



**RETURN BIDS TO:**  
**RETOURNER LES SUBMISSION À :**  
Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
Suite 720, 220 – 4<sup>th</sup> Avenue S.E.  
Calgary, AB T2G 4X3

## REQUEST FOR PROPOSAL

## DEMANDE DE PROPOSITION

### Proposal to: Parks Canada Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

### Proposition à : l'Agence Parcs Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

### Issuing Office - Bureau de distribution :

Parks Canada Agency  
National Contracting Services  
Suite 720, 220 – 4<sup>th</sup> Avenue S.E.  
Calgary, AB T2G 4X3

<b>Title - Sujet</b> Houskeeping, Groundskeeping and Snow Removal Services – Palisades Centre, Jasper, AB.	
<b>Solicitation No. - N° de l'invitation</b> 5P420-18-0484/A	<b>Date</b> 11 February 2019
<b>Client Reference No. - N° de référence du client</b> n/a	
<b>GETS Reference No.   N° de référence de SEAG</b> PW-19-00863699	
<b>Solicitation Closes - L'invitation prend fin</b>  <b>At - à :</b> 14 :00 <b>On - le :</b> 25 March 2019	<b>Time Zone - Fuseau horaire</b>  <b>MDT/HAR</b>
<b>F.O.B. - F.A.B.</b> <b>Plant - Usine :</b> <input type="checkbox"/> <b>Destination :</b> <input checked="" type="checkbox"/> <b>Other - Autre :</b> <input type="checkbox"/>	
<b>Address Enquiries to - Adresser toutes questions à</b> Joanne S. Cuthbert <a href="mailto:joanne.cuthbert@canada.ca">joanne.cuthbert@canada.ca</a>	
<b>Telephone No. - N° de telephone</b>  587-436-5732	<b>Fax No. - N° de télécopieur</b>  1-866-246-6893
<b>Destination of Goods, Services, and Construction - Destination des biens, services, et construction</b> See Herein	

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

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

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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 award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 – Resulting Contract Clauses;
- (b) 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;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

**1.1.2** Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

### **1.2 Statement of Work**

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

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

#### 2.1.1 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **Palisades Centre main office located 12 kms east of the Jasper townsite off Highway 16 in Jasper, AB** on **19 February 2019**. The site visit will begin at **13:00 MDT/HAR**.

**Bidders must communicate with the Contracting Authority no later than 18 February 2019 at 14:00 MDT/HAR to confirm attendance** and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit.

**Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive.**

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

Occupational Health and Safety equipment is not required.

### 2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to PCA will not be accepted.

### 2.3 Former Public Servant

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

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

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

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

#### Work Force Adjustment Directive

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

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

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

##### **4.1.1.2 Point Rated Technical Criteria**

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

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price**

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 55 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 78 points.

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

**4.2.3** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

**4.2.4** To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

**4.2.5** To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

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

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



The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>	115/135	89/135	92/135
<b>Evaluated Bid Price</b>	\$55,000	\$50,000	\$45,000
<b>Technical Merit Score</b>	$(115/135) \times 70 = 59.63$	$(89/135) \times 70 = 46.15$	$(92/135) \times 70 = 47.70$
<b>Pricing Score</b>	$(45,000/55,000) \times 30 = 24.55$	$(45,000/50,000) \times 30 = 27.00$	$(45,000/45,000) \times 30 = 30.00$
<b>Combined Rating</b>	$59.63 + 24.55 = 84.18$	$46.15 + 27.00 = 73.15$	$47.70 + 30.00 = 77.7$
<b>Overall Rating</b>	<b>1<sup>st</sup></b>	<b>3<sup>rd</sup></b>	<b>2<sup>nd</sup></b>

## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

Section 17 of the Policy requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. Bidders must provide the information requested at **Annex "D"**, Integrity Provisions – List of Names for Integrity Verification Form.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

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

**6.1.1** The Contractor 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).

**6.1.2** The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

**6.1.3** The Contractor MUST NOT remove any PCA assets from the identified work site(s) without consent from a PCA employee, and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

**6.1.4** Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of PCASD.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

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

#### 6.3.2 Work Authorization

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

- (a) The Project Authority will prepare a WA providing details of the services required and submit to the Contractor.
  - (b) The Contractor must not commence work until a WA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a WA has been received will be done at the Contractor's own risk.
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## 6.4 Term of Contract

### 6.4.1 Period of the Contract

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

### 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 two (2) additional one (1) year period(s) being April 01, 2020 to March 31, 2021 and April, 2021 to March 31, 2022 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 prior to 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:

**Joanne S. Cuthbert**

Acting Advisor  
Parks Canada Agency Bid  
Chief Financial Officer Directorate  
Suite 720, 220 – 4<sup>th</sup> Avenue S.E.  
Calgary, AB T2G 4X3

Telephone: 587-436-5732  
Facsimile: 1-866-246-6893  
E-mail address: [joanne.cuthbert@canada.ca](mailto:joanne.cuthbert@canada.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

**\*\*\* To be determined at contract award \*\*\***

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

#### Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 6.7 Payment

#### 6.7.1 Basis of payment: Cost reimbursable – Limitation of expenditure

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

## 6.7.2 Limitation of Expenditure

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

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

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

whichever comes first.

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

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

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

## 6.7.4 Monthly Payment

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

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

## 6.8 Invoicing Instructions

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

**6.8.2** Invoices must be distributed as follows:

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

## 6.9 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the bidder is not set up for direct deposit, the Direct Deposit enrollment form will be required to be submitted to the Contracting Authority upon receipt of a Purchase Order or Contract.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>

## 6.10 Certifications

### 6.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 6.11 Applicable Laws

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

## 6.12 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21), General Conditions – Services (Medium Complexity);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) the Contractor's bid dated (inserted at contract award).

## 6.13 SACC Manual Clauses

- [A1009C](#) (2008-05-12) Work Site Access
- [A9068C](#) (2010-01-11) Government Site Regulations
- [B6802C](#) (2007-11-30) Government Property

## 6.14 Inspection and Acceptance

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

## 6.15 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Project Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

## 6.16 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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.

### 6.16.1 Commercial General Liability Insurance

**6.16.1.1** 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.

**6.16.1.2** 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 Parks Canada Agency.
  - 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## ANNEX "A" - STATEMENT OF WORK

### HOUSEKEEPING, GROUNDS-CARE and SNOW REMOVAL SERVICES PARKS CANADA PALISADES CENTRE JASPER NATIONAL PARK of CANADA, ALBERTA

#### 1.0 SCOPE

##### 1.1 OBJECTIVE

Parks Canada Agency (PCA) requires professional housekeeping, groundskeeping and snow removal services year-round at the Parks Canada Palisades Centre (hereinafter referred to as “the Palisades Centre”). These services are seen by guests as an extension of the face of Parks Canada Agency, therefore emphasis on professionalism and quality at all times is of the utmost importance.

##### 1.2 BACKGROUND

The Palisades Centre is Parks Canada Agency owned and operated. It provides education programs, meals and accommodation to a wide range of visitors. A variety of functions and activities take place on site, including school programs, conferences, forums, meetings, retreats, family reunions and staff workshops. Guests range from students and youth to adult groups. A number of the facilities are also available for rent by the public through the Parks Canada Reservation Service. It is located inside Jasper National Park, which is one member of a family of over 44 national parks in Canada.

The Palisades Centre operates year-round. There is a fairly even distribution of events throughout the year with lower occupancy occurring late November through mid-February, and the busiest months being April through October.

The Palisades Centre hosts approximately 3500 guests annually. It sleeps up to a maximum of 70 people in a combination of dorm-style facilities and private cabins, and 40 people can dine in the dining hall at one time.

The mandate of Parks Canada is to protect and present nationally significant examples of Canada's natural and cultural heritage, and foster public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations.

The Palisades Centre helps to deliver on Parks Canada’s mandate by connecting youth and adults with nature and by fostering future generations of environmental stewards.

The Palisades Centre is located 12 km east of the Municipality of Jasper, inside Jasper National Park (**See Appendix A: Location Map, Palisades Centre**). The site consists of approximately 15 historic buildings including accommodations, offices, a dining hall, commercial kitchen and meeting spaces.

For a detailed layout of the Palisades Centre, **see Appendix B: Site Map, Palisades Centre**.

#### 2.0 CONTRACT REQUIREMENTS AND CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for providing housekeeping, groundskeeping and snow removal services year-round. These tasks range from daily, weekly, monthly, seasonally, biannually to year round, and on an as and when requested basis.

There is a fairly even distribution of events throughout the year with lower occupancy occurring late November through mid-February, and the busiest months being April through October.

The Palisades Centre tries to book groups in successive weeks and / or book more than one group at a time when possible. Current number of rooms is 21, with 50 single beds; 14 double or queen-sized beds; 4 single cots; and 4 queen-sized hide-a-bed couches. Maximum overnight capacity of the Palisades Centre is approximately 70 persons.

The minimum number of guests requiring housekeeping services could be as few as one (1) person, but could be as high as seventy (70), although it is uncommon. The average ranges between twelve (12) and fifty (50), staying for 2-4 days. This may be a combination of two or more groups with separate check-in and check-out days.

There are also reservations that come in from the general public through the Parks Canada Reservation Service. Guests may book up to midnight on the day before they arrive: therefore, last-minute bookings are common, especially in the summer (June through August).

## 2.1 SCOPE OF WORK

The work areas include the following, and these can be found in most of the buildings on site:

- a. Bathrooms including shower stalls and bathtubs
- b. Kitchens
- c. Bedrooms
- d. Stairways / porches
- e. Common areas / living rooms / dining rooms
- f. Laundry / linen areas
- g. Meetings rooms
- h. Offices
- i. Hallways / corridors
- j. Common staff areas
- k. Basements
- l. All entry-ways and emergency exits
- m. All miscellaneous rooms such as equipment, furnace, first aid and utility rooms

The buildings specifically include the following (**see Appendix B: Site Map, Palisades Centre**):

- a. Den
  - b. Barn
  - c. Smithy
  - d. Machine Shed #1
  - e. Machine Shed #2
  - f. The House
  - g. Ice House
  - h. Bull Pen
  - i. Garage
  - j. Bunkhouse
  - k. Saddle Shop / Palisades Office
  - l. Recycle Shed
  - m. Tipi
  - n. Tool Shed
  - o. Shed behind the House
-

## 2.2 TASKS

The Contractor must:

Use the proper procedures identified herein for each task.  
The descriptions are in accordance with the items being serviced.

Materials must be applied as per manufacturers specifications, and equipment must be operated as per the respective operating manuals.

The Contractor must notify and obtain approval of the authorized PCA Project Authority prior to any intended changes to the procedures.

### 2.2.1 HOUSEKEEPING

For the tasks described below, the following schedules and standards must be strictly adhered to. Inspections will be made by Parks Canada for the contractor's adherence to the same.

**Room Turn-Over Day:** a day when entire room must be cleaned after a guest has checked out; room must be left in a condition suitable for renting to a new guest. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests use; common areas set-up and take down, daily cleaning as described herein.

**Room Stay-Over Day / Room Refresh:** a day when the room requires less cleaning because the guest is staying another night, or a room requires a refresh cleaning because it has not been occupied for a long time. Bathroom, spot cleaning, towels and consumables restocked if required and bed made. Common areas / kitchen / dining rooms spot cleaned, floors swept / mopped / vacuumed if required, and furniture straightened. Bed linens and towels are not changed unless required. When a refresh is required, dusting, spot cleaning, and floors may need to be swept, mopped and vacuumed. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests use; common areas set-up and take down, daily straightening, tidying as described herein.

**Meeting Room Day Use:** Cleaning for day-use by guests who are not staying in-house. This will cover a meeting room set-up, take-down and cleaning, as well as for any associated bathrooms as described herein.

#### References:

- **Appendix C: Building Descriptions**
- **Appendix D: Sample Room List**
- **Appendix E: Cleaning Schedule**
- **Appendix F: Minimum Cleaning Standards**
- **Appendix G: Item Details**
- **Appendix H: List of Equipment and Supplies Owned / Supplied by Parks Canada Agency**
- **Appendix I: Jasper Reduce Reuse Recycle**

#### 2.2.1.1 Bathrooms

There are a number of bathrooms at the Palisades Centre, both private and public. All bathrooms, public or private, must be cleaned as follows:

- a) Clean toilet and urinal including all interior and exterior surfaces, base and floor / wall area.
  - b) Occasional plunging of a plugged toilet, sink or tub may be required, but Parks Canada plumbers will attend to all serious plumbing issues.
-

- c) Clean and polish all mirrors, sinks, tub / shower, fixtures, walls and shelves.
- d) Dust all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, under counters and cabinets, cabinet tops, around pictures on walls, blinds, windowsills, woodwork and trim, and any other place that there may be spider webs and dust.
- e) Sweep and mop the floor.
- f) Clean light switches and doorknobs.
- g) Empty wastebasket and replace bag as required.
- h) Spot clean smudges from windows.
- i) Restock consumables and towels / washcloths as required.

### **2.2.1.2 Kitchens**

- a) Clean and polish sink and fixtures and dish rack.
- b) Clean and polish all countertops and surfaces.
- c) Clean the stove top and burners, inside and outside the oven.
- d) Clean outside of refrigerator, including door handles and top of fridge, and spot-clean inside of refrigerator including shelves and drawers.
- e) Clean all small appliances – toaster, coffee maker, microwave oven, etc.
- f) Dust all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, lampshades, around pictures on walls, windowsills, cabinet fronts and knobs, trim and wood-work and any other place that there may be spider webs and dust.
- g) Spot-clean pantries and cupboards, remove any leftover food, and reorganize items back onto shelves.
- h) Spot clean walls, door frames and walls around the stove.
- i) Spot check and clean smudges and fingerprints from all windows and glass.
- j) Empty the wastebasket and recycling and replace bag if required, and wipe the containers if needed.
- k) Clean light switches.
- l) Put away any clean dishes that guest may have washed.
- m) Take dirty dishes back to Bunkhouse kitchen to be run through dishwasher.
- n) Restock kitchen with consumables, tea-towels, dish-clothes and appropriate numbers of dishes / utensils, pots and pans etc.
- o) Ensure that dirty tea-towels and dish-cloths are laundered.

### **2.2.1.3 Bedrooms**

- a) Change the bed linens and make bed on turnover days. On stay-over days, make the bed but linens are not changed unless required.
  - b) Dust all edges of the ceiling and down all corners of the room, furniture, all the light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, windowsills, lampshades, baseboards, vents and any other place that there may be spider webs and dust.
  - c) Vacuum or sweep including rugs, floors, under the bed and in closets, and blinds or drapes if required.
  - d) Spot clean floor and / or carpet when required.
  - e) Polish all mirrors.
  - f) Clean light switches.
  - g) Empty wastebasket and replace bag if required.
  - h) Spot clean smudges from any windows and glass.
  - i) On turnover days, check drawers and under beds to ensure that guests have not left anything behind.
-

#### **2.2.1.4 Stairways**

- a) Vacuum or sweep.
- b) Polish handrail.
- c) Spot clean walls.
- d) Dust around all edges of the ceiling and down all corners of the stairway, baseboards, light fixtures, ceiling fans, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider webs and dust.

#### **2.2.1.5 Bunkhouse Dining Room, Kitchen and Public Bathroom**

- a) Sweep and mop the floor.
- b) Vacuum carpets.
- c) Wipe dining room chairs.
- d) Dust all edges of the ceiling and down all corners of the rooms, trim and wood-work, cabinets and cabinet tops, baseboards, light fixtures, ceiling fans, lampshades, around pictures on walls, windowsills and any other place that there may be spider webs and dust.
- e) Spot clean walls and door frames.
- f) Spot check and clean smudges and fingerprints from all windows and glass.
- g) Empty the wastebaskets, empty kitchen organics into pail in the kitchen, empty recycling and replace all bags if required. Clean wastebaskets and recycling containers if required.
- h) Clean light switches.
- i) Clean toilet including all interior and exterior surfaces, base and floor / wall area.
- j) Occasional plunging of a plugged toilet, sink or tub may be required, but Parks Canada plumbers will attend to all serious plumbing issues.
- k) Clean and polish all mirrors.
- l) Clean and polish sink and sink fixtures.
- m) Restock consumables in the bathroom as required.

**Note:** Catering Contractor is responsible for ensuring that all surfaces in contact with food are cleaned and sanitized according to Alberta Health Services standards. This includes, but is not limited to, all tables, counters, dishes, pots, pans, utensils and equipment such as fountain juice dispenser, ice machine, fridges, coolers, ovens, grills, and stoves.

#### **2.2.1.6 Common Areas / Living Rooms / Dining Rooms**

- a) Dust all furniture, edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, around pictures on walls, TV and AV equipment, windowsills, lampshades, accessories, telephones, vents and any other place that there may be spider webs and dust.
  - b) Vacuum floor and rugs or mop floors and shake out rugs. Vacuum couches and chairs, and underneath edges of furniture.
  - c) Clean fireplace, scrape andirons with wire brush, clean and polish glass doors and fixtures.
  - d) Straighten magazines, books, other items on end-tables and coffee tables.
  - e) On turnover days, ensure that books, games, magazines etc. are returned to their proper locations.
  - f) Polish mirrors and glass.
  - g) Spot clean all windows.
-

- h) Wipe tables. If there are table cloths, shake them free of crumbs or replace with a clean one if required.
- i) Sweep and tidy front / back porches and outdoor entrances / exits.
- j) Clean outside furniture.

#### **2.2.1.7 Laundry / Linen / Furnace Rooms / Miscellaneous Rooms**

- a) Clean the insides and outsides of washer and dryer including lint trap.
- b) Dust all edges of the ceiling and down all corners of the room, baseboards, light fixtures, ceiling fans, under counters and cabinets, around pictures on walls, lampshades, windowsills and any other place that there may be spider webs and dust.
- c) Sweep and mop floor and vacuum or shake out rugs.
- d) Clean and polish sinks and sink fixtures.
- e) Spot clean all windows.
- f) Polish mirrors and glass.
- g) Clean light switches.
- h) Clean fingerprints from doors, cabinets, and around all knobs and doorknobs.
- i) Wipe down shelves.

#### **2.2.1.8 Meeting Room**

##### **Set Up**

- a) Setup tables, chairs, furnishings and drinking glasses. Freshly laundered and pressed tablecloths may be required.
- b) Chairs and tables may need to be moved from one building to another depending on group requirements.
- c) Dust all edges of the ceiling and down all corners of the room, light fixtures, ceiling fans, under counters and cabinets, TV and AV equipment, telephones, furniture, baseboards, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider-webs and dust.
- d) Vacuum floor and rugs or sweep and mop floors.
- e) Clean chairs.
- f) Clean associated bathrooms.
- g) Spot clean all windows.
- h) Clean light switches.
- i) Clean fingerprints from doors, cabinets, and around all knobs and doorknobs.
- j) Empty wastebaskets and recyclables and replace bag if required.
- k) Sweep and tidy front / back porch or outdoor entrance.

##### **Clean Up**

- a) All tasks listed above under Set Up; and
- b) Reorganize all furniture to the standard floor plan or as required for the next event.
- c) Wipe down the whiteboard and reset dry-erase markers and eraser for next group.
- d) Flipchart, if being used, must be equipped with a fresh sheet of paper and markers are reset and available for next group.
- e) Remotes for AV equipment are neatly stored and Smartboard and / or computers are turned off.
- f) Deliver dirty dishes to Bunkhouse kitchen for washing. Restock clean drinking glasses, consumables and

tea-towels or dish-cloths if required.

### **2.2.1.9 Offices**

- a) Dust all edges of the ceiling and down all corners of the room, all the light fixtures, ceiling fans, under counters and cabinets, telephones, accessories, desks, around pictures on walls, windowsills, lampshades, vents and any other place that there may be spider webs and dust.
- b) Vacuum floor and rugs, and mop plastic chair-mats under desks.
- c) Clean and polish glass and mirrors (does not include computer screens).
- d) Spot clean all windows.
- e) Sweep and tidy front entrance.
- f) Clean and polish outside of refrigerator, including handles and top, and spot-clean inside of refrigerator including shelves and drawers.
- g) Wipe down all small appliances – toaster, kettle, coffee maker, microwave oven, etc.

### **2.2.1.10 Spring and Fall Clean**

Spring Cleaning is to begin on or about April 1 and must be completed by April 30 each year.

Fall Cleaning is to begin on or about October 15 and must be completed by November 15 each year.

**Note:** Housekeeping Contractor must consult with Catering Contractor to ensure that Bunkhouse Kitchen is cleaned appropriately, especially fridges, stoves, freezers, etc., and to coordinate the schedule.

- a) Strip and wax all floors requiring this care.
- b) Clean all refrigerators and freezers, inside and out. Defrost all freezers and wipe down all freezers.
- c) Sweep or vacuum and mop behind and underneath fridge and wipe down walls.
- d) Clean all ovens and stovetops, including racks, door, drip-pans, knobs, etc.
- e) Clean and condition all leather furniture using suitable products.
- f) Wax the soapstone vanity in the bathroom of the House.
- g) Clean and polish light fixtures both inside and outside buildings.
- h) Shampoo carpets and upholstery.
- i) Clean window frames and sills.
- j) Vacuum and turn mattresses.
- k) Clean walls and floors of outdoor entryways / porch / decks.
- l) Clean baseboards / walls / detail clean corners of all rooms.
- m) Clean bathrooms including ceilings, removing all hard water stains / rust etc. from bathtubs, shower stalls, sinks, toilets, urinals and faucets.
- n) Pull out furniture and clean and vacuum exposed floor and walls.
- o) Remove all cushions from couches and chairs and thoroughly vacuum cracks and crevices of furniture. Wash and dry the cushion covers and replace them, and put cushions back on couches and chairs.
- p) Gather and prepare for laundering: all drapes, blankets, duvet covers, bedspreads, quilts, mattress covers, bed-skirts, pillows, pillow protectors and shower curtains. Laundry will be washed off-site by laundry contractor and returned to the Palisades. Housekeeping Contractor must fully remake all the beds with bed skirts, pillows, mattress covers etc., hang drapes in their proper locations, and re-hang shower curtains in the bathrooms.



- q) Clean lint traps of all dryers. Clean wall and floor behind the dryer. Ensure dryers are safely returned to their original positions.

### **2.2.1.11 Windows**

#### **Spring Cleaning:**

- a) Remove storm windows. They do not need to be washed at this point, but they need to be stored safely out of the weather.
- b) Wash all permanent windows inside and outside.
- c) Wash and install all the screens.

#### **Fall Cleaning:**

- a) Wash all permanent windows inside and outside.
- b) Wash inside and outside of storm windows and install for winter. Note: Contractor must perform the Fall Cleaning of the windows before it freezes.

### **2.2.1.12 As and When Requested Services - Room Refresh**

A room can require a refresh cleaning because it has not been occupied for a long time. This can entail dusting, spot cleaning, and the floors can require to be swept, mopped and vacuumed.

## **2.2.2 SNOW REMOVAL AND GROUNDS CARE**

### **2.2.2.1 Snow Removal**

The Contractor must take action including weekends and holidays.

The Contractor must provide all shovels and brooms required for the snow removal work. Parks Canada will provide the sand, sand containers and snow blower.

Snow does not have to be removed from the site, however, snow must be piled in such a way so that it does not melt and present a slipping hazard for people, or so that it melts into or onto buildings.

De-icers are not to be used at the Palisades Centre.

- a) Snow removal must occur in such a manner as to ensure safe conditions and mobility for everyone at the Palisades Centre, including youth, elderly people, people in wheelchairs and / or with mobility issues.
- b) Snow must be removed with accumulation of no more than 20 mm of fallen snow from a single storm or multiple events.
- c) All surfaces must be completely cleared of snow up to the doorways of all buildings by 7:00 am in order to ensure safe access for the site.
- d) Snow must be removed down to bare pavement, concrete, gravel or wood, depending on the base material of buildings, porches, stairs, parking areas and paths.
- e) Snow must be manually removed from building entrances, exits, emergency accesses, porches and decks using shovels and / or sweepers.

- f) All hardened paths and parking areas must be cleared using appropriate equipment for the physical environment.
- g) Sand is to be used as an abrasive.

**Order of Priority for Snow Removal from Buildings:**

1. Palisades Office and Saddleshop
2. Bunkhouse
3. Occupied rooms and any booked meeting spaces
4. Midden entrance

**Order of Priority for Snow Removal from Pathways:**

1. Den pathway
2. Pathway from Barn to Bunkhouse
3. Bull Pen path to Garage

**Order of Priority for Snow Removal from Parking areas:**

1. Parking spots in front of occupied buildings
2. Bunkhouse, main parking lot outside gate, Garage, Bull Pen, Machine Shed, Icehouse, House

**2.2.2.2 Grounds-Care**

**See also section 2.4.4.8 Waste and Appendix I: Jasper Reduce Reuse Recycle**

**For the safety of all persons on-site at the Palisades Centre and surrounding area.** Food, garbage, kitchen organics and recycling or waste of any kind must not be inappropriately stored / left outside unattended where it may become a wildlife attractant.

- a) Litter pickup must be completed 3 x / week, however, it can be required more often if garbage, litter, food or dishes are present, full, malodourous or creating a wildlife attractant. Litter pickup is required including the parking area outside the gate and the two Learning Stations.
- b) Waste containers both inside and outside buildings (with the exception of the main garbage bin) must be emptied 3 x / week or more often if they are full or have odours. Waste must be disposed of in the main bear-proof dumpster outside the Bunkhouse.
- c) Recycling containers both inside and outside buildings must be emptied 3 x / week and recyclables taken to the Recycling Shed and sorted appropriately.
- d) Picnic tables must be swept free and washed free of cobwebs, insect cocoons, food, bird feces and other debris.
- e) Ashtrays outside of buildings must be emptied.
- f) The tipi must be checked for garbage, debris etc. It must be swept out and mopped 2 x / month, or more often as required.  
Contractor must ensure the tipi door flap is closed.

## **2.2.3 ADDITIONAL CONTRACTOR RESPONSIBILITIES**

The Contractor must:

### **2.2.3.1 Guest Services**

- a) Assist guests regarding any housekeeping related concerns or problems they may have
- b) If guests arrive after the office has closed (5:00 pm, Monday to Friday), ensure entrance to accommodation is left open, lights are left on and key and welcome handout are left on table where guests can find them
- c) Unlock buildings in preparation for guests' arrival, and lock buildings when they are not in use
- d) Close and lock windows when buildings are not in use
- e) Ensure that temperature of buildings is suitable for guest occupancy
- f) Ensure that room is thoroughly clean and ready to receive guests as set out under section 2.2.1 Housekeeping
- g) Ensure all clocks display the correct time
- h) Replace light-bulbs as necessary
- i) Report any damaged furniture or equipment to the Palisades Centre in a timely fashion
- j) Deliver any property left behind by guests to the Palisades office in a timely manner
- k) Deliver guest keys to the Palisades office

### **2.2.3.2 Contractor's Staff / Subcontractors**

Ensure each staff and/or subcontractor(s) holds a valid Reliability security clearance, issued or approved by the Parks Canada Agency Security Directorate (PCASD) prior to access of the work site as per the contract terms and conditions.

A Vulnerable Sector check must be included in each staffs and/or subcontractor(s) security clearance.

Provide 24-hours advance notice of any changes to key staff, to include but is not limited to the onsite contractor representative for Contractor. This is to ensure that any of Parks Canada property / assets or access to assets (such as keys) are accounted for and retained by the PCA Project Authority.

#### **2.2.3.2.1 On-site Contractor Representative**

At all times the Contractor must have in place an identified contractor representative and an alternate who are qualified and physically present onsite at the Palisades Centre, this representative and their alternate must be made known to the PCA Project Authority at the commencement of the Contract.

This representative is responsible for the following:

- a) Acting as a single point of contact for the PCA Project Authority.
- b) This representative is responsible to act as an on-site supervisor and as a liaison between the PCA Project Authority and all other contractor staff and/or subcontractor(s) onsite carrying out work under this contract.
- c) This representative must have the authority to receive, on behalf of the Contractor, any request, direction or other communication from the PCA Project Authority in relation to the work being performed under the contract.

- d) The contractor representative must be experienced and trained in all aspects of the work and terms and conditions of the contract and is responsible for the training, orientation and proper performance of the contractor staff and/or subcontractor(s). This includes daily inspection of the work performed and completed.
- e) The contractor representative is responsible for orienting any new contractor staff and/or subcontractor(s) onsite carrying out work of the contract requirements and obligations, the site, facilities and any equipment (i.e. operation and maintenance of lawn mowers).
- f) The contractor must inspect and monitor the quality of the work on a daily basis to ensure satisfaction and compliance to the contract terms and conditions.
- g) The onsite contractor representative must be able to communicate in a clear, effective and efficient manner in disseminating information to ensure a high degree of quality service is maintained by the contractor throughout the duration of the contract

### **Communications and Availability**

The contractor representative or their alternate must be accessible at all times during the Palisades Centre office hours (8:00 am – 5:00 pm MST/MDT) by telephone or pager and must be able to respond within one hour in the event of an emergency.

The line of communication must be as follows:

#### **1. Emergency**

In the event of a janitorial emergency, the PCA Project Authority or their alternate will contact the Contractor Representative and/or their alternate.

The contractor representative must meet once each week at a mutually agreeable day and time with the PCA Project Authority.

The contractor representative or their alternate must be accessible at all times during contract operations at The Palisades Centre.

#### **2.2.3.2.2 Support Staff and/or subcontractor(s)**

- a) Provide and maintain sufficient staffing at all times to ensure no disruption or quality of service occurs.
- b) Plan and organize staff duties in advance so that the operational and maintenance needs of the the Palisades Centre are met in a professional, efficient and cost-effective manner.
- c) At all times maintain the continuity of operation of the facility systems as herein specified. For that purpose, make available back-up staff for immediate replacement in the event of any type of absence of any of the regular staff.
- d) Provide a list of all their staff onsite at the Palisades Centre, their positions and a description of the responsibilities/duties designated to them at the Palisades Centre.

***List to be provided to the PCA Project Authority within five business days from contract award date.***

An updated list must be provided on the 1<sup>st</sup> day of each and every month thereafter for the duration of the contract.

- e) Ensure all its staff on site are familiar with and follow the emergency fire procedures.
- f) Provide and enforce the use of protective clothing and equipment for their staff and any other items deemed necessary.
- g) Ensure all its staff performing work under this contract present themselves in a clean, tidy and well groomed manner. Neatly clothed, wearing identifier clothing or identifier badges

#### **2.2.3.2.3 Required Qualifications**

- a) All staff must be qualified to do the task for which they are responsible
- b) All staff members must have a good command of the English or French language to ensure that they can read labels and instructions, as well as demonstrate an understanding of verbal or written instructions, otherwise, they must work only with a person that meets these criteria.

#### **2.2.3.3 General**

- a) All work must be done to meet or exceed the set standard for the industry and to satisfy the Statements of Work for all facilities.  
The Contractor must not incur any others costs without prior approval from the authorized PCA Project Authority.
- b) All staff on site must be familiar with and follow emergency procedures.
- c) All staff performing work under this contract must be neatly clothed and groomed, have the appropriate safety clothing and equipment, and wear identifier clothing or identifier badges.
- d) Orientate all staff to the site, facilities and equipment, including any time there is staff turnover (i.e. operation and maintenance of equipment, meeting room equipment and setup, and guest services procedures).
- e) Ensure the safety of guests on site by immediately notifying staff of risks or hazards (i.e. wildlife in area, broken furnishings or equipment, etc.).
- f) All lights must be turned off when finished performing work responsibilities in any area unless otherwise in use by authorized personnel or guests.

#### **2.2.3.3.1 Door and Window Security**

- a) All doors must be checked and locked upon entry and exit into and out of buildings.
- b) Windows must be checked and secured during the janitorial activities.

#### **2.2.4.4 Health and Safety**

- a) The Contractor must adhere to Federal, Provincial and Municipal regulations and codes concerning the equipment, materials, work habits and procedures.
- b) The Contractor must perform his work in accordance with the rules and regulations of the Canada Labour Code and the Worker's Compensation Board.
- c) All staff must be trained in Workplace Hazardous Materials Information System (WHMIS) and in the safe handling and operation of all equipment and supplies and all appropriate safety precautions. The Contractor is responsible for ensuring the training of their staff in the WHMIS Program.

- d) The Contractor must store, dispense and use all solutions, solvents, and other products in accordance with the WHMIS Program. All such products must be securely stored and out of public reach.
- e) The Contractor must dispose of all containers, solutions, etc. in accordance with applicable rules and regulations of the Province of Alberta.  
All costs must be borne by the Contractor.
- f) The Contractor must provide and assure the use of protective clothing and equipment for their staff including hard hats, protective shoes or boots, goggles, gloves and any other items deemed necessary, to be worn in the areas where applicable.
- g) The Contractor must perform their work so as not to jeopardize the health and safety of the public. The Contractor must provide and use the appropriate "Caution" signage and ropes as necessary to protect the public from hazardous conditions (i.e.: wet floors).

#### **2.4.4.5 Equipment and Supplies**

- a) All equipment required to do the prescribed work must be of the type suited for the size of the facility and must at all times be in good and safe operating condition.
- b) All equipment and supplies must be supplied and maintained by the Contractor with the exception of the sand cans used to store sand for snow removal operations.
- c) Supplies and solutions used to perform the work required must be:
  - in efficient working order
  - Appropriate for task
  - Environmentally-friendly
  - Non-aerosol
- d) The PCA Project Authority may at any time request that a product be changed or it may be mutually decided upon that the product intended is not doing the job and, therefore, must be changed.

#### **2.4.4.6 Storage**

- a) PCA will provide a central storage space for a small stock of janitorial daily supplies and equipment.
- b) Bulk supplies and any large equipment owned by the Contractor but not used on a frequent basis must be stored by the Contractor at an off-site storage at their own cost.
- c) Storage of materials must be in accordance with the WHMIS guidelines.

#### **2.4.4.7 Consumable Supplies and Environmental Best Practices**

The Palisades Centre is dedicated to reducing the use of single-use plastic waste, food waste and unnecessary packaging through the duration of this contract.

The Contractor must:

- a) Purchase and supply all consumables.
- b) Supplies and solutions used to perform the work must be environmentally friendly where appropriate, and packaging must be minimal when purchasing materials and supplies. Un-bleached products are also required when available

- c) Consumable supplies must be purchased in bulk by the Contractor and must, as much as possible, be recycled product (i.e. mid or higher grade paper towels, 2-ply (or equivalent) toilet paper, garbage bags, soaps, deodorizers, fragrance fresheners, urinal blocks if applicable, etc.).  
A small supply can be stored in the on-site storage spaces. The bulk of supplies must be stored in the Contractor's own off-site bulk storage area.
- d) All consumables, paper towels, toilet paper, hand sanitizers, soap, urine blocks, garbage bags, etc. in all areas are to be replenished by the Contractor as and when required.
- e) Consumables to be restocked in rooms also include the Parks Canada Visitor Guide and other informational brochures. Parks Canada will provide these brochures to Contractor.
- f) Follow sustainable environmental practices for the performance of this contract. The Contractor is required to participate fully in the Palisades Centre's efforts to reduce waste and recycle.

#### **2.4.4.8 Waste**

##### **See Appendix I: Jasper Reduce Reuse Recycle**

**For the safety of all persons on-site at the Palisades Centre and surrounding area.** Food, garbage, kitchen organics, recycling or other waste must not be inappropriately stored / left outside unattended where it may become a wildlife attractant.

- a) Contractor must properly sort and deliver all recyclables from the facilities to the Recycling Shed at the Palisades Centre for secure storage until they are delivered to the Municipality of Jasper's recycling receptacles.
- b) Contractor must deliver all recyclables and the kitchen organics pail to the Municipality of Jasper three (3) times / week so as to ensure they do not become a health problem or wildlife attractant. If the Recycling Shed has any objectionable odours or becomes a wildlife attractant, or if the kitchen pail is full, the Contractor must deliver more often, as needed.
- c) Recycling includes:
  - Cardboard and boxboard
  - Paper and newsprint, including mixed paper, books and newspaper
  - Plastic (numbers 1, 2, 5) household bottles and containers
  - Beverage containers
  - Tin and aluminum
  - Glass
  - Batteries
- d) Kitchen organics (compost) include:
  - Fruit and vegetable peels
  - Coffee grounds and filters
  - Tea bags and leaves
  - Egg shells
  - Dairy and meat

NO animal waste or bones is to be included.

- e) The Catering Contractor is responsible for ensuring that the kitchen organics pail is kept in a clean and sanitary condition so as to meet Alberta Health Regulations. They will clean the pail when it is returned by the Housekeeping Contractor.
- f) Parks Canada regularly empties the main garbage bin outside the Bunkhouse.

### 3.0 PARKS CANADA'S RESPONSIBILITIES

- a) At the commencement of the contract provide an initial general orientation and training session for the Contractor, the onsite contractor representative and support staff of the Palisades Centre site, facilities and equipment (i.e. operation and maintenance of grounds keeping equipment).
- b) Provide the Contractor notice of each event requiring service at the Palisades Centre, indicating check-in date and approximate time, check-out date and approximate time, meeting rooms to be used and required set-ups, and the estimated number of people staying on site.
- c) Provide the Contractor, whenever possible, confirmation of the above notice one day (1) day prior to each event.  
**Note:** Parks Canada will make every effort to provide precise numbers of guests, however, the Contractor will only be paid for number of guests that accommodation service is provided for.
- d) Provide enough bed linens and towels for a complete turnover of the facility.
- e) Provide grounds keeping equipment. **See Appendix H: List of Equipment and Supplies Owned / Supplied by Parks Canada**
- f) Empty the main garbage bin outside the Bunkhouse on a regular basis.
- g) Repairs, renovations and general maintenance for the Palisades Centre.
- h) Supply the Contractor with brochures for restocking the accommodation areas.
- i) Inspect and monitor the quality of the work and food on a regular basis to ensure satisfaction and compliance to the contract terms and conditions. Any non-performance will be brought to the attention On-site Contractor Representative for immediate address.

### 4.0 CONTRACTOR STAFF ACCOMMODATION

THE CONTRACTOR MUST NOT CHARGE ITS STAFF ANY RENT OR OTHER MONIES, OR SEEK TO BE OTHERWISE COMPENSATED FOR THIS ACCOMMODATION IN ANY MANNER.

Parks Canada may (based upon availability) provide accommodation at no charge to staff of the Contractor while working onsite. This accommodation consists of two bedrooms, shared common area and two shared washrooms. The terms, use / availability of accommodation may be negotiated within this contract.

If use of accommodation is negotiated, the Contractor is responsible to ensure this area is used only by its staff and is maintained in a tidy and sanitary condition.

The Contractor is responsible for the safekeeping of any and all items brought on the premises by its staff.

The common area and laundry facilities can be shared with Catering Contractor/staff. Bedrooms must not be shared.

Guests to contractor staff utilizing PCA accommodation are not permitted on the premises without prior authorization of the PCA Project Authority.



PCA access may be required at times. Under such circumstances 24 hours' notice will be provided to the accommodation users unless the circumstance is urgent in nature, such as plumbing matters or emergency situations.

***Please note: there are no garages at the Palisades Centre for vehicles.***

## **5.0 CONSTRAINTS**

### ***5.1 Drugs and Alcohol***

The contractor, their staff and any subcontractor are required to conduct themselves in an appropriate manner to ensure that the integrity, professionalism and safety of all persons and entities is maintained. The contractor, their staff and any subcontractor must behave in an appropriate manner and be able to perform their responsibilities at all times. Being under the influence of any substance impairing their ability and performance of the work under the contract are not permitted at any time.

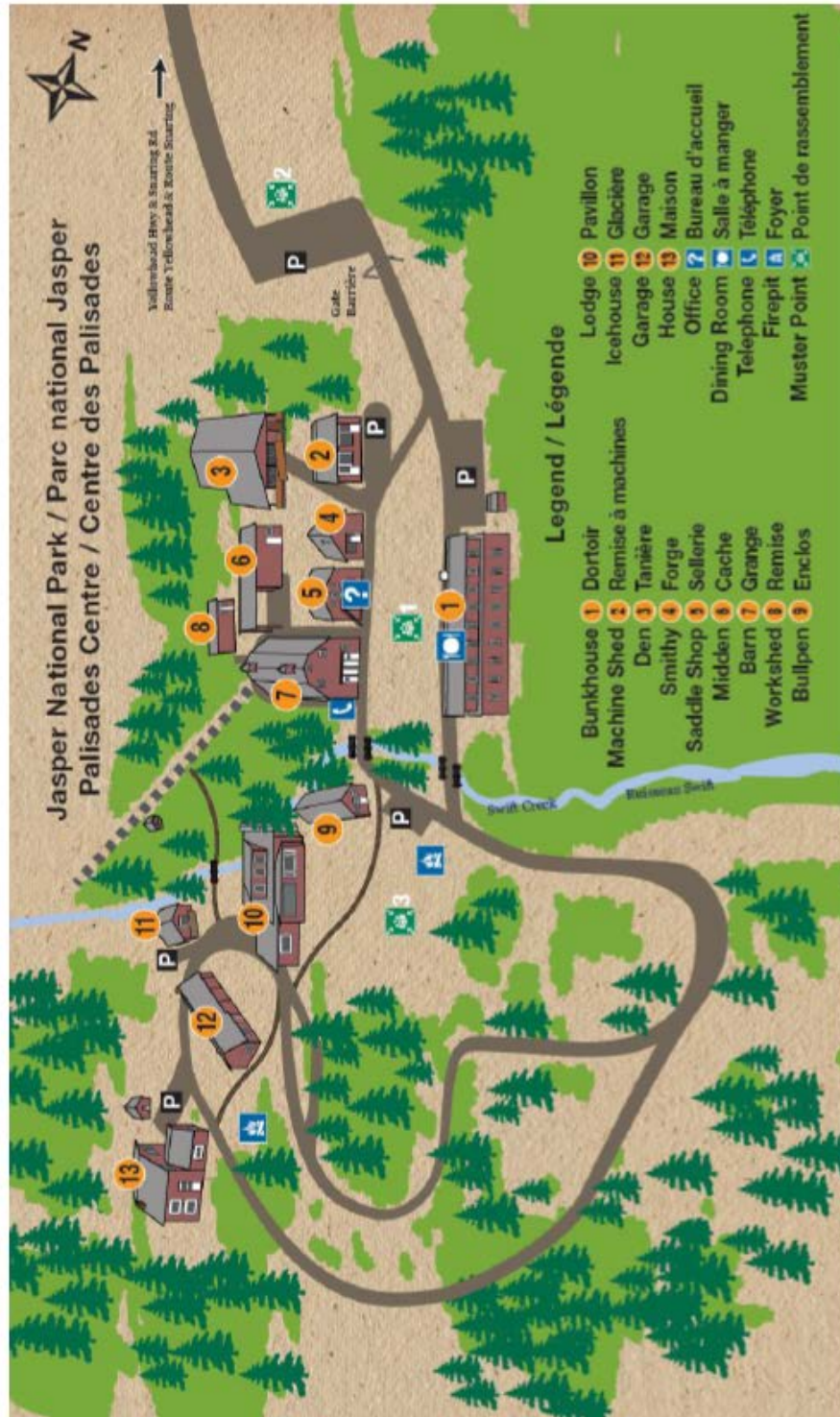
#### ***5.1.1 Cannabis Ban***

The Palisades Centre hosts many school students and youth. Therefore, the Field Unit Superintendent has issued a Restricted Activity Order for all cannabis products including growing, smoking, vaping and consuming edibles within the grounds of the Palisades Centre. This is an effort to protect children and limit second-hand exposure at an educational facility. The Restricted Activity Order applies to all guests, PCA staff and contractors.

### Appendix A: Location Map, Palisades Centre



### Appendix B: Site Map, Palisades Centre



**Appendix C: Building Descriptions**

Palisades Building Descriptions												
Building	Bedrooms	Beds	Bathrooms	Kitchen	Common Area / Living	Meeting Room	Office	Basement	Laundry/ Linen	Misc. Rooms	Notes	
Den	8	28	3	1	1	1			2	1	This building has a furnace room. Kitchen has no oven.	
Barn	6	31	8			1	2			4	This building houses 2 Equipment Rooms, 1 First Aid Room, and a Furnace Room.	
Smithy	1	2	1	1	1							
Machine Shed #1 and #2	2	4	2		2							
The House	3	4	2	1	1			1			This building has a fireplace	
Ice House	1	2	1	1	1			1		1	Basement has a furnace room	
Bull Pen			2	1		1			1	1	This building has a furnace room	
Garage			1			1			1	2	This building houses a water purification room and has a furnace room.	
Bunkhouse Dining Room / Kitchen - First floor			1	1	1			1		4	Kitchen has a walk-in cooler and pantry. Basement houses a furnace room and a water softening system.	
Bunkhouse - Second floor	4		2		1				1		Second floor of bunkhouse is for contractors' accommodation	
Saddle Shop / Palisades Office - Main Floor and Second Floor			4				4			7	Second floor of Saddle Shop houses storage rooms and two bathrooms.	
Recycle Shed										1	This building houses recycling	

Appendix D: Sample Room List

Date Range: July 31 - Aug 4

03/12/2018 15:15

BUILDINGS	# of BEDS	BLDG/ROOM	BED TYPES	(O) or (F) Group and Name	ARR. Date	DEP. Date	ARR. Time	DEP. Time
BARN Total # of beds: 26 + 3 max. people 31	2	Room #12 one bathroom (left side)	Single Single					
	6	Room #14 one bathroom (left side)	Top Bunk Double Bottom Bunk Top Bunk Double Bottom Bunk Single					
	3+1	Room #16 one bathroom (left side)	Top Bunk Double Bottom Bunk Single Bed Cot					
	6	Room #18 one bathroom (right side)	Top Bunk Single Bottom Bunk Top Bunk Single Bottom Bunk Single Bed					
	4+1	Room #18 one bathroom (right side)	Top Bunk Double Bottom Bunk Top Bunk Single Bottom Bunk Cot	(O) QUINN - 2 ppl	July 31	Aug 5		
	6+1	Room #17 one bathroom (right side)	Top Bunk Double Bottom Bunk Top Bunk Single Bottom Bunk Single Bed Double Bed Cot					
HOUSE Kitchen 2 shared bathrooms Total # of beds: 4 max. people 8	1	Room #1 (Main Floor)	Queen Bed	(O) PCRS - ZHOU - 4 ppl	July 31	Aug 1		
	2	Room #2 (2nd Floor)	Queen Bed Queen Bed	(O) PCRS - QUAY 8 ppl	Aug 1	Aug 2		
	1	Room #3 (2nd Floor)	Double Bed	(O) PCRS - LUSK 8 ppl (O) PCRS - LIANG 8 ppl	Aug 2 Aug 4	Aug 4 Aug 5		
ICE HOUSE Kitchen Total # of beds: 2 max. people 4	2	one bathroom	Double Bed Queen Sofa Bed	(O) PCRS - BORDIAN - 2 ppl (O) PCRS - HORNYAK - 2 ppl (O) PCRS - KIM 2 ppl	Aug 1 July 31 Aug 3	Aug 3 Aug 1 Aug 4		
MACHINE SHED Total # of beds: 4 max. people 8	2	Room #1 one bathroom (right side)	Double Bed Queen Sofa Bed	(O) PCRS - FRIPP - 2 ppl (O) PCRS - BOILEAU - 2 ppl (O) PCRS - CASABUENAS - 2ppl	July 31 Aug 1 Aug 2	Aug 1 Aug 2 Aug 5		
	2	Room #2 one bathroom (left side)	Double Bed Queen Sofa Bed	(O) PCRS - SYKES - 3 ppl (O) PCRS - JEANES - 2 ppl (O) PCRS - DAVIS - 2 ppl	July 31 Aug 2 Aug 3	Aug 2 Aug 3 Aug 4		
SMITHY Kitchen Total # of beds: 2+1 max. people 5	2+1	one bathroom	Double Bed Queen Sofa Bed Cot	(O) PCRS - HUH - 4 ppl (O) PCRS - SOLE - 2 ppl	July 31 Aug 2	Aug 1 Aug 4		
DEN 3 shared bathrooms Total # of beds: 28 max. people 30	2	Room #2C Chaperone (Left)	Single bed Double bed	(F) CALM - female chaperones	July 31	Aug 4		
	2	Room #1C Chaperone (Right)	Single bed Double bed	(F) CALM - male chaperones	July 31	Aug 4		
	4	Room #1 (Right Front)	Top Bunk Bottom Bunk Top Bunk Bottom Bunk	(F) CALM - Boys (F) CALM - Boys (F) CALM - Boys (F) CALM - Boys	July 31 July 31 July 31 July 31	Aug 4 Aug 4 Aug 4 Aug 4		
	4	Room #2 (Right Middle)	Top Bunk Bottom Bunk Top Bunk Bottom Bunk	(F) CALM - Boys (F) CALM - Boys (F) CALM - Boys (F) CALM - Boys	July 31 July 31 July 31 July 31	Aug 4 Aug 4 Aug 4 Aug 4		
	4	Room #3 (Right Back)	Top Bunk Bottom Bunk Top Bunk Bottom Bunk	(F) CALM - Boys (F) CALM - Boys (F) CALM - Boys (F) CALM - Boys	July 31 July 31 July 31 July 31	Aug 4 Aug 4 Aug 4 Aug 4		
	4	Room #4 (Left Back)	Top Bunk Bottom Bunk Top Bunk Bottom Bunk	(F) CALM - Girls (F) CALM - Girls (F) CALM - Girls (F) CALM -	July 31 July 31 July 31 July 31	Aug 4 Aug 4 Aug 4 Aug 4		
	4	Room #5 (Left Middle)	Top Bunk Bottom Bunk Top Bunk Bottom Bunk	(F) CALM - (F) CALM - Girls (F) CALM - (F) CALM - Girls	July 31 July 31 July 31 July 31	Aug 4 Aug 4 Aug 4 Aug 4		
	4	Room #8 (Left Front)	Top Bunk Bottom Bunk Top Bunk Bottom Bunk	(F) CALM - Boys (F) CALM - (F) CALM - Boys (F) CALM -	July 31 July 31 July 31 July 31	Aug 4 Aug 4 Aug 4 Aug 4		

Meeting Room & Group Details

DATE	GROUP NAME	# OF PEOPLE	MEETING ROOM	SETUP	NOTES
July 31 - Aug 4	CALM	30	GARAGE	None	

### Appendix E: Cleaning Schedule

#### Legend

Daily	D
Weekly	W
Monthly	M
Biannually	BA
On Demand	OD
Annually	A
Year Round	YR

Items	Requirements	Frequency
Turnover Service	Begins when guests check out at 11:00 am (may begin earlier if guests have departed), completed by the time new guests check in at 3:00 pm the same day, or by 9:00 am the following day, whichever comes first	D, YR, or OD
Stayover Service	Begins when guests vacate rooms in the morning, completed by 3:00 pm	D, YR, or OD
Accommodation Buildings (Den, Barn, Smithy, Machine Shed #1 & #2, The House, Icehouse)	Turnover or stayover service provided as described above	D, YR or OD
Laundry, linen, furnace rooms, First Aid Room, equipment rooms, water purification room and basements, Recycle shed	Cleaning completed by the last day of every month, or OD	M, YR or OD
Bunkhouse Dining Room	Begins when guests vacate the space after the dinner hour (normally around 7:00 pm) and is completed by the time breakfast is served the following day, or by 8:00 am the following day, whichever comes first	D, YR, or OD
Meeting rooms (Den, Barn, Bull Pen, Garage)	Begins when guests vacate the room, completed by the time it is next required to be used, or by 8:00 am the following day, whichever comes first	D, YR, or OD
Public Washrooms (Barn, Dining Room, Garage, Bull Pen, Office and Saddleshop)	Begins at 5:00 pm, completed by 8:00 am the following day	D, YR, or OD
Recycling and Kitchen Organics (Compost)	Delivered to the Municipality of Jasper	3 days / week, on Mondays, Wednesdays and Fridays, YR, or OD
Office Cleaning (Saddleshop Office, Bull Pen and Barn office)	Takes place on weekends between 5:00 pm on Friday night, to be completed by 8:00 am Monday	W, YR
Spring Clean	Begins April 1, completed by May 1	A
Fall Clean	Begins Oct 15, completed by Nov 15	A
Customer Service	Provided between 7:00 am and 10:00 pm	D, YR or OD

<b>Snow Removal:</b>	Shovel, sand and sweep all buildings, pathways and parking areas	D or OD, within 24 hours of a snow fall event of no more than 20 mm, and by 7:00 am – including weekends and holidays, Oct 1 to May 1
<b>Grounds Care:</b>	Litter pickup, ashtrays emptied, waste and recycling containers emptied, picnic tables wiped down, tipi checked for garbage, etc.	3 x / week on Monday, Wednesday and Friday, YR or OD
	Tipi floor swept and mopped	2 x / month or OD, May to Oct

### Appendix F: Minimum Cleaning Standards

The standards described below must be strictly adhered to.

All inspections made by PCA Project Authority will be rated according to these standards.

Item No.	Cleaning Terms	Quality Standards / Definitions
1.	General	<ul style="list-style-type: none"> <li>(a) All surfaces and objects specified must be free of dust, stains, spills, debris and soil immediately after cleaning operation.</li> <li>(b) Machinery and equipment must not block a passageway or present a trip hazard.</li> <li>(c) Caution signs must be placed adjacent to the affected area on all approaches.</li> <li>(d) Furnishings moved by the contractor must be relocated to their original location.</li> </ul>
2.	Damp Wiping	<ul style="list-style-type: none"> <li>(a) Surfaces must be free of dust, stains, streaks and water spotting following damp wiping.</li> <li>(b) Wiping cloths must be rinsed frequently and free of stains and odours.</li> <li>(c) Feather dusters are not acceptable.</li> </ul>
3.	Spot Cleaning	<ul style="list-style-type: none"> <li>(a) All affected areas must be clear of stains, fingerprints, streaks, and soil.</li> <li>(b) If spot cleaning leaves streaks, wash the entire surface.</li> <li>(c) All over-spray from spray applicators must be wiped clean from all surfaces.</li> </ul>
4.	Wash (Cleaning and Disinfecting):	<ul style="list-style-type: none"> <li>(a) PCA Project Authority - approved, commercial disinfectant cleaner must be used.</li> <li>(b) Manufacturer's instructions for product must be followed for best results.</li> <li>(c) All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.</li> </ul>
5.	Cleaning and Descaling	<ul style="list-style-type: none"> <li>(a) PCA Project Authority, commercial disinfectant cleaner must be used.</li> <li>(b) Manufacturer's instructions for project must be followed for best results.</li> <li>(c) All surfaces must be cleaned of accumulated mineral deposits.</li> <li>(d) All surfaces cleaned and disinfected must be rinsed clean of residual disinfectant.</li> </ul>
6.	Litter Pickup	<ul style="list-style-type: none"> <li>(a) All areas cleaned of waste, litter, debris, etc. See Annex A – Statement of Work sections 2.2.2.2 Grounds Care and 2.4.4.8 Waste</li> </ul>
7.	Dusting	<ul style="list-style-type: none"> <li>(a) All surfaces must be free of dust (and cobwebs).</li> <li>(b) Surface must be dusted using damp rag wiping or vacuuming as appropriate.</li> <li>(c) Dust must be contained and prevented from floating freely in the air during operation.</li> <li>(d) Feather dusters are not acceptable.</li> </ul>
8.	Glass/Mirror Cleaning	<ul style="list-style-type: none"> <li>(a) All glass must be clean on both sides and free of streaks and finger marks.</li> <li>(b) Using a suitable glass cleaner, wash and wipe dry all glazing inside and outside of all windows surfaces, including storm windows, which are installed and removed in the fall and spring.</li> <li>(c) Adjacent areas including frames, casing and ledges must be free of dust, debris, cobwebs, water spotting, splash marks and streaks.</li> </ul>



		(d) Identify any broken glass, or damages/defects in the operation of doors and windows to the PCA Project Authority.
9.	Polish	(a) Using a suitable cleaning agent, spot clean the surfaces for smudges, fingerprints, spots or stains. (b) Close attention must be paid to kick plates. (c) Using a suitable polish agent, polish surfaces and wipe dry. (d) Polish all dry surfaces of fixtures and chrome handles to a shining quality.
10.	Sweeping	(a) All floor areas including open areas and flooring around furniture legs and into corners must be free of dirt and litter.
11.	Vacuuming	(a) All surfaces, including difficult to reach areas, must have an overall appearance of cleanliness and must be free of visible dust, dirt and grit. (b) A power head must be used for carpets, and an upholstery brush used for drapery unless it is being washed. Vacuums must be two motor design (one for suction, one for power head).
12.	Dry Mopping	(a) All floor areas including open areas and flooring around furniture legs and into corners must be free of debris and dust film.
13.	Damp Mopping	(a) Floor areas including open areas and flooring around furniture legs and into corners must be clean and free of surface stains, soil, gum marks, mop streaks, loose mop strands and water spotting. (b) The Contractor must sweep or dry mop the area immediately before damp mopping. (c) The Contractor must start damp mopping with clean water and mop. (d) Walls, baseboards and other surfaces must be free of splash marks. (e) Caution signs must be in place around the affected work area.
14.	Scrubbing, Stripping and Refinishing	(a) Floor areas including open areas and flooring around furniture legs and into corners must be cleaned using a mild detergent. (b) All areas must be free of dirt, stains, scuff marks, splashing, cleaning chemical and water accumulations. (c) Using commercially approved environmentally friendly cleaning agents and techniques, strip and refinish all linoleum / marmoleum and composite flooring in accordance with manufacturers recommended specifications. (d) The Contractor must apply one coat of finish compatible with existing finish (wax) if applicable. (e) All areas must present an overall appearance of cleanliness free of scuffs and stains, have a bright shine, and be free of debris and dust once the "Scrub and Refinish" is complete. (f) Identify any defects, damages, or badly worn areas to the PCA Project Authority.
15.	Replenish Supplies	(a) As required, refill supplies (i.e.: toilet paper, paper towels, soap, etc.). (b) Replenish all deodorizing devices (if applicable) to keep the area fresh smelling.
16.	Waste Containers/ Ashtrays /	(a) Empty all waste containers. Plastic garbage bag liners can be re-used and replenished as needed.

	Recycling Bins	<p>(b) Waste must not accumulate for more than 24 hours and must be disposed of in the bear proof "Hide-a-bag" or larger "Haul-All" dumpsters.</p> <p>(c) All standards outlined in spot cleaning, cleaning and disinfecting apply. Close attention must be paid to the waste container opening panels.</p> <p>(d) Cigarette butts and any other debris must be removed from the exterior ashtrays and placed in a temporary "butt can" so as not to throw possible embers into the garbage can. Silica sand must be sifted to clean. Enclosed stainless steel ashtrays must be emptied on a regular basis. Using a suitable cleaning and disinfecting agent, wash the interior and exterior surfaces of both the waste container and liner.</p> <p>(e) Hide-a-bag bins (exterior) to be emptied twice weekly or as needed. Bags of trash will be disposed of into the large "Haul-All" dumpsters. Any recycle items must be disposed of at the local Jasper Recycle Depot or such similar facility.</p>
17.	Washing Walls	<p>(a) All standards outlined in spot cleaning, dusting, damp washing and vacuuming apply.</p> <p>(b) In addition, using the proper agent (ensure that it does not deteriorate or affect the surface finishing) wash the entire vertical surface and all elements that constitute. Wash once using an agent, rinse the second time using only water and then wipe dry. Ensure that the surface is free of streaks.</p> <p>(c) Vacuum ceiling vents.</p>
18.	Washing Floors	<p>(a) All standards outlined in "Damp Mopping" apply.</p> <p>(b) In addition, surfaces must be rinsed free of cleaning solution after floors are washed.</p> <p>(c) All areas must be free of dirt, stains, splashing, cleaning chemical and water accumulations as well as scuff marks.</p>
19.	Steam Clean Carpets	<p>(a) All carpets and walk-away mats must be clean and free of accumulated dust, dirt and stains as a result of Steam Cleaning.</p> <p>(b) Areas must be cleaned to walls and corners.</p> <p>(c) Using commercially approved environmentally friendly cleaning agents and techniques steam clean and shampoo carpets and area mats in accordance with the manufacturers recommended specifications.</p> <p>(d) Identify any defects, damages, or badly worn areas to the PCA Project Authority.</p> <p>(e) Provide a minimum of two weeks' notice to the PCA Project Authority of when the work will take place.</p>
20.	Stain Removal	<p>(a) All carpets, walk-away mats and hard surface floors must have no visible stains or discoloration after stain removal operation.</p> <p>(b) Where stain removal involves wetting of a hard surface floor, caution signs must be in place around the affected work area.</p>
21.	Spray Buff	<p>(a) Following spray buffing, all areas must present an overall appearance of cleanliness, have a bright shine through out and be free of debris and dust.</p> <p>(b) Spills, scuffs and stains must be removed prior to spray buffing.</p>

### Appendix G: Item Details

The descriptions of the janitorial tasks to be performed are in accordance with the items being serviced and appear below.

No.	Item	Description
1.	Floors	Applies to all floor areas and includes stairways and stairwells.
2.	Walls, Doors and Ceilings	Applies to all vertical surfaces with adjoining horizontal surfaces such as walls complete with attached moulding, screens including tops and moulding, interior doors, door frames, baseboards, casings, ledges and sills, pictures, fixtures on the walls, radiators, clocks, etc. These vertical and respective surfaces vary in type of finish (i.e.: painted dry wall, flat paint, semi-gloss or high gloss paint, finished metal or aluminums, wood surfaces, cloth finishes, brick and stucco finishes).
3.	Washroom Partitions, Accessories, Fixtures and Showers:	Applies to all pre-finished toilet partitions, all wall mounted dispensing devices, washroom tiles, grab bars, etc. Fixtures include toilet stalls, urinals, sinks, wash tubs, water fountains, etc. Showers include men's and ladies showers located in the Den.
4.	Interior glass and mirrors	Applies to all interior glazing panels, showcase glass, cabinets, doors and mirrors. It applies to both faces of the exterior doors in entrances, lobbies, stairwells, etc.
5.	Exterior glass	Applies to all exterior doors and windows.
6.	Brass Hardware	Applies to all interior and exterior brass hardware such as but not limited to, door/window handles, door/window hinges, latches, panic hardware, kick plates, push plates, etc.
7.	Waste Containers, Ashtrays, Hide-a-bag Bins, Recycle Bins	Applies to all interior and exterior waste containers, hide-a-bag bins, recycling bins and exterior ashtrays.
8.	Furniture	Applies to all wood, simulated wood, plastic, metal and fabric covered furniture such as, but not limited to, couches, desks, chairs, tables, work surfaces, cabinets, beds, dressers and public seating benches.
9.	Pavement/ Pathways, Porches, Picnic Tables, Learning Centres	<ul style="list-style-type: none"> <li>• Applies to all hardened pathways at the Palisades Centre.</li> <li>• Applies to all areas including the front and side porches / verandas, stairs from porches to ground level, and stairs to the basement, the two learning centres at the West Corral and Snaring Field and their benches.</li> <li>• Applies to all the picnic tables at the Palisades Centre grounds.</li> </ul>
10.	Light Fixtures	Applies to all light fixtures.
11.	Air Vents/Heat Grills	Applies to all air vents and heating grills. They are located in a variety of places such as the ceiling, along the walls and window sills, etc.
12.	Turnover Service	Entire room must be cleaned after a guest has checked out; room must be left in a condition suitable for renting to a new guest. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests

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		use; common areas set-up and take down, daily straightening, tidying as described in ANNEX A – Statement of Work.
13.	Stayover Service	The room requires less cleaning because the guest is staying another night; bathroom, spot cleaning / tidying, towels and consumables restocked and bed made. Common areas / kitchen / dining rooms spot cleaned, floors swept / mopped / vacuumed, and furniture straightened. Dirty dishes, utensils, pots, pans etc. cleaned and restocked. Bed linens and towels are not changed unless required. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests use; common areas set-up and take down, daily straightening, tidying as described in ANNEX A – Statement of Work.

### **Appendix H: List of Equipment and Supplies Owned / Supplied by Parks Canada**

- a) Two (2) commercial washers and two (2) dryers (approximately triple-load capacity)
- b) Two sets residential washers / dryers
- c) Tablecloths for meeting rooms (approx. 40)
- d) Linens, bedding, towels, and bathmats sufficient for a complete turnover of facility
- e) Two (2) Ironing boards
- f) Two (2) Irons (residential use)
- g) One (1) Snow blower




**Appendix I: Jasper Reduce Reuse Recycle**

January 2017



## What goes where in Jasper Recycle, Reuse, Compost

<b>Recycling</b>	<b>Compost</b>	<b>Transfer Station</b>		
<p><b>Jasper Recycling Depots</b> 1. S Block (Stan Wright Industrial Park) 2. Activity Centre parking lot</p> <p>Cardboard and Boxboard • all boxes, egg cartons, food boxes</p> <p>Paper and Newsprint: • Mixed paper, books and newsprint</p> <p>Plastic (numbers 1, 2, 5) • household bottles and containers</p> <p>Beverage containers • S Block depot (donation or refund) • Central Business District bins</p> <p>Tin and Aluminum: • food cans (empty, clean)</p> <p>Glass: • clean, empty food jars</p> <p>Batteries: • small, disposable (town depots) • industrial or car (Transfer Station)</p> <p>Bike tires (S Block depot)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>NEED INFO?</b></p> <ul style="list-style-type: none"> <li>• Environmental Stewardship Coordinator 780-852-1563 <a href="http://www.jasper-alberta.ca">www.jasper-alberta.ca</a></li> <li>• Alberta Recycling Hotline 1-800-463-6326 <a href="http://www.recyclinghotline.ca">www.recyclinghotline.ca</a></li> </ul> </div>	<p><b>Jasper Recycling Depots</b> • in S Block (Industrial Park) • Activity Centre parking lot</p> <p>Compost bins for kitchen organics are located throughout town.</p> <p>Kitchen Organics: • fruit and veggie peels • coffee grounds, filters • tea bags and leaves • egg shells • dairy and meat • NO animal waste or bones</p> <p>Blue bins at S Block recycling depot are for leaves and grass clippings. <i>(Note: larger tree and shrubs prunings must be taken to the Transfer Station)</i></p>	<p>9.5 km east on Highway 16 780-852-3531</p> <p>Hours: Tues-Thurs..... 8:00am - 5:00pm Sat..... 8:30am - 12:30pm Sun-Mon..... Closed</p> <p>Clean wood</p> <p>Painted or stained wood</p> <p>Metal</p> <p>Appliances</p> <p>Unusable furniture, mattresses</p> <p>Ewaste: TV's, computers, monitors, keyboards</p> <p>Paint / Stains / Aerosols</p> <p>Vehicle tires</p> <p>Used oil, oil filters</p> <p>Household hazardous waste</p> <p>Batteries, Fluorescent lights</p> <p>Yard waste</p> <p>Construction waste</p> <p><b>NOT ACCEPTED:</b> Commercial Hazardous Waste Kitchen fryer oil House demolition waste</p>		
<p><b>Reuse</b> (Donate unwanted goods or buy goods)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><b>All Goods</b> Facebook group: Jasper Buy, Sell and Trade</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><b>Clothing and household items</b> United Church Thrift Shop Turret St. and Miette Ave. 780-852-4334 (open Mon &amp; Wed 7-9pm)</p> </td> </tr> </table>			<p><b>All Goods</b> Facebook group: Jasper Buy, Sell and Trade</p>	<p><b>Clothing and household items</b> United Church Thrift Shop Turret St. and Miette Ave. 780-852-4334 (open Mon &amp; Wed 7-9pm)</p>
<p><b>All Goods</b> Facebook group: Jasper Buy, Sell and Trade</p>	<p><b>Clothing and household items</b> United Church Thrift Shop Turret St. and Miette Ave. 780-852-4334 (open Mon &amp; Wed 7-9pm)</p>			

## ANNEX "B" - BASIS OF PAYMENT

### Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bidders submission.
- (b) The Bidder must submit their financial bid in accordance with Annex B - Basis of Payment.
- (c) In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation. In the case of error in the extension of prices, the unit price will govern.
- (d) All prices are in Canadian dollars, FOB destination
- (e) Customs duties are included and Applicable Taxes are extra.

**Room Turn-Over Day:** a day when entire room must be cleaned after a guest has checked out; room must be left in a condition suitable for renting to a new guest. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests use; common areas set-up and take down, daily cleaning as described in ANNEX A, Scope of Work.

**Room Stay-Over Day / Room Refresh:** a day when the room requires less cleaning because the guest is staying another night, or a room requires a refresh cleaning because it has not been occupied for a long time. Bathroom, spot cleaning, towels and consumables restocked if required and bed made. Common areas / kitchen / dining rooms spot cleaned, floors swept / mopped / vacuumed if required, and furniture straightened. . Bed linens and towels are not changed unless required. When a refresh is required, dusting, spot cleaning, and floors may need to be swept, mopped and vacuumed. This includes set up and cleanup of any meeting rooms and associated bathrooms that guests use; common areas set-up and take down, daily straightening, tidying as described in ANNEX A, Scope of Work.

**Meeting Room Day Use:** Cleaning for day-use by guests who are not staying in-house. This will cover a meeting room set-up, take-down and cleaning, as well as for any associated bathrooms as described in ANNEX A, Scope of Work.

**TABLE 1. Contract Year: April 01, 2019 – March 31, 2020**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid in accordance with the unit prices set out below, in Canadian funds for all costs, including but not limited to all professional fees, all related project expenses and administration costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined. Customs duties are included and Applicable Taxes are extra.

Item No.	Description	Estimated Quantity	Unit of Measurement	Firm Unit Price(s)	Extended Price(s)
1.1	Turnover Day	1700 per year	Per person / Per night	\$	\$
1.2	Stayover Day	2300 per year	Per person / Per night	\$	\$
1.3	Meeting Room Day Use	60 per year	Per clean / day)	\$	\$

1.4	Spring / Fall Clean	2 per year	Per Clean	\$	\$
1.5	Office Clean (once a week)	52 per year	Per week	\$	\$
1.6	Grounds Care	Per year (tasks range from daily to seasonal)	Lump Sum	\$	\$
<b>Item No.</b>	<b>Description: As and When Requested Services</b>	<b>Estimated Quantity</b>	<b>Unit of Measurement</b>	<b>Firm Unit Price(s)</b>	<b>Extended Price(s)</b>
1.7	Room Refresh	25 per year	Per Clean	\$	\$
<b>A.</b>	<b>Total Extended Price</b> (excluding applicable tax) (Items 1.1 – 1.7=)			<b>\$</b>	

**TABLE 2. Option Period One (1): April 01, 2020 – March 31, 2021**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid in accordance with the unit prices set out below, in Canadian funds for all costs, including but not limited to all professional fees, all related project expenses and administration costs as required to fulfill the requirements of Annex A – Statement of Work as defined. Customs duties are included and Applicable Taxes are extra.

<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Unit of Measurement</b>	<b>Firm Unit Price(s)</b>	<b>Extended Price(s)</b>
2.1	Turnover Day	1700 per year	Per person / Per night	\$	\$
2.2	Stayover Day	2300 per year	Per person / Per night	\$	\$
2.3	Meeting Room Day Use	60 per year	Per clean / day)	\$	\$
2.4	Spring / Fall Clean	2 per year	Per Clean	\$	\$
2.5	Office Clean (once a week)	52 per year	Per week	\$	\$
2.6	Grounds Care	Per year (tasks range from daily to seasonal)	Lump Sum	\$	\$
<b>Item No.</b>	<b>Description: As and When Requested Services</b>	<b>Estimated Quantity</b>	<b>Unit of Measurement</b>	<b>Firm Unit Price(s)</b>	<b>Extended Price(s)</b>
2.7	Room Refresh	25 per year	Per Clean	\$	\$
<b>B.</b>	<b>Total Extended Price</b> (excluding applicable tax) (Items 2.1 – 2.7 =)			<b>\$</b>	



**TABLE 3. Option Period Two (2): April 01, 2021 – March 31, 2022**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid in accordance with the unit prices set out below, in Canadian funds for all costs, including but not limited to all professional fees, all related project expenses and administration costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined. Customs duties are included and Applicable Taxes are extra.

Item No.	Description	Estimated Quantity	Unit of Measurement	Firm Unit Price(s)	Extended Price(s)
3.1	Turnover Day	1700 per year	Per person / Per night	\$	\$
3.2	Stayover Day	2300 per year	Per person / Per night	\$	\$
3.3	Meeting Room Day Use	60 per year	Per clean / day)	\$	\$
3.4	Spring / Fall Clean	2 per year	Per Clean	\$	\$
3.5	Office Clean (once a week)	52 per year	Per week	\$	\$
3.6	Grounds Care	Per year (tasks range from daily to seasonal)	Lump Sum	\$	\$
Item No.	Description: As and When Requested Services	Estimated Quantity	Unit of Measurement	Firm Unit Price(s)	Extended Price(s)
3.7	Room Refresh	25 per year	Per Clean	\$	\$
<b>C.</b>	<b>Total Extended Price</b> (excluding applicable tax) (Items 3.1 – 3.7 =)			\$	

**4. Combined Total Bid Price**

In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation. In the case of error in the extension of prices, the unit price will govern.

Item No.	Description	Combined Total Price(s)
<b>A.</b>	<b>TABLE A: Contract Year: April 01, 2019 – March 31, 2020</b>	\$
<b>B.</b>	<b>TABLE B: Option Period One (1): April 01, 2020 – March 31, 2021</b>	\$
<b>C.</b>	<b>TABLE C: Option Period Two (2): April 01, 2021 – March 31, 2022</b>	\$

Solicitation No. - N° de l'invitation  
5P420-18-0484/A

Amd. No. - N° de la modif.  
00

Contracting Authority - Autorité contractante  
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client  
PW-19-00863699

Title - Sujet  
Houskeeping, Groundskeeping and Snow Removal Services – Palisades Centre, Jasper, AB.

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<b>Combined Total Bid Price (excluding applicable tax) (Items A. + B. + C. =)</b>	<b>\$</b>
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**Notes:**

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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**ANNEX "C" - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)**

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

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

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

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

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

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

**Mark "Yes" where applicable.**

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

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

---

**Name**

**Signature**

**Date**

## ANNEX “D”- INTEGRITY PROVISIONS – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

### Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror’s organizational structure:

### Instructions

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

### Supplier Information:

<b>Supplier’s legal name:</b>
<b>Organizational structure:</b> <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier’s address:</b>
<b>Supplier’s procurement business number (optional):</b>
<b>Solicitation or transaction number:</b>

**List of Names** (see instructions above)

Name	Title

**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of (supplier's name) \_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

## ANNEX “E”- TECHNICAL EVALUATION

### 1. Technical Bid Format

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

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

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

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

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

### 2. Submission Requirements

The Bidder must submit one (1) hard copy.

### 3. Mandatory Technical Criteria

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

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

Item No.	Evaluation Criteria
3.1	The Bidder must have a minimum of 5 years' experience in providing custodial services in the areas of housekeeping and / or janitorial operations.
3.2	The Bidder must provide information on three (3) previous custodial service operations in the areas of housekeeping and / or janitorial operations that have occurred within the past five (5) years where the Bidder is clearly identified as the prime contractor.
3.3	The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex “A” - Statement of Work.

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

#### 4. Point Rated Technical Criteria

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

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

Item No.	Evaluation Criteria	Point Criteria	Maximum Points
<b>4.1</b>	<b>Qualifications and Experience</b>		
4.1.1	The Bidder's proposal should clearly demonstrate their number of years of experience providing custodial services in housekeeping and / or janitorial operations.	<p><b>0 points:</b> No information provided, not addressed.</p> <p><b>5 points:</b> More than five (5) but less than seven (7) years' experience providing custodial services in housekeeping and / or janitorial operations.</p> <p><b>7 points:</b> More than seven (7) but less than nine (9) years' experience providing custodial services in housekeeping and / or janitorial operations.</p> <p><b>9 points:</b> Nine (9) or more years' experience providing custodial services in housekeeping and / or janitorial operations.</p>	<b>9</b>
4.1.2	<p>The Bidder must provide information on three (3) previous custodial service operations in the areas of housekeeping and / or janitorial operations that have occurred within the past five (5) years where the Bidder is clearly identified as the prime contractor.</p> <p>The information being provided should be similar in scope, nature and complexity to the requirements described at Annex "A" - Statement of Work (examples of a similar operation could be</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient.</p> <p><b>1 – 5 points:</b> Incomplete details provided. Possesses limited experience that is similar in scope, nature and complexity.</p> <p><b>6 – 10 points:</b> Mostly complete details provided. Possesses limited experience that is similar in scope, nature and complexity in some areas.</p> <p><b>11 – 15 points:</b> Complete details provided. Adequate experience that is similar in scope, nature and complexity in all areas.</p> <p><b>16 - 20 points:</b> Complete details provided. Extensive experience that is similar in scope, nature and complexity in all areas.</p>	<b>20</b>



	a conference centre, camp, or retirement home, etc.).		
4.1.3	<p>The Bidder's proposal should include any specific training they, the Bidder require their staff possess that is relevant to the cleaning services industry in relation to housekeeping and / or janitorial standards.</p> <p>Training can include but is not limited to certifications and / or completed industry standard courses.</p>	<p><b>0 points:</b> No information provided, not addressed</p> <p><b>1 points:</b> Incomplete details provided or limited cleaning service training required by the Bidder for their housekeeping and / or janitorial staff.</p> <p><b>3 points:</b> Partial details provided. Demonstrates an adequate cleaning service training required by the Bidder for their housekeeping and / or janitorial staff.</p> <p><b>6 points:</b> Complete details provided. Demonstrates a good cleaning service training required by the Bidder for their housekeeping and / or janitorial staff.</p> <p><b>9 points:</b> Provides extensive detail. Demonstrates a high level of cleaning service training required by the Bidder for their housekeeping and / or janitorial staff</p>	9
4.2	<b>Approach &amp; Understanding</b>		
4.2.1	<p>The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" - Statement of Work.</p> <p>The proposed approach and methodology should demonstrate to the Evaluation Team an understanding of the nature, scope and importance of this requirement. Also, how a quality level of service will be maintained to avoid any disruption or impact to the day to day operations of the Palisades Centre</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient.</p> <p><b>1 – 5 points:</b> Incomplete details. Demonstrates little understanding of the scope, duties, roles and responsibilities for the ability to meet the required level of service.</p> <p><b>6 – 10 points:</b> Some details provided. Demonstrates some understanding of the scope, duties, roles and responsibilities for the potential ability to meet the required level of service.</p> <p><b>11 – 15 points:</b> Complete details provided. Demonstrates a good understanding of the scope, duties, roles and responsibilities and ability to meet the required level of service.</p> <p><b>16 - 20 points:</b> Extensive details provided. A thorough demonstration of the understanding of the scope, duties, roles and responsibilities with the ability to exceed the required level of service.</p>	20

	<p>housekeeping and / or janitorial services.</p> <p>The Bidder' proposal should include:</p> <ul style="list-style-type: none"> <li>• a detailed outline of the significant duties involved</li> <li>• identify key staff positions; and</li> <li>• clearly identify their individual roles and responsibilities</li> </ul>		
<p>4.2.2</p>	<p>The Bidder's proposed approach and methodology should demonstrate an understanding of the potential challenges for carrying out the Work and how these challenges might be overcome.</p> <p>For example but not limited to addressing highly fluctuating labour needs and potential shortages</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient.</p> <p><b>1 – 4 points:</b> Demonstrates a poor understanding of the potential challenges for carrying out the Work or how these challenges might be overcome.</p> <p><b>5 – 9 points:</b> Demonstrates a good understanding of the potential challenges for carrying out the Work and how these challenges can be overcome.</p> <p><b>10 – 15 points:</b> Demonstrates an excellent understanding of the challenges for carrying out the Work and provides sound solutions for how these challenges can be overcome.</p>	<p>15</p>
<p>4.2.3</p>	<p>Bidder must describe the approach to be used to meet the requirements for Consumable Supplies and Environmental Best Practices described at Annex "A" - Statement of Work:</p> <p>a) purchasing and supplying environmentally-friendly paper products made from recycled content</p>	<p><b>0 points:</b> The information provided is unsuitable or insufficient</p> <p><b>1 point:</b> Poor detail. Little demonstration of the ability to meet the requirements for Consumable Supplies and Environmental Best Practices in purchasing and supplying environmentally-friendly paper products and bulk supplies</p> <p><b>3 points:</b> Good detail and demonstration provided of the ability to meet the requirements for Consumable Supplies and Environmental Best Practices in purchasing and supplying environmentally-friendly paper products and bulk supplies</p>	<p>5</p>

	b) procuring consumable supplies with a minimum of packaging	<b>5 points:</b> Extensive detail provided. Thoroughly demonstrates the ability meet the requirements for Consumable Supplies and Environmental Best Practices in purchasing and supplying environmentally-friendly paper products and bulk supplies	
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	<b>Total Points Available</b>	<b>78</b>
	<b>Minimum Points Required</b>	<b>55</b>

**Bids that do not obtain the required minimum of 55 points overall for the point rated technical criteria will be given no further evaluation.**