



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À :**

By mail:

Parks Canada Agency Bid Receiving Unit
National Contracting Services
111 Water Street East, Cornwall, ON K6H 6S2

**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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Issuing Office - Bureau de distribution :

Parks Canada Agency
National Contracting Services
111 Water Street East
Cornwall, ON K6H 6S2

Title - Sujet : Prince Edward Island National Park Surf Guard Services	
Solicitation No. - N° de l'invitation : 5P300-18-0354/A	Date : February 8, 2019
Client Reference No. - N° de référence du client : N/A	
GETS Reference No. N° de référence du SEAG : PW-19-00863408	

Solicitation Closes - L'invitation prend fin : At - à : 2 pm On - le : March 20, 2019	Time Zone - Fuseau horaire EST
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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 demande de renseignements à : Laura Lowson		
Telephone No. - N° de téléphone : 613-938-5791	Fax No. -N° de télécopieur :	Email Address – Courriel : laura.lowson@canada.ca
Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : 2 Palmer's Lane, Charlottetown, PE C1A 5V8		

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

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :	
Address - Adresse :	
Telephone No. - N° de téléphone :	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 :



IMPORTANT NOTICE TO BIDDERS

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

Security Requirements

This document contains a security requirement. For further instructions consult Part 1 – General Information clause 1.1, Security Requirements and Part 6 – Resulting Contract Clauses clause 6.1, Security Requirements.

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Amd. No. - N° de la modif. :
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Contracting Authority - Autorité contractante :
Laura Lowson

Client Ref. No. - N° de réf. du client :
N/A

Title – Titre :
Prince Edward Island National Park Surf Guard Service

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

New personnel security clearance requests will require mandatory fingerprints to initiate the criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by the change in the criminal record check process. Applicants who require a personnel security clearance are responsible for all costs associated with fingerprinting.

1.1.1 Before the work can commence, the following conditions must be met:

- (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.2 Statement of Work

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

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian 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.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency 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 by email will not be accepted.

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island.

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 (1 hard copy and 1 soft copy on USB)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB)

Section III: Certifications (1 hard copy and 1 soft copy on USB)

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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at Annex “H”.

4.1.1.2 Point Rated Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at Annex “H”.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 [A0027T](#) (2012-07-16) Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum points specified for each criterion for the technical evaluation, and
 - d. obtain the required minimum of 120 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 240 points.
2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
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 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

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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 (45).

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

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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. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 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 at Annex "E" to Part 5 of the Bid Solicitation before contract award.

5.2.2 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.

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex "F" to Part 5 of the Bid Solicitation.

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5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour/s website) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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

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

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Status and Availability of Resources

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

5.2.4.2 Education and Experience

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

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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

6.1.1 The following security requirements apply to and form part of the Contract.

- 1) The Contractor/Offeror personnel requiring access to sensitive work site(s), assets or information must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD);
- 2) The Contractor/Offeror MUST NOT remove any PCA assets from the identified work site(s) without consent from a PCA employee, and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction;
- 3) All screening requests for contractors must be sent to pc.securite-security.pc@canada.ca.

6.2 Statement of Work

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

6.2.1 Task Authorization Process B9054C (2014-06-26)

Task Authorization:

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

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "I".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

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6.2.2 Task Authorization Limit C9011C (2014-06-26)

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.2.3 Canada's Obligation – Portion of the Work – Task Authorizations B9031C (2011-05-16)

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

6.3 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

2010B (2018-06-21), General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract.

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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Laura Lawson
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East, Cornwall, ON K6H 6S2

Telephone: (613) 938-5791
E-mail address: laura.lowson@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 provided 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 / ZIP Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

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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

6.7.1.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

For the Work described in Article 4.1 and 4.2 of the Statement of Work in Annex "A":

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____ ***** to be provided at contract award *****. Customs duties are included and Applicable Taxes are extra.

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

6.7.1.2 Basis of Payment - Firm Unit Price(s) or Firm Lot Price – Task Authorizations

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

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

6.7.2 Milestone Payments – Subject to holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 95% percent of the amount claimed and approved by Canada if:
 - a. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
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

6.7.3 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

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Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
1	50% of season	*** to be provided at contract award ***	July 15 each season
2	50% of season	*** to be provided at contract award ***	August 15 each season

6.8 Invoicing Instructions

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.
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 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 Federal Contractors Program for Employment Equity – Default by the Contractor

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

6.10 Applicable Laws

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

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6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21) General conditions: Professional services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) the Contractor's bid dated ***** to be inserted at contract award *****.

6.12 **A9068C** (2008-05-12), Government Site Regulations

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

6.13 **B6802C** (2007-11-30), Government Property

Government Property must be used only for the purpose of performing the Contract.

6.14 **G1001C** (2013-11-16) Insurance Specific Requirements

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

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

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

6.15 **D5328C** (2014-06-26) 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.

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6.16 A9014C (2006-06-16) Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:_____.

6.17 A7017C (2008-05-12) Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

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ANNEX A

STATEMENT OF WORK

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1 PROJECT TITLE

Prince Edward Island National Park Surf Guard Service

2 OBJECTIVE

The primary purpose for a surf guard service is to provide a heightened safe environment for persons utilizing supervised swimming areas within the PEI National Park. This is carried out by the provision of beach safety messaging, continual risk assessments, communication of hazards and the application of specialized lifesaving skills and equipment in emergency situations.

3 BACKGROUND

Visitor Safety is a top priority for Parks Canada. The ocean can be a dangerous environment with rapidly changing conditions that may pose a risk to visitors. According to the 2018 *Drowning Prevention Report*, data from 2011-2015 estimates that 8% of water-fatalities within Canada were in an ocean environment. The PEI National Park experienced visitation rates over 600,000 in 2017/18, with a beach experience being the primary visitor activity. With over 52 kms of sandy coastline, strong winds or surf can create hazardous conditions that not all visitors may be prepared for. As such the PEI National Park has offers surfguard services to its visitors.

4 SCOPE OF WORK

4.1 Area of Surf Guard Service

The International Lifesaving Federation flag standards will be followed for designating supervised swimming areas and hazards. The minimum coastline dimensions will be 60 meters. Initial placement of the flags (dimensions and location) will be approved by the Visitor Safety Coordinator. Areas may be modified throughout the season, upon Parks Canada approval, to limit hazard exposure.

The Contractor is responsible for provision of surf guard services at seven (7) beach locations along the north shore of Prince Edward Island National Park of Canada. These designated sites are located at Cavendish, Cavendish Campground, North Rustico, Brackley, Stanhope, Ross Lane and Greenwich beaches. These locations may change depending upon conditions and/or demand(s).

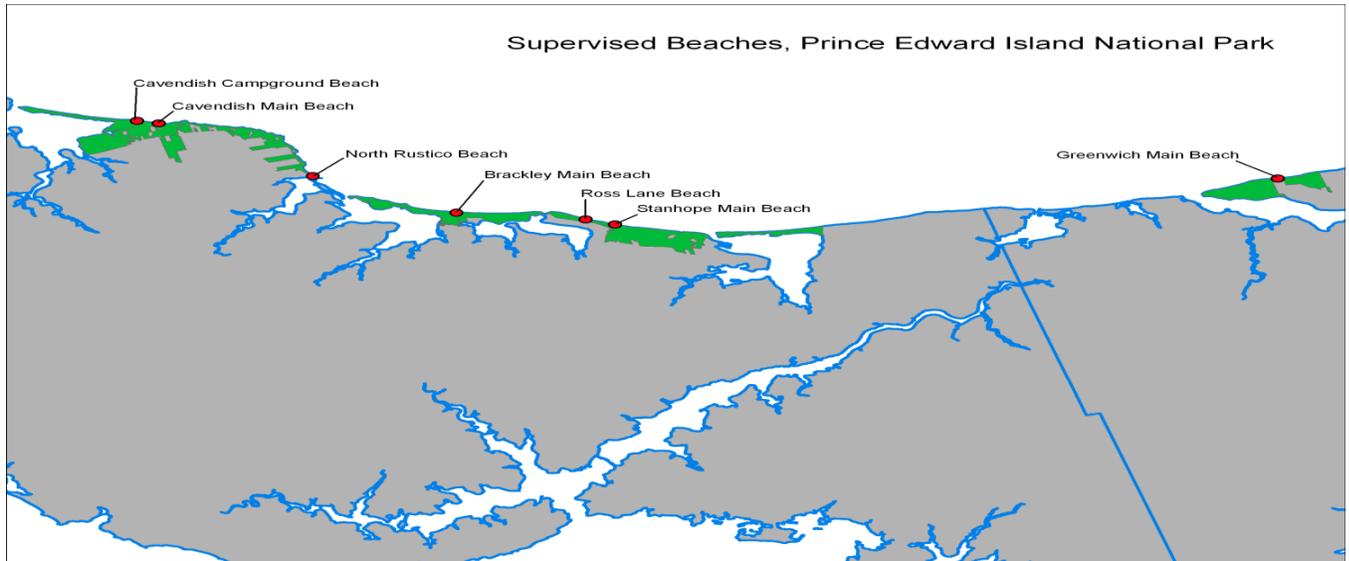
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4.2 Coverage

Notwithstanding 2.4.2, the Contractor will provide surf guard service for a period of three (3) consecutive seasons as follows:

2019		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish	June 28 th -Sept.2 nd	67
Brackley	June 28 th -Sept. 2 nd	67
Stanhope	June 29 th -Aug. 25 th	58
Cavendish Campground	June 29 th -Aug. 25 th	58
North Rustico	June 29 th -Aug.18 th	50
Ross Lane	June 29 th -Aug.18 th	50
Greenwich	June 29 th -Aug.18 th	50
		Total = 176
2020		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish	June 29 th -Sept. 1 st	65
Brackley	June 29 th -Sept. 1 st	65
Stanhope	June 30 th -Aug. 23 rd	55
Cavendish Campground	June 30 th -Aug. 23 rd	55
North Rustico	June 30 th -Aug. 16 th	48
Ross Lane	June 30 th -Aug. 16 th	48
Greenwich	June 30 th -Aug. 16 th	48
		Total = 168
2021		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish	June 29 th -Sept. 6 th	70
Brackley	June 29 th -Sept. 6 th	70
Stanhope	June 30 th -Aug. 29 th	61
Cavendish Campground	June 30 th -Aug. 29 th	61
North Rustico	June 30 th -Aug. 22 nd	54
Ross Lane	June 30 th -Aug. 22 nd	54
Greenwich	June 30 th -Aug 22 nd	54
		Total =185

Option Periods - Tentative dates for subsequent years:

2022		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish	June 29 th -Sept. 5 th	69
Brackley	June 29 th -Sept. 5 th	69
Stanhope	June 30 th -Aug. 28 th	60
Cavendish Campground	June 30 th -Aug. 28 th	60
North Rustico	June 30 th -Aug. 21 st	53
Ross Lane	June 30 th -Aug. 21 st	53
Greenwich	June 30 th -Aug. 21 st	53
		Total = 182

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2023		
BEACH	DATES OF COVERAGE	DAYS OF COVERAGE
Cavendish	June 29 th -Sept. 4 th	68
Brackley	June 29 th -Sept. 4 th	68
Stanhope	June 30 th -Aug.27 th	59
Cavendish Campground	June 30 th -Aug. 27 th	59
North Rustico	June 30 th -Aug. 20 th	52
Ross Lane	June 30 th -Aug 20 th	52
Greenwich	June 30 th -Aug. 20 th	52
		Total = 179

For the duration of the contract all beaches must be fully equipped and resources in place from date of commencement, up to and including the termination date.

Each season, the Contractor will ensure participation by all guards in;

- Coordination of annual surfguard competition (1 hr event), with min. 20 resources.
- Two (2) days of pre-season training facilitated by Parks Canada with collaboration by the Contractor.

The Contractor will provide qualified guards to fulfil the following levels of coverage seven (7) days per week:

BEACH	DAILY HOURS	# of GUARDS	TOTAL DAILY HRS
Cavendish	10 AM to 6 PM	3	3X8 = 24
Cavendish	11 AM to 5 PM	2	2X6 = 12
Cavendish Campground	11 AM to 5 PM	2	2X6 = 12
North Rustico	11 AM to 5 PM	2	2X6 = 12
Brackley	10 AM to 6 PM	2	2X8 = 16
Brackley	11 AM to 5 PM	2	2X6 = 12
Ross Lane	11 AM to 5 PM	2	2X6 = 12
Stanhope	11 AM to 6 PM	2	2X7 = 14
Greenwich	11 AM to 6 PM	2	2X7 = 14
Supervisor and or Assistant Supervisor	10 AM to 6 PM	1	1X8 = 8

Beach Captains: The Contractor must ensure that one of the guards on duty at Brackley and Cavendish beaches from 10 am-6 pm will be a *Beach Captain*.

Bilingual: The Contractor must ensure that one (1) bilingual surfguard is on duty at each beach at all times. Cavendish and Brackley beach require one (1) additional bilingual guard between 10 am and 5 pm. Testing of the oral bilingual capacity of these individuals will be performed by Parks Canada. This testing will be completed prior to surf guards being assigned duty at a supervised beach.

Supervisor & Assistant Supervisor: The Contractor must provide a Supervisor and/or Assistant Supervisor on duty, in the Park, at all times the beaches are scheduled to be supervised.

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4.3 *Extra Work*

Extended Service: The Contractor may extend hours of surf coverage upon the daily approval of the Visitor Experience Manager or designate (Visitor Safety Coordinator) should it be deemed that there is a significant risk to visitors.

In discussions with the Contractor, Parks Canada may request from the Contractor extension of service, at any of the supervised beaches, to meet operational goals. This may be limited based on the availability of Contractor resources.

All extra work will be authorized via a Task Authorization approved by the Project Authority.

5 **CONTRACTOR DUTIES AND RESPONSIBILITIES**

All contractor resources will participate in the Parks Canada Quality Visitor Experience program in accordance with the training provided by Parks Canada Agency. This includes the Agency's Service Standards and Compliance program. This will involve the contractor's being trained and empowered by Parks Canada to proactively prevent incidents before they occur, to safely and effectively address incidents that do occur and to transfer incidents to the appropriate law enforcement authority when required. Parks Canada will provide training annually before the operating season.

5.1 *Supervisor and on-site Assistant Supervisor*

- Provide on-site administration and management for a professional surf guard service as specified in this Statement of Work.
- Direct and supervise beach captains and surf guards on a daily basis, including scheduling.
- Maintain regular contact between with the Visitor Experience Manager or designate (Visitor Safety Coordinator). The Supervisor and/or Assistant Supervisor should be accessible by cell phone contact while beaches are supervised.
- Surf Conditions must be communicated to Parks Canada according to annually reviewed communication protocols, by 1015 a.m. daily and immediately as conditions change throughout the day.
- Surf Condition standards (levels, interventions and public notifications) will be followed according to Parks Canada direction, provided annually. The International Lifesaving Federation standards for flags will be followed.
- Ensure that an effective pre-season and in-season training program is maintained as outlined in the "*Alert: Lifeguarding in Action*" published by the Royal Lifesaving Society of Canada.
- Ensure the privacy of members of the public is maintained at all times.
- Ensure that incident and equipment reports are completed daily and submitted in their original forms to the Visitor Experience Manager or designate (Visitor Safety Coordinator). Serious incident reports will be submitted within 24hrs and minor incident forms will be submitted in their original form with the monthly reports.
- Inform the on-site beach visitors of any hazards or risks when present or periodically occur, either inside or adjacent to supervised swimming areas and immediately report hazards or risks to the on-call Parks Canada Incident Leader or Visitor Safety Coordinator.
- Communicate immediately to the Incident Leader any urgent incidents that threaten people, facilities, wildlife or the environment. All missing/lost persons are considered urgent.
- Communicate immediately to the Park Warden, any law enforcement infractions, including vandalism to any equipment/facilities. Minor compliance issues are to be referred to the Parks Canada compliance employees via radio.
- Report in a timely manner any maintenance requirements on the surf guard huts and stands. Any work requirements that impact the health and safety of visitors must be reported without delay.
- Ensure that all equipment as listed in this Statement of Work, is kept in a professional, workable,

accessible state and that equipment is replaced as used to meet the minimum levels required for the full duration of this contract.

- Visit Greenwich beach no less than two (2) times per week to ensure professional surf guarding services are being provided.
- Participate in and implement the Parks Canada Agency Quality Visitor Experience (QVE) program in accordance with training provided by the Agency during the 2-day pre-season training.
- Remove at the end of each season, all Contractor equipment from Parks Canada facilities and property.

5.2 *Beach Captain (in addition to surfguard responsibilities)*

- Provide leadership, mentoring, supervision and direction to surf guards on a daily basis.
- Assist with pre-season and in-season training.
- Ensure the daily security, testing and safe and professional operation of all equipment, materials and supplies required.
- Report daily surf conditions to designated Park employees within 15 minutes of the beach opening.

5.3 *Surf Guards*

- Provide professional and competent surf guarding services, first aid assistance and lifesaving services. Follow industry standards as set out by the International Lifesaving Federation and/or the 'Alert: Lifesaving in Action' publication by the Royal Lifesaving Society.
- Maintain surveillance and provide a lifesaving service to areas adjacent the supervised area but not at the risk of users of the supervised areas.
- Demonstrate and maintain proficiency swimming in ocean currents and waves.
- Actively communicate and cooperate for coordinated responses to urgent incidents, under Parks Canada direction and with partnering emergency response groups.
- Actively promote and communicate water, beach and sun safety messaging.
- Identify hazards in and adjacent to the supervised area and take appropriate action to mitigate hazard. Any actions taken are to be communicated daily to the Incident Leader or Visitor Safety Coordinator.
- Communicate immediately to the on-call Parks Canada Incident Leader any urgent incidents that threaten people, facilities, wildlife or the environment. All missing/lost persons are considered urgent. Follow direction from the Incident Leader for initial search tasks, but not at the risk of the users in the supervised area.
- Communicate immediately to the Park Warden, any law enforcement infractions, including vandalism to any equipment/facilities. Minor compliance issues are to be referred to the Parks Canada compliance employees via radio.
- Conduct daily surf and risk assessments, reporting this and water temperature, within 15 minutes of opening a beach and immediately as risks change. Standards for risk assessment and communication protocols will be provided by Parks Canada during training and updated annually.
- Maintain daily surf condition and risk information with flags and signs provided by Parks Canada using standard terminology in both official languages. Condition reports are to be modified and updated as conditions change.
- On a daily basis, inspect and maintain delineation of the supervised swimming areas.
- Maintain daily records and reports on surf and weather conditions, first aid incidents, water rescue incidents, compliance incidents, damaged or missing equipment inventory, lost and found reports, comment cards, beach attendance records and any other required reports.
- Ensure the privacy of information collected from visitors and information regarding incident response. This includes restrictions from public/social media comments and the use of photographs.

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- Maintain lifesaving, first aid equipment and facilities such as surf hut and first aid room in clean, organized, operational condition. If equipment is used, it is to be cleaned, restocked and/or disposed of appropriately and immediately.
- At the beginning of every shift, Surfguards will announce over loud hailer the supervised status of the beach and the surf conditions. Any changes to surf conditions during the day will be communicated over loud hailer, in-water swimmers verbally informed, signage/flags updated and communicated to the Incident Leader.
- At the end of every shift, and announcement will be made over loud hailer to communicate the beach is unsupervised, signs updated, equipment securely stored and huts locked.
- Surf guards will NOT answer media questions and will refer all media questions and interview requests to the Visitor Experience Manager or designate (Visitor Safety Coordinator). Requests for interviews will be coordinated by the Manager of External Relations for the PEI Field Unit to coordinate a response with an appropriate spokesperson.
- Perform water rescue demonstrations at the supervised beach areas as requested by the Field Unit Superintendent or designate (Visitor Safety Coordinator), but not at the risk of users of the supervised areas.
- Participate in and implement the Parks Canada Agency Quality Visitor Experience (QVE) program in accordance with training provided by the Agency. Promote Parks Canada messaging and mandate.
- Remove sand from the ramps, stairs and/or mobility mats at supervised beach areas where/when applicable (if it can be done without compromising the safety of swimmers)
- Annual updates to protocols, standards or operational requirements not covered in this Statement of Work, will be covered during surfguard pre-season training and adhered to.

In accordance with Sections 2.4.2-2.4.4 of this Statement of Work, the level of service and the number of surf guards required may be reduced or eliminated at any or all beaches at the discretion of the Field Unit Superintendent. The reduction may be in response to a reduced number of beach users or the closure of a particular beach area due to unforeseen circumstances such as storm damage, safety issues, environmental concerns, economic constraints / realities, etc.

6 EQUIPMENT

6.1 Parks Canada Equipment

Parks Canada will supply to the Contractor in good working order;

- Keyed access to first aid rooms (Cavendish Main, Brackley, Greenwich)
- Park Passes for active resources
- Form templates (electronic or hard copy)
- Signage (surf conditions, rip current messaging, hazards, etc.)
- Storage (Cavendish, Greenwich & Brackley First Aid Rooms)
- One (1) surf guard hut for each supervised beach.
- One (1) surf guard stand for the following sites;
 - Cavendish Campground, Stanhope Main, Ross Lane, North Rustico, Greenwich
- Two (2) surfguard stands for each of the following sites;
 - Cavendish Main, Brackley
- Portable VHF radios & battery chargers as follows;
 - One (1) radio kit for each surfguard stand (9 in total)
 - One (1) radio kit each for the Supervisor and Supervisor Assistant

Parks Canada will ensure huts and stands are provided to the contractor in good condition at the onset of the first contractual year. Parks Canada and the Contractor will conduct inspection of the huts and stands;

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1. By June 1st annually,
2. After they have been moved to the beach for the season,
3. After moving the huts/stands for winter storage (see attached inspection form).

Inspection reports will be signed by both parties. Timelines to address required work will be established by Parks Canada. Neglecting to meet these obligations may result in Parks Canada arranging for the work to be done at the expense of the Contractor.

Parks Canada will transport huts and stands to and/from supervised locations annually and will ensure each hut is leveled with all doors and windows functioning properly. Locations will be mutually identified and agreed upon by the parties.

The Contractor must ensure that equipment supplied by Parks Canada is used only for its intended purpose and during normal operating hours. Surf huts intended use is to provide shelter and privacy for first aid, for the housing of lifesaving equipment and to provide surf guards shelter from the sun and inclement weather. Personal belongings must be removed daily. Huts are to be kept clean at all times.

The Contractor must ensure that appropriate VHF radio protocols and procedures are followed when using Parks Canada's radio system. Radio must be charged daily as required, and radios and chargers must be kept free of sand, dust and debris.

6.2 Contractor Equipment

The contractor will supply and maintain in good working order;

- Ten (10) Surfboards (min.10 feet with rail handles) and stands as follows;
 - Three (3) at Cavendish Main
 - Two (2) at Brackley
 - One (1) each at Cavendish Campground, Stanhope Main, Ross Lane, North Rustico, Greenwich
- Rescue cans (one for each guard on duty & each Supervisor).
- First aid kit(Kit#3 PEI OSH Act-General Regulations (Section 9.11)
 - One (1) kit each per surf guard stand
 - One (1) kit each per mobile Supervisor
- Oxygen kit (Full canister/regulator/Adult & pediatric delivery devices-BVM, Non-Rebreather Mask, Nasal Cannula)
 - One (1) kit each per surf guard stand
 - One (1) kit each per mobile Supervisor
- Cervical Collar, one per first aid kit
- Scoop stretcher (with head blocking and all straps), one per hut
- AED (with adult pad), one per hut
- Eye wash station, one per hut
- Mattress, washable mattress cover & blanket (dry cleaned and/or hygienically wrapped), one per hut and first aid room
- Surf guard log book, one per stand, inclusive of required printed material (templates provided by Parks)
- Line-of-sight communication devices where communications between surf stands and/or huts is required (ex. Brackley & Cavendish beaches)
- Loud hailer (including charged batteries), one per stand
- Binoculars, one per stand & one per mobile supervisor
- Whistle, one per guard on duty
- Supplies to delineate supervised areas (inclusive of buoys, anchors, and shoreline flags/bases)

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- Keyed or combination locks for huts. The Contractor must provide Parks Canada with keys or combinations to surf hut locks. As well, any costs associated with the cutting of keys or replacement of locks due to loss etc. will be the responsibility of the Contractor.

The Contractor must ensure that all equipment remains in a serviceable, safe and presentable condition. Equipment must be replenished, cleaned and/or serviceable after use. The Contractor must allow the Field Unit Superintendent and Visitor Experience Manager or designate (Visitor Safety Coordinator) to inspect all equipment at any time during the operating season.

The Contractor must supply and ensure that an identifiable uniform is worn by all guards and supervisors. The uniform will include a warm-up suit, shorts, t-shirt and hat (suitable for sun shade). The design, color and insignia of the uniform pieces must be approved by the Visitor Experience Manager. Parks Canada will not supply sunglasses, sunscreen, insect repellent, bottled water or vehicles. Swim wear is to be professional and conducive to safe and effective rescue operations, as determined by Parks Canada. The Contractor is responsible to ensure that uniforms clearly identify the resources by the Contractor's name and that the uniform must not resemble a Parks Canada Uniform in any way.

The Contractor must be responsible for the annual installation, removal, transportation and off -site winter storage of all supplies used to delineate supervised swimming areas.

7 HEATH & WELLNESS

Both parties agree to promote;

- Occupational Health and Safety
- A work culture based on the fundamental Values and Ethics of the Parks Canada Agency: Respect, Engagement, Excellence, and Integrity.
- An ethical culture and intervene effectively to help address issues and concerns that may arise in the workplace.
- Employee mental health and well-being, particularly with regards to critical incidents.
- A harassment-free workplace
- An inclusive, representative, diversified, respectful and meaningful work environment

8 COMMUNICATION

8.1 External Communications

The Contractor will promote water and sun safety messaging to beach users in accordance with the messaging used by Parks Canada. Daily and changing surf conditions will follow protocols laid out in *Surf Notification Communication Protocols*, updated by Parks annually. Surfguards will follow protocols established in annual pre-season training.

The Contractor and its resources will NOT answer media questions and will refer all media questions and interview requests to the Visitor Experience Manager or designate (Visitor Safety Coordinator). Requests for interviews will be coordinated by the Manager of External Relations for the PEI Field Unit to coordinate a response with an appropriate spokesperson. Social media sharing of information about incident response details and/or personal information of beach users, is strictly prohibited.

The Contractor must ensure that signage provided by Parks Canada indicating a bilingual service offer at the beaches is displayed at locations specified by the Visitor Experience Manager or designate (Visitor Safety Coordinator). Services must be actively offered and provided in both official languages at all times.

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8.2 *Internal Communications*

The Project Authority for PEINP, Parks Canada Agency will be the Visitor Experience Manager and/or designate (Visitor Safety Coordinator) for Prince Edward Island Field Unit of Parks Canada.

The Supervisor will meet with the Visitor Experience Manager and/or designate (Visitor Safety Coordinator) on a yearly basis at least fifteen (15) days prior to the start of each operating season to discuss any changes required for the surf guard service operations and review planned operating procedures.

The Supervisor will meet with the Visitor Experience Manager or designate (Visitor Safety Coordinator) on a weekly basis to present daily reports and discuss the surf guard service operations for the previous and current week.

The Contractor will maintain open channels of communication with the Visitor Experience Manager and/or designate (Visitor Safety Coordinator). The Contractor must also ensure that his/her co-operate with and maintain good working relations with Parks Canada personnel.

All emergency incident reporting will be communicated to the Incident Leader immediately and reports from involved contractor provided within 24 hours.

9 TRAVEL

Parks Canada will not pay for any travel associated with the work.

10 DELIVERABLES

Management of information produced during the work outlined in the Statement of Work, must follow applicable requirements for the *Privacy Act* and the *Access to Information Act* where it is appropriate.

The Contractor will be responsible for providing the following information and/or records for each supervised beach and submitting them, in their original form, monthly to the Visitor Experience Manager or designate (Visitor Safety Coordinator). Samples of standard report forms to be used will be provided by Parks Canada prior to the start of the season:

- Daily weather conditions, including water and air temperatures
- Beach visitation, estimated at 1200 hrs and 1500 hrs daily
- Complaints received and/or comment cards
- First aid incident report(s)
- Water rescues report(s)
- Lost and found articles
- Lost/missing person report(s) form
- Damaged items requiring repairs
- Surf conditions
- Missing items / gear
- Compliance program reporting

The Contractor will submit a month's end report to the Visitor Experience Manager or designate (Visitor Safety Coordinator) for the operational dates in June/July (due August 5th) and August/September (due September 15th). Original forms for all items listed above must be included. A template report form will be provided by Parks Canada and may include for each supervised beach;

- Incident statistics
- Beach visitation numbers

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- Items of concern
- Notable events (ex. serious incidents, special events, weather events, training, etc.)

The Contractor will submit an annual end-of-season report on the year's activities to the Visitor Experience Manager or designate (Visitor Safety Coordinator) by September 15th each operational year. A template report form will be provided by Parks Canada and may include;

- Incident statistics
- Items of concern / interest
- Recommendations for operational improvements
- Recommendations for gear requirements / improvements
- Observations (hazards, weather conditions, recurring incidents)

11 PROFESSIONAL STANDARDS

The Contractor must adhere to and stay current with the guidelines provided in the most current publications issued by both the International Lifesaving Federation (Position Statements) and the Royal Life Saving Society of Canada publication titled "*ALERT: LIFEGUARDING IN ACTION*", in carrying out the obligations of this contract. If there is a discrepancy between this Statement of Work and the current edition of the aforementioned publication, the higher level of quality of service is to be followed. Any deviation from the above must be approved by the Visitor Experience Manager and/or designate (Visitor Safety Coordinator). To help ensure that the level and quality of service is appropriate and understood, there will be a two (2) day training session prior to the start of the season co-delivered by Parks Canada and the Contractor.

The Contractor's performance will be monitored by the Visitor Experience Manager or designate (Visitor Safety Coordinator) and feedback provided on a regular basis. If applicable, deficiencies identified are to be corrected immediately and to the satisfaction of Parks Canada.

An annual performance evaluation will be produced and made available to the contractor. This evaluation will also include any outstanding deficiencies and associated requests for action.

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Appendix 1 to Annex “A” – STATEMENT OF WORK

MANDATORY REQUIREMENTS PRIOR TO WORK COMMENCE

The Contractor will provide the the Visitor Experience Manager or designate (Visitor Safety Coordinator) the following confirmations;

- Confirmation of contact information, qualifications & security clearance for the Supervisor, the Assistant Supervisor(s) and two (2) Beach Captains no later than May 1st annually.
- Confirmation of qualifications & security clearances for each Surfguard no later than June 1st annually.
- Surfguard schedule for each beach (indicating bilingual capacity) & Supervisor schedule no later than June 14th annually.

The Contractor must submit to the Visitor Experience Manager or designate (Visitor Safety Coordinator) all qualifications for any resources hired during the season prior to them beginning work.

Qualifications- Supervisor	Qualifications- Assistant Supervisor
Minimum four (4) seasons of supervisory lifeguarding experience or significant experience in a water safety leadership role	Minimum two (2) seasons of supervisory experience relating to lifeguarding
Experience (6 months) in staff and/or project management	Experience (6 months) in staff and/or project management
Minimum four (4) seasons waterfront or surf guard experience	Minimum two (2) seasons waterfront or surf guard experience
Proficiency in the industry standards for surf guarding as set out by the Royal Lifesaving Society and/or the International Lifesaving Federation	Proficiency in the industry standards for surf guarding as set out by the Royal Lifesaving Society and/or the International Lifesaving Federation
Possession of a valid Standard First Aid & CPR (level C), plus Oxygen Administration	Possession of a valid Standard First Aid & CPR (level C), plus Oxygen Administration
Possession of a valid Driver's License	Possession of a valid Driver's License
Valid Reliability Status Security Clearance as verified through Parks Canada	Valid Reliability Status Security Clearance as verified through Parks Canada

Qualifications - Beach Captain	Qualifications - Surfguard
Experience (3 months) in the supervision of staff and/or in a leadership role	Possession of a valid Standard First Aid Cardio-Pulmonary Resuscitation (Level C), plus Oxygen Administration
Minimum two (2) seasons waterfront or surf guard experience	Possession of valid certification for National Lifesaving Society "Waterfront"
Including all qualifications for 'Surfguard'	Valid Reliability Status Security Clearance as verified through Parks Canada

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ANNEX B

BASIS OF PAYMENT (Page 1 of 2)

Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices (including but not limited to all labour, materials, travel and disbursements), as specified below.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable. The quotation is to be in **Canadian dollars**.

Contract Period from Contract Award to March 31, 2022				
Item	Description	Unit of Measure		Extended Price
1	Year 1 2019 Season: The Work as detailed under Annex A – Statement of Work of the resulting contract clauses.	Lump Sum		\$
2	Year 2 2020 Season: The Work to be performed and deliverables due, as detailed under Annex A – Statement of Work of the resulting contract clauses.	Lump Sum		\$
3	Year 3 2021 Season: The Work to be performed and deliverables due, as detailed under Annex A – Statement of Work of the resulting contract clauses.	Lump Sum		\$
Task Authorization - 4.2 of Annex A – Statement of Work		Estimated Number of Hours	Hourly Rate	Extended Price
Contract Year 1 – 2019 Season				
4	Regular Hours – Supervisor	5		\$
5	Outside Regular Hours - Supervisor	5		\$
6	Regular Hours – Assistant Supervisor	5		\$
7	Outside Regular Hours – Assistant Supervisor	5		\$
8	Regular Hours – Beach Captain	5		\$
9	Outside Regular Hours – Beach Captain	5		\$
10	Regular Hours – Surf Guard	5		\$
11	Outside Regular Hours – Surf Guard	5		\$
Contract Year 2 – 2020 Season				
12	Regular Hours – Supervisor	5		\$
13	Outside Regular Hours - Supervisor	5		\$
14	Regular Hours – Assistant Supervisor	5		\$
15	Outside Regular Hours – Assistant Supervisor	5		\$
16	Regular Hours – Beach Captain	5		\$
17	Outside Regular Hours – Beach Captain	5		\$
18	Regular Hours – Surf Guard	5		\$
19	Outside Regular Hours – Surf Guard	5		\$
Contract Year 3 – 2021 Season				
20	Regular Hours – Supervisor	5		\$
21	Outside Regular Hours - Supervisor	5		\$
22	Regular Hours – Assistant Supervisor	5		\$
23	Outside Regular Hours – Assistant Supervisor	5		\$
24	Regular Hours – Beach Captain	5		\$
25	Outside Regular Hours – Beach Captain	5		\$
26	Regular Hours – Surf Guard	5		\$
27	Outside Regular Hours – Surf Guard	5		\$
Total Contract Period (items 1-27) applicable taxes excluded				\$

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ANNEX B

BASIS OF PAYMENT (Page 2 of 2)

Option Period 1 April 1, 2022 to March 31, 2023				
Item	Description	Unit of Measure		Extended Price
1	2022 Season: The Work to be performed and deliverables due, as detailed under Annex A – Statement of Work of the resulting contract clauses.	Lump Sum		\$
Task Authorization - 4.2 of Annex A – Statement of Work		Estimated Number of Hours	Hourly Rate	Extended Price
2	Regular Hours – Supervisor	5		\$
3	Outside Regular Hours - Supervisor	5		\$
4	Regular Hours – Assistant Supervisor	5		\$
5	Outside Regular Hours – Assistant Supervisor	5		\$
6	Regular Hours – Beach Captain	5		\$
7	Outside Regular Hours – Beach Captain	5		\$
8	Regular Hours – Surf Guard	5		\$
9	Outside Regular Hours – Surf Guard	5		\$
Total Option Period 1 (items 1-9) applicable taxes excluded				\$

Option Period 2 April 1, 2023 to August 31, 2023				
Item	Description	Unit of Measure		Extended Price
1	2023 Season: The Work to be performed and deliverables due, as detailed under Annex A – Statement of Work of the resulting contract clauses.	Lump Sum		\$
Task Authorization - 4.2 of Annex A – Statement of Work		Estimated Number of Hours	Hourly Rate	Extended Price
2	Regular Hours – Supervisor	5		\$
3	Outside Regular Hours - Supervisor	5		\$
4	Regular Hours – Assistant Supervisor	5		\$
5	Outside Regular Hours – Assistant Supervisor	5		\$
6	Regular Hours – Beach Captain	5		\$
7	Outside Regular Hours – Beach Captain	5		\$
8	Regular Hours – Surf Guard	5		\$
9	Outside Regular Hours – Surf Guard	5		\$
Total Option Period 2 (items 1-9) applicable taxes excluded				\$
TOTAL EVALUATED BID PRICE (Contract Period + Option Period 1 + Option Period 2) applicable taxes excluded				\$

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ANNEX “C”

INSURANCE REQUIREMENT

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),

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Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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

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ANNEX “D”

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

Location of Work

General Description of Work to be Completed
--

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Mark “Yes” where applicable.

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

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

Name

Signature

Date

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ANNEX “E” to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

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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.

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ANNEX “F” to PART 5 OF THE BID SOLICITATION

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:

- 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.

Supplier Information

Supplier’s Legal Name:		
Organizational Structure: () Corporate Entity () Privately Owned Corporation () Sole Proprietor () Partnership		
Supplier’s Legal Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Supplier’s Procurement Business Number (optional):		

List of Names

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

Date

Please include with your bid or offer.

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ANNEX “G” to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1 The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR**
- A5.2 The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder certifies having no work force in Canada.
- OR**
- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation :
5P300-18-0354/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Laura Lawson

Client Ref. No. - N° de réf. du client :
N/A

Title – Titre :
Prince Edward Island National Park Surf Guard Service

ANNEX “H”

TECHNICAL EVALUATION

Mandatory Technical Criteria

In order for proposals to be assessed against the rated requirements, the following mandatory requirement must first be met.

M1. Proof of financial capability to undertake the work covered by the Statement of Work. This should be in the form of letter from the Contractor's financial institution certifying that the Contractor has the financial capability to undertake and meet all the work covered the Statement of Work. This includes six weeks working capital to meet payroll obligations, equipment purchases and contract start-up costs.

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Client Ref. No. - N° de réf. du client :
N/A

Title – Titre :
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Point Rated Technical Criteria		Maximum Points (scoring grid)	Weight	Maximum Points	Minimum Points Required
R1	<p>Bidder should demonstrate competitive wages: Bidders are to describe the strategies by which they will attract and retain qualified and experienced guards to ensure adequate staff levels and qualifications. Strategies should demonstrate;</p> <ul style="list-style-type: none"> • Competitive rates of pay for the region • Incentives for highly qualified and experienced guards 	15	4	60	24
R2	<p>References: Bidders must submit two (2) references that can provide evidence satisfactory water safety and/or program management proficiency and experience. References and questions will be weighted equally. All questions must meet a pass (6+ points) to qualify. References should be in a position to offer examples of how the bidder meets the standard. All references will be contacted (name, email and phone numbers must be included) and must be available for contact during the evaluation period (week following contract posting closure).</p>	60 (15 points per question)	1	60	24
R3	<p>Bidder should clearly demonstrate knowledge of coastal risks Bidders must demonstrate an in-depth knowledge of both the primary physical hazards and social/cultural dynamics that pose challenges to operating a coastal safety and lifeguarding operation in an ocean environment in PEI. Describe those hazards/challenges and for each propose potential preparedness and/or mitigation strategy.</p>	15	4	60	24
R4	<p>Bidder should clearly demonstrate plans to implement in-season training for lifeguards In addition to the training that guards have, maintenance of those skills is vital. Outside of the pre-season training the Bidders must provide a detailed description of how they intend to implement an in-season training program that ensures staff peak performance for safe and effective operations. This must include, but is not limited to, these four (4) core areas; 1. Physical fitness, 2. Water safety awareness, 3. Technical skills, and 4. Emergency equipment familiarity.</p>	15	2	30	12

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R5	Bidder should clearly demonstrate knowledge of industry professional standards Bidders must demonstrate proficiency in professional standards through detailing knowledge of international beach flag warning systems. In 1,500 words or less, describe the concept of the beach flag warning system, its governance and application.	15	2	30	12
TOTAL		75		240	

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Scoring Grids:

The following scoring grids will be used to evaluate the corresponding rated criteria.

R1:

Points	Rating Level	
	Competitive Rates of Pay	Incentives
0-5 (Unsatisfactory)	\$12.25/hr (minimum wage)-\$13.48/hr	Wage increases for returning staff or experience levels (\$0-\$0.24/hr)
6-10 (Satisfactory)	\$13.49/hr-16.34/hr	Wage increases for returning staff or experience levels (\$0.25-\$0.49/hr)
11-15 (Excellent)	\$16.35/hr or higher	Wage increases for returning staff or experience levels (\$0.50/hr or greater)

R2:

Points	Rating Level
0-5 (Unsatisfactory)	Answers were not provided or the answers lacked depth of knowledge or complexity.
6-10 (Satisfactory)	Answers to the questions were provided and displayed moderate levels of knowledge and competence.
11-15 (Excellent)	Answers to the questions were provided and displayed high levels of knowledge and competence.

Reference Question themes

1. Describe your familiarity with the candidates experience or knowledge of water safety standards or lifeguarding operations. Provide examples if available. *(At least one reference must be able to speak to this)*
2. Provide an example of how the candidate displayed good communication and/or conflict management skills.
3. Provide an example of the candidate delivering & managing a program or business. Describe the quality & complexity.
4. Provide an example of how the candidate has displayed attributes of leadership and/or flexibility?

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R3:

Points	Rating Level	
	Hazard Identification (50%)	Management Strategy (50%)
0-5 (Unsatisfactory)	Not able to identify all 4 major hazards/challenges Demonstrates lack of understanding of the hazards	Strategies are unclear, unfeasible and/or lack understanding of the operational context or professional standards
6-10 (Satisfactory)	Identifies all 4 major hazards/challenges Identifies 1-3 additional hazards/challenges Demonstrates basic understanding of those hazards	Strategies identified are realistic, and demonstrate satisfactory understanding of the operational context and professional standards.
11-15 (Excellent)	Identifies all 4 major hazards/challenges Identifies 1-3 additional hazards Demonstrate in-depth knowledge of the hazards	Strategies identified show exceptional leadership, innovation & understanding of the operational context and professional standards.

R4:

Points	Rating Level
0-5 (Unsatisfactory)	Plans for all core areas not demonstrated Plans lack detail
6-10 (Satisfactory)	Plans are demonstrated for all core areas Plans are realistic, thorough and well-coordinated
11-15 (Excellent)	Plans are demonstrated for all core areas Plans are realistic, thorough and well-coordinated Plans are innovative, inclusive, build on existing skill sets and encourage leadership skills

R5:

Points	Rating Level
0-5 (Unsatisfactory)	Does not provide sufficient detail to demonstrate understanding of the international beach flag warning system.
6-10 (Satisfactory)	Clearly describes the flag system, its application, triggers and flag meanings. Identifies international regulatory body.
11-15 (Excellent)	Clearly describes the flag system, its application, triggers and flag meanings. Identifies international regulatory body. Identifies the benefits and challenges. Identifies appropriate international standards. Articulates regional and North American context.

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PC Contracting Authority - Autorité contractante de PC

Signature

Date

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

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

Signature

Date