Sujet
Landscape Repair & Maintenance – Waterton Lakes National Park

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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Kirsten Sage

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n/a

Title - Sujet
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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 of its technical bid.

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 two (2) years' landscaping or restoration related working experience.
3.3	The Bidder must have a minimum experience of three (3) native tree planting projects.

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

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.

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to 10 as outlined under the Point Criteria, with 0 meaning the proposal completely fails to satisfy the requirements, and 10 meaning the proposal fully meets the outlined criterion. This score will then be multiplied by the weight indicated for that point rated evaluation criterion.

Item No.	Evaluation Criteria	Point Criteria	Weight	Maximum Weighted Points
4.1	Credentials of the project lead(s) on native tree planting project for landscaping.	<p>6: Project lead(s) has a background in landscaping or restoration. Two (2) cumulative years or more of project management experience as project lead and interim/final report/plan author in the field of landscaping or restoration. Good experience in restoration or landscaping planning and execution.</p> <p>8: Project lead(s) has a background in landscaping or restoration. Two (2) to five (5) cumulative years of project management experience as project lead and interim/final report/plan author in the field of landscaping or restoration. Very good experience in restoration or landscaping planning and execution.</p> <p>10: Project lead(s) has a background in landscaping or restoration. More than five (5) cumulative years of project management experience as project lead and interim/final report/plan author in the field of landscaping or restoration. Excellent experience in restoration or landscaping planning and execution.</p>	2.5	25
4.2	Field crew lead(s) have previous experience in successfully executing native tree planting projects.	<p>6: Experience with three (3) native tree planting projects.</p> <p>8: Experience with four (4) to six (6) native tree planting projects.</p> <p>10: Experience with seven (7) to ten (10) native tree planting 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>	2.0	20
4.4	Field crew lead(s) have previous experience with animal enclosures for landscaping.	<p>0: No experience with animal enclosures for landscaping.</p> <p>4: Experience with one (1) with animal enclosures for landscaping.</p> <p>6: Experience with two (2) to five (5) with animal enclosures for landscaping.</p> <p>8: Experience with six (6) to ten (10) with animal enclosures for landscaping.</p> <p>10: Experience with more than ten (10) with animal enclosures for landscaping.</p>	0.5	5
4.5	Field crew lead(s) have previous experience in landscape maintenance of native trees.	<p>0: No experience in the appropriate vegetation communities.</p> <p>4: Experience with one (1) project in landscape maintenance with native trees.</p> <p>6: Experience with two (2) to five (5) projects in landscape maintenance with native trees.</p> <p>8: Experience with six (6) to ten (10) projects in landscape maintenance with native trees.</p> <p>10: Experience with more than ten (10) projects in landscape maintenance with native trees.</p>	2.5	25

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.