



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

Parks Canada Agency Bid Receiving Unit
National Contracting Services
Suite 720, 220 – 4th Avenue S.E.
Calgary, AB T2G 4X3

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Parks Canada Agency

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

Proposition à : l'Agence Parcs Canada

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

Comments - Commentaires

Issuing Office - Bureau de distribution :

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

Title – Sujet Catering Services – Palisades Centre, Jasper, AB.	
Solicitation No. - N° de l'invitation 5P420-18-0485 /A	Date February 11, 2019
Client Reference No. - N° de référence du client n/a	
GETS Reference No. N° de référence de SEAG PW-19-00863892	
Solicitation Closes - L'invitation prend fin At - à : 14 :00 On - le : 25 March 2019	Time Zone - Fuseau horaire MDT/HAR
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>	
Address Enquiries to - Adresser toutes questions à Joanne S. Cuthbert joanne.cuthbert@canada.ca	
Telephone No. - N° de telephone 587-436-5732	Fax No. -N° de télécopieur 1-866-246-6893
Destination of Goods, Services, and Construction - Destination des biens, services, et construction See Herein	

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

Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur	
Address - Adresse	
Telephone No. - N° de telephone	Fax No. - N° de télécopieur
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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 **10:00 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 email to PCA will not be accepted.

2.3 Former Public Servant

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

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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 57 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 81 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.

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Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
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Title - Sujet
Catering Services – Palisades Centre, Jasper, AB.

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%)

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

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

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.

6.4 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.

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Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
PW-19-00863892

Title - Sujet
Catering Services – Palisades Centre, Jasper, AB.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Joanne S. Cuthbert

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

Telephone: 587-436-5732
Facsimile: 1-866-246-6893
E-mail address: 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:

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

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of payment: Cost reimbursable – Limitation of expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in **Annex "B"**, to a limitation of expenditure of \$ (***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 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.

Each invoice must be supported by:

- a. a copy of the verified written record of meals served and any other documents as specified in the Contract;

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. 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.

Solicitation No. - N° de l'invitation
5P420-18-0485/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
PW-19-00863892

Title - Sujet
Catering Services – Palisades Centre, Jasper, AB.

- 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

CATERING SERVICES – PARKS CANADA PALISADES CENTRE, JASPER NATIONAL PARK

1.0 SCOPE

1.1 OBJECTIVE

Parks Canada Agency (PCA) requires professional catering services at the Parks Canada Palisades Centre (hereinafter referred to as “the Palisades Centre”) for guests. 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. For the guests, many of whom are students and youth affordable food costs must also be a consideration at The Palisades Centre.

1.2 BACKGROUND

The Palisades Centre is Parks Canada-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 3000 guests annually. It sleeps up to 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. 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 site, **see Appendix D: Palisades Centre Site Map.**

2.0 CONTRACT REQUIREMENTS AND CONTRACTOR RESPONSIBILITIES

Catering requirements can vary on the type and schedule of each booking. Services range from providing three meals and three coffee services to overnight groups to providing meals for groups who are only using the Palisades Centre for the day.

The Palisades Centre tries to book groups in successive weeks and / or book more than one group in at a time when possible. The minimum number of guests requiring three meals / day is twelve (12) and the maximum may be as high as seventy-five (75), but the average is between twenty (20) to twenty-five (25) guests.

2.1 MEAL CATERING

The Contractor is responsible for purchasing, ordering and preparing all food, including but not limited to, breakfast, lunch, dinner and coffee services.

Palisades Centre staff and group organizers make every effort to obtain dietary restrictions from guests, but surprises happen on occasion. Dietary restrictions must be accommodated by the Contractor. The Contractor must stock supplies of lactose-free, Celiac-friendly, vegetarian and vegan foods in order to accommodate last-minute requests.

Prior to each group's arrival, Parks Canada will provide the Contractor with the meal schedule, numbers of guests, type of meals required (breakfast, lunch, dinner etc.) and any dietary restrictions.

The Palisades Centre is a NUT-FREE FACILITY.

All meals and coffee services must be of sufficient quantity to meet the needs of each group and a standard satisfactory to the Palisades Centre. The Contractor must be prepared to serve five (5) more or five (5) fewer guests at any one time to accommodate sudden fluctuations in guest numbers.

When a group size exceeds the maximum number of seats in the dining room, or if there are two separate groups, separate meal services are required and eating times must be staggered. This can mean the duration of the meal time is longer than normal.

Meals must be served buffet style.

Meals must be visually attractive. Side dishes must complement the main dishes.

Meals must be made in-house and fresh daily.

References:

- **Appendix A: Ingredients**
- **Appendix B: Definitions**
- **Appendix C: Catering Equipment and Supplies**

2.1.1 Meal Service Duration and Times

Each meal service lasts between one (1) and one and a half (1½) hours:

- breakfast hour ranges between 6:30 am and 9:00 am with usual time being 8:00 am – 9:00 am
- lunch hour ranges between 11:30 am and 1:30 pm with usual time being 12:00 pm - 1:00 pm
- dinner hour ranges between 5:00 pm and 7:00 pm with usual time being 6:00 pm – 7:00 pm
- coffee services may be requested at any time of day, but normally range from 9:30 am - 10:30 am, 2:30 pm - 3:30 pm, and any time during the evening.

These meal service times and duration can fluctuate depending on a guests' requirements.

Meals must be served in the Bunkhouse dining room, buffet style. Tables must be set by the Contractor. Some occasions can require that a meal or coffee service be served in another building or area on the grounds. On these occasions, the Contractor must deliver the food, dishes and required equipment to the requested area and collect it afterwards. Guests will serve themselves.

2.1.2 Meal Requirements

The following identifies the minimum required types of menu items and number of choices for meals and coffee services. Fresh cold water must be provided for all meals and coffee services. From time to time, menu variation may be reasonably requested by the Palisades Centre staff. Special menus can be requested in advance by a group including barbeques.

2.1.2.1 Breakfast:

- Two hot and two cold beverages
- Selection of real fruit juice
- Fresh assorted fruit basket or platter
- One serving of yogurt
- One serving of cold cereal or hot cereal
- Two pieces of white, whole wheat or multi-grain toast
- Two eggs

Choice of one of the following:

- One serving of hash brown / potato
- Two pieces of French toast
- Two pancakes
- Two waffles

Choice of one of the following:

- One piece of ham
- Two pieces of bacon
- Two sausages

Example of a breakfast menu – this is only an example: Contractor can prepare something more creative:

Coffee, tea, juice and milk. The juice includes a selection of real fruit juices such as orange and apple juice (juice can be from concentrate).

A basket of assorted, fresh seasonal fruit such as apples, oranges and bananas, or a fresh-cut fruit platter with assorted fruits such as melons, grapes and apples, etc.

A bowl of plain or flavoured yogurt

A selection of cold cereals (corn flakes, rice krispies, granola, etc.) OR hot oatmeal

Two pieces of toast (guests make their own toast and can choose from white, whole wheat or multi-grain breads)

Two eggs – scrambled, fried, or perhaps cooked into a breakfast sandwich

One serving of hash browns or panfries

French toast, OR pancakes OR waffles

Ham, OR bacon OR sausages

2.1.2.2 Lunch:

- One main hot dish
- Alternative to the main hot dish (i.e. meat if main dish is fish, cheese or fish plate if main dish is meat)
- One serving of rice or pasta or potato
- One hot vegetable
- One bowl of hot homemade soup

- One side salad
- Choice of white, whole wheat and multigrain breads
- Assorted basket of whole fruits
- One dessert
- Two hot and two cold beverages
- Appropriate garnishes and condiments

Example of a lunch menu - this is only an example: Contractor can prepare something more creative:

Chicken pot pie
Fish cakes or some other fish dish as the alternative to the main chicken dish
Garlic mashed potatoes
Grilled vegetables or corn on the cob
A broth-based vegetable soup
A fresh green salad
White, whole and multigrain breads or buns or home-made corn bread
Assorted basket of fruits like apples, oranges and pears
Apple crumble for dessert
Coffee, tea, juice and milk
Butter, honey if serving corn bread, salad dressings, etc.

2.1.2.3 Bagged Lunch:

There are times when guests will require bagged lunches off site. Bagged lunches prepared by the Contractor must be substantial and nutritionally balanced as guests may not return to the Palisades Centre until at least 5:00 pm.

- a) The Contractor must provide paper bags and all consumables for this purpose. Guests are responsible for bagging their own lunches from items prepared by the Contractor.
- b) Bagged lunch items can be prepared ahead of time and stored in the cooler, however they must be fresh when guests select them. Stale, soggy, squished sandwiches, wraps or baked items are not acceptable.
- c) Contractor must supply sandwiches on both white and whole wheat, or white and multi-grain breads or wraps.
- d) Guests are responsible for filling their water bottles with fruit juice provided from 1-Litre containers or a suitable alternative, or will fill their water bottles with juice from the juice dispenser to reduce waste. Small juice boxes are not acceptable and must not be provided.

Bagged lunches must be comprised of the following:

- One sandwich, wrap or mini-pizza or equivalent item
- Two fresh baked goods
- One piece of fruit
- Fruit juice

Contractor must provide:

- One choice of three different kinds of lunch main (e.g.: sandwich, pizza, wrap or equivalent alternative)
- Two choices of three kinds of fresh-baked goods
- One choice of fresh fruit suitable for a lunch bag (e.g.: apples, oranges or bananas)
- A selection of real fruit juice and fountain juice.

Examples of a bagged lunch choices for guests - this is only an example: Contractor can prepare something more creative:

- Pita bread with grilled chicken, a roast-beef submarine sandwich, a veggie-wrap with hummus
- Cheddar-cheese sandwich, ham and cheese wrap, turkey with cranberry on a bun

Fresh-baked goods:

- Chocolate chip cookies
- Rice-Krispie squares
- Banana bread

A fruit bowl with apples, oranges, bananas, grapes

An assortment of apple juice, orange juice, and juice dispenser, that guests may fill their water bottles with (no single-use tetra paks or disposable plastic bottles are permitted).

2.1.2.4 Dinner:

- One main hot course consisting of meat or fish or two hot dishes
- Alternative to the main hot course (i.e. meat as an alternative to a main fish course)
- One serving of rice, pasta or potatoes
- One serving of hot vegetables
- One salad
- One assorted chopped fruit tray (canned fruit is not acceptable)
- One dessert
- Assorted breads
- Two hot and two cold beverages
- Appropriate garnishes and condiments

Examples of a dinner menu:

Roast beef
Baked salmon as an alternative main hot course to the roast beef
Rice or roasted baby potatoes
Stir-fried vegetables or Brussels sprouts
Roasted cauliflower salad
Fruit tray with cantaloupe, grapes, strawberries, etc.
Lemon tart
Assorted breads (in this case, perhaps Yorkshire pudding)
Coffee, tea, juice, milk
Gravy, butter, horseradish, pickles, etc.

2.1.2.5 Coffee Services:

Fresh ice water, a basket of assorted whole fruits, milk, cream, sugar, sugar substitute and honey must be available at all coffee services.

When coffee services are provided in a building other than the Bunkhouse, table cloths can be required. Parks Canada will provide the table cloths, the Contractor is responsible for dressing/setting the tables with them when setting the tables for the coffee service.

Morning:

- Coffee, tea and fruit juice
- A selection of two different kinds of fresh-baked goods
- Fresh assorted chopped fruit platter

Afternoon and / or Evening:

- Coffee, tea and fruit juice
- A selection of two different kinds of fresh-baked goods
- Assorted vegetable and cheese tray

2.1.3 Special Dietary Restrictions:

Most common dietary restrictions are vegetarian, lactose or gluten intolerances, nut allergies, diabetes, and vegan, and more rarely, halal and kosher diets. Foods that can be required include, but are not limited to, rice or soy milk, rice cakes, flat bread, vegan options, or non-meat protein substitutes.

2.1.4 Required at Table:

- Salt
- pepper
- napkin dispenser; and
- napkins.

2.2 ADDITIONAL CONTRACTOR RESPONSIBILITIES

The Contractor must:

- Maintain and provide proof of a valid Parks Canada Business Licence each year that the contract is in place.
- Provide supervision, labour, food, material, supplies, transportation and equipment required in connection with the work except as otherwise stated herein.
- Have a minimum of one person on site during meal preparation and service that possesses a valid Food Safe Certificate at all times. If requested, proof of valid certification must be provided within 24 hour of request.

Copy of Food Safe certificate(s) pertaining to identified onsite person must be provided to the PCA Project Authority within one calendar week from contract award date.

- Advise the PCA Project Authority or appointed alternate PCA Representative immediately of risks or hazards (i.e. wildlife in area, broken furnishings or equipment, etc.) ensuring the safety of guests at the Palisades Centre.
- Provide all consumable supplies required as per **Appendix C: List of Catering Equipment and Supplies**. Maintain an accurate written records/logs of number and types of meals served as well as number of guests at each meal.
- Securely store all food, garbage and recycling in the appropriate facility or repository. Food, garbage and recycling must not be inappropriately stored / left outside unattended where it may become a wildlife attractant. This is for the safety of all persons on-site at the Palisades Centre and surrounding area.

2.2.1 Cleanliness:

- a) All surfaces in contact with food must be 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.
- b) Kitchen and food service areas, including cupboards, drawers, fridges, coolers and floors must be kept in a sanitary and presentable condition at all times and satisfy or exceed Alberta Health Services standards and the Palisades Centre Manager.
- c) The kitchen pail must be kept sealed and in a sanitary condition so that no insects such as fruit flies or rodents such as mice are attracted, and so that it does not produce objectionable odours. When the kitchen pail is full, or if it has an objectionable odour, the Contractor must notify the housekeepers who will deliver and empty the pail at the composting bins in the Municipality of Jasper. When the kitchen pail is returned to the Palisades kitchen, the Contractor is required to thoroughly clean it.
- d) Supplies and solutions used to perform the work required must be:
 - Appropriate for task
 - Environmentally-friendly
 - Non-aerosol

2.2.2 Contractor Staff / Subcontractors

Ensure each must staff hold 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.

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

2.2.2.1 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 must meet once each week at a mutually agreeable day and time with the PCA Project Authority to review and verify the written record of meals served.

- f) The contractor representative must be accessible at all times during contract operations at The Palisades Centre.
- g) The contractor representative is responsible for orienting any new contractor staff to the contract requirements and obligations, the site, facilities and equipment (i.e. operation and maintenance of equipment and kitchen facilities).
- h) 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.
- i) 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

2.2.2.2 Support Staff

The Contractor must:

- a) Provide and maintain sufficient staffing at all times to ensure no disruption or quality of service occurs.
- b) Ensure all staff are proficiently trained in the tasks they designated to perform.
- c) Orient their staff to the contract requirements and obligations, the site, facilities and equipment (i.e. operation and maintenance of equipment and kitchen facilities). See 2.2.2.1 On-site Contractor Representative.
- d) 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.
- e) 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.
- f) 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 1st day of each month thereafter for the duration of the contract.

- g) Ensure all its staff on site are familiar with and follow the emergency fire procedures.
- h) Provide and enforce the use of protective clothing and equipment for their staff and any other items deemed necessary.
- i) 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.

2.3 REQUIRED QUALIFICATIONS

The Contractor must:

- a) At all times have at least one staff member on site at the Palisades Centre that must meet or exceed the following Alberta standards when ordering, preparing and serving food to the public:
 - Alberta Apprenticeship and Industry Training Act ; and
 - Cook Trade Regulation

These standards are:

- Be a registered apprentice, an Alberta-certified journeyman, hold a valid recognized credential, OR
 - Work for an employer who is satisfied that the worker has the skills and knowledge expected of a certified journeyman, OR
 - Be self-employed
- b) Cooks trained in other provinces and territories can work at the Palisades Centre, they must hold a valid certificate or license recognized by the Alberta Apprenticeship and Industry Training Board or have the skills and knowledge expected of a journeyman certified in Alberta.

Copy of contractor staff's credentials must be provided to the PCA Project Authority within five business days from contract award date.

- c) A minimum of one person on site during meal preparation and service must possess a valid, province of Alberta-recognized, Food Safe Certificate at all times. Examples of valid Food Safe Certificates in the province of Alberta can be found here: <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-food-safety-courses-approved-alberta.pdf>
- d) All staff must be qualified to do the task for which they are responsible.
- e) All staff members must be able to read labels and instruction in the English and / or French language and / or work only with a person that meets these criteria.
- f) All staff must be trained in the safe handling and operation of all equipment and supplies, and follow all appropriate safety precautions.

2.4 HEALTH AND SAFETY

The Contractor must:

- a) Meet and maintain standards in accordance with the Alberta Public Health Act in both the kitchen and dining room at all times to ensure compliance with the province's Food Regulations. Note: Under the Food Regulations, restaurant inspections occur every four to six months.
- b) Adhere to Federal, Provincial and Municipal regulations and codes concerning the equipment, materials, work habits and procedures.
- c) Perform work in accordance with the rules and regulations of the Canada Labour Code and the Worker's Compensation Board.
- d) 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. The Contractor must train their staff in the WHMIS Program.
- e) Dispose of all containers, solutions, etc. in accordance with applicable rules and regulations of the Province of Alberta.
All applicable costs must be borne by the Contractor.
- f) Perform work carried out under this contract so as not to jeopardize the health and safety of the public.

2.5 FOOD SAFETY REGULATIONS

The Contractor must meet or exceed all Alberta Health Services provincial legislation requirements for food safety.

2.6 INSPECTION AND ACCEPTANCE OF WORK

The Contractor must inspect and monitor the quality of the work and food on a daily basis to ensure satisfaction and compliance to the contract terms and conditions.

2.7 EQUIPMENT AND SUPPLIES

The Contractor must:

- a) At all times be maintain in good and safe operating condition all equipment required to do the prescribed work.
- b) Supplies and solutions used to perform the work required must be:
 - Appropriate for task
 - Environmentally-friendly
 - Non-aerosol
- c) The Contractor must be responsible for the proper care, use and safekeeping of all Parks Canada-owned items used by the Contractor under this contract.
The Contractor must notify the Palisades Centre as soon as possible regarding any malfunction or operational problems with equipment in order to avoid extensive damages and / or repairs. Parks Canada will repair the equipment in a timely manner.
- d) The Contractor is responsible for the replacement or repair of all items that are damaged due to negligence of the Contractor or its staff.
- e) The Contractor must leave equipment owned by Parks Canada in as good condition as when received except for normal wear and tear at the completion of this contract.

2.8 CONSUMABLE SUPPLIES AND ENVIRONMENTAL BEST PRACTICES

Single-use plastics are a growing pollution problem and pose a quiet threat to the environment. Items such as straws, plastic utensils and grocery bags have become a problem for wildlife species and their ecosystems. 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) Supply all consumables.
- b) Not use single-use plastic items such as plastic utensils, straws, stir sticks and paper cups and dishes.
- c) Purchase all consumable supplies in bulk. Supplies must employ the least amount of packaging possible. This applies to, but is not limited to: dish-washing liquid, paper towels, hand-soaps, lunch bags, plastic wraps and garbage bags.
- d) Paper products must meet one of the following environmental benchmarks:
 - Made from 100% overall recycled content; or
 - a minimum of 50% post-consumer recycled content.
- e) Utilize consumables that are not bleached with chlorine or chlorine compounds. This includes paper-towels, napkins and lunch bags.
- f) Purchase items packaged in cardboard boxes instead of plastic bottles whenever available.

2.9 WASTE

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

The Contractor must:

- a) Collect kitchen organics for regular delivery to the compost bins in the Municipality of Jasper. Delivery of kitchen organics and recycling is performed by housekeeping contractors.
- b) Deliver all garbage from kitchen and dining area to the central garbage bin.
- c) Sort and deliver recyclables from the kitchen and dining room to the Recycling Shed.
- d) Sort and deposit kitchen organics from the kitchen and the dining room into a kitchen pail in the kitchen.

Kitchen organics include:

- Fruit and vegetable peels
- Coffee grounds and filters
- Tea bags and leaves
- Egg shells
- Dairy and meat

Animal waste or bones must not be included.

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 equipment, kitchen facilities).
- b) Provide whenever possible, a minimum of seven (7) days prior notice of each event requiring catering services indicating the first and last meal and the estimated number of people to attend each meal. Provide, whenever possible confirmation of the above notice two (2) days prior to each event or at a minimum, 24 hours prior to each event including the above-mentioned details.
- c) Meet once each week at a mutually agreeable day and time with the identified onsite contractor representative to review and verify the written record of meals served.
- d) Provide and maintain the Palisades Centre kitchen / catering equipment onsite as per **Appendix C: Catering Equipment and Supplies.**
- e) Provide storage facilities for all supplies and equipment required for this contract.
- f) 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.
- g) In the event of a cancellation less than 24 hours before the first day of service, (unless due to emergency, road closure or acts of nature) Parks Canada will pay the Contractor for the first day of service only, starting from the time of the first scheduled meal (i.e. If a group was supposed to arrive and have lunch and dinner on their first day, the Contractor would be paid for lunch and dinner only for the first day, but not for subsequent days).

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.

PCA may provide accommodation at no charge for 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 are 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.

Guests of 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

PCA expects the Contractor, their staff and any subcontractor 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 is not permitted at any time.

5.2 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.

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Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
PW-19-00863892

Title - Sujet
Catering Services – Palisades Centre, Jasper, AB.

APPENDIX A: Ingredients

The Contractor must use locally-grown foods when available. The Palisades Centre embraces the value of eating food produced sustainably and closer to home. This reduces our carbon foot print, increases food security, and reduces our dependence on other regions for milk, meat, vegetables, fruit and other staples.

Ingredients used in the preparation of meals must meet or exceed the stipulations of the *Canada Food Guide*.

Organic ingredients are not required.

Seasonally-available, fresh, whole foods must be offered

Fish and seafood must be stamped with the Marine Stewardship Council (MSC) and / or the Aquaculture Stewardship Council (ASC) certifications.

Some processed foods are acceptable except those set out under the Constraints below. Acceptable processed foods can include, but is not limited to, bacon, breakfast sausage, ham, commercially prepared breads, buns and bread dough, pre-prepared cake, pancake and waffle mixes, canned tomatoes, pasta sauces and frozen fruit and vegetables.

CONSTRAINTS:

- The Palisades Centre is a NUT-FREE FACILITY
- Pre-prepared, processed, “heat & eat” convenience foods are not permitted. Examples of these foods include, but are not limited to, chicken burgers, hamburger patties, hot dogs, corn dogs, onion rings, fish fingers, chicken fingers or chicken tenders, French fries, sweet potato fries, tater tots, powdered mashed potatoes, frozen waffles, liquid egg and egg substitutes, meatballs, quiche, canned pie filling, and frozen desserts.

APPENDIX B: Definitions

Refer to Constraints section below.

Beverages - Hot:

- Brewed coffee (regular and decaf), bean ground not instant
- Tea bags: an assortment including black and herbal teas
- Hot chocolate powder
- Boiled water

Beverages - Cold:

- Selection of real fruit juices
- Fountain juice
- Milk –must include both 2% and skim milk

Breads:

- White, whole wheat, multi-grain
- A whole grain bread must be available at all meals
- Gluten-free breads or other alternative substitutes must be available when requested due to dietary restrictions
- wraps such as whole wheat or sundried tomato tortillas

Fats:

- Butter
- Oils may include, but not be limited to, olive, canola, sunflower, safflower, soybean, corn, grape-seed, hemp, and flaxseed

Fruit Juice:

- Real fruit juices or frozen concentrate
- Fountain juice (crystals) or frozen concentrate

Garnish and Condiments:

- Examples are sliced tomatoes, carrot sticks, celery, pickles, cranberry sauce, ketchup, mustard, relish, sour cream and chives, etc.

Milk, Cream, Eggs and Cheese:

- Milk required for meals and coffee services with hot beverages must include both 2% and coffee cream
- Rice or soy milk or equivalent alternatives must be provided for dietary restrictions when required
- Eggs must be fresh out of the shell
- Cheese can be processed when used for dishes such as cheeseburgers. Processed cheese is not acceptable for cheeseboards
- Cream and milk must be provided in 1L or larger containers to avoid excess waste

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Vegetables and Fruits:

- Fresh vegetables and fruits must be used whenever possible and affordable.
- Frozen are acceptable in balance with fresh.

Fresh Baked Goods:

- Examples include, but are not limited to, muffins, loaves, breads, squares, pies, cakes, tarts, cookies.

CONSTRAINTS:

- The Palisades Centre is a NUT-FREE FACILITY
 - Nut-based milks must not be provided
 - use hydrogenated oils, peanut or other nut-based oils is not permitted
- Canned vegetables and fruit are not permitted
- Liquid scrambled egg mixes or other substitutes are not acceptable, except when accommodating an individual guest's food restriction
- Small, individual portion-control containers for cream and milk are not permitted

APPENDIX C: Catering Equipment and Supplies

Equipment Supplied by Contractor:

- Any additional food preparation equipment desired
- Cleaning equipment for kitchen – brooms, mop, mop head, bucket, etc. (type and quantity at discretion of Contractor)
- Rags, cloths and any other cleaning items such as scrubbing pads, etc.
- Vehicle to move food and associated equipment between buildings when necessary. *Please Note: ATVs are not permitted at the Palisades Centre.*

Consumables Supplied by Contractor:

All consumables must be supplied by the Contractor, including but not limited to:

- All food and food related supplies
- Cleaning supplies required for kitchen and foodservice:
 - dishwashing solutions and sanitizer
 - food service equipment cleansers and sanitizers
 - dining table cleansers and sanitizers
 - floor cleaner
 - glass cleaner
 - other cleansers for walls etc.
- Brown bags, napkins, sandwich bags and all other items required for bagged lunches
- Other consumables such as garbage bags, hand soap, napkins, paper towels, dish cloths, tea towels etc.

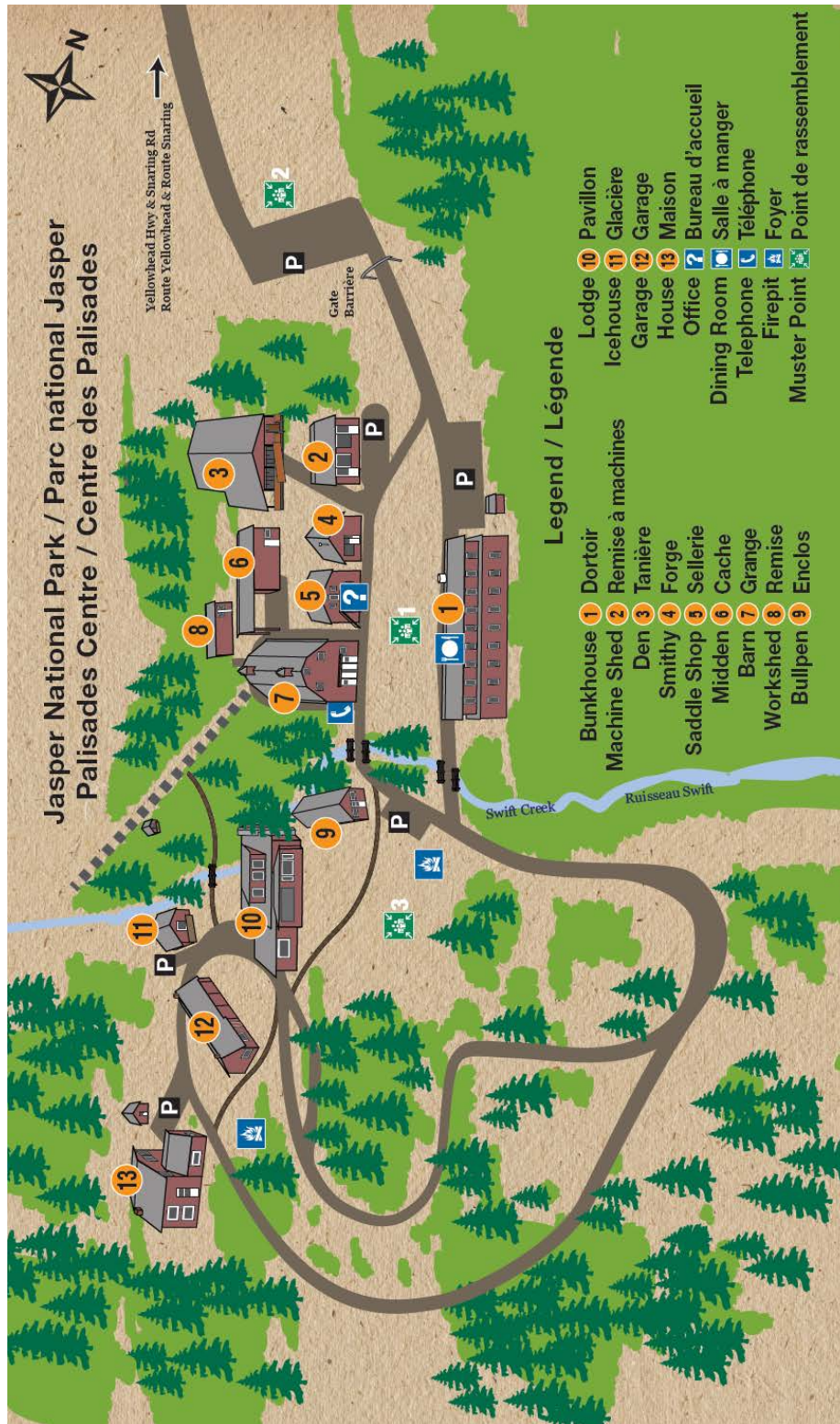
Equipment Owned / Supplied by Parks Canada:

- Dinnerware, glassware and flatware
- Serving, cooking and baking utensils and wares
- 1 commercial dishwasher
- 2 residential-type microwaves (1 in Kitchen, 1 in Dining Room)
- 1 commercial four-burner, two-oven, 48-inch grill stove
- 1 commercial two-door, five-rack convection oven
- 1 commercial ice machine
- 1 commercial water source coffee machine
- 1 double fountain juice dispenser
- 1 Hobart mixer
- 1 meat slicer
- 1 steam table
- 1 walk-in cooler
- 1 two-door cooler
- 1 one-door cooler
- 1 cooler for bagged lunch items
- 5 freezers (3 stand-up, 2 chest-type)
- 1 hand mixer
- 2 x 4-slice toasters (residential type)
- 1 commercial food processor
- 1 kitchen pail for collecting kitchen organics
- 1 stone BBQ

The quantities of items included are sufficient to meet the current needs of the Palisades Centre.

This list is not exhaustive.

APPENDIX D : Palisades Centre Site Map



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.

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: Guests Aged 11 years and Up	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	5000	\$
2.	Hot Lunch	Per Person	\$	4500	\$
3.	Bag Lunch	Per Person	\$	1700	\$
4.	Dinner	Per Person	\$	5000	\$
5.	Coffee Service	Per Person	\$	2000	\$
A.	Total Extended Price (excluding applicable tax)				\$
Item No.	Description: Children Aged 6 – 10 Years	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	20	\$
2.	Hot Lunch	Per Person	\$	20	\$
3.	Bag Lunch	Per Person	\$	20	\$
4.	Dinner	Per Person	\$	20	\$
5.	Coffee Service	Per Person	\$	20	\$
B.	Total Extended Price (excluding applicable tax)				\$

Item No.	Description: Children Aged 1 – 5	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	20	\$
2.	Hot Lunch	Per Person	\$	20	\$
3.	Bag Lunch	Per Person	\$	20	\$
4.	Dinner	Per Person	\$	20	\$
5.	Coffee Service	Per Person	\$	20	\$
C.	Total Extended Price (excluding applicable tax)				\$
D.	Contract Year - Total Combined Price (excluding applicable tax) (A + B + C =)				\$

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.

Item No.	Description: Guests Aged 11 years and Up	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	5000	\$
2.	Hot Lunch	Per Person	\$	4500	\$
3.	Bag Lunch	Per Person	\$	1700	\$
4.	Dinner	Per Person	\$	5000	\$
5.	Coffee Service	Per Person	\$	2000	\$
E.	Total Extended Price (excluding applicable tax)				\$
Item No.	Description: Children Aged 6 – 10 Years	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	20	\$
2.	Hot Lunch	Per Person	\$	20	\$
3.	Bag Lunch	Per Person	\$	20	\$
4.	Dinner	Per Person	\$	20	\$

5.	Coffee Service	Per Person	\$	20	\$
F.	Total Extended Price (excluding applicable tax)				\$
Item No.	Description: Children Aged 1 – 5	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	20	\$
2.	Hot Lunch	Per Person	\$	20	\$
3.	Bag Lunch	Per Person	\$	20	\$
4.	Dinner	Per Person	\$	20	\$
5.	Coffee Service	Per Person	\$	20	\$
G.	Total Extended Price (excluding applicable tax)				\$
H.	Option Period One (1)- Total Combined Price (excluding applicable tax) (E + F + G =)				\$

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: Guests Aged 11 years and Up	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	5000	\$
2.	Hot Lunch	Per Person	\$	4500	\$
3.	Bag Lunch	Per Person	\$	1700	\$
4.	Dinner	Per Person	\$	5000	\$
5.	Coffee Service	Per Person	\$	2000	\$
I.	Total Extended Price (excluding applicable tax)				\$
Item No.	Description: Children Aged 6 – 10 Years	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	20	\$
2.	Hot Lunch	Per Person	\$	20	\$

3.	Bag Lunch	Per Person	\$	20	\$
4.	Dinner	Per Person	\$	20	\$
5.	Coffee Service	Per Person	\$	20	\$
J.	Total Extended Price (excluding applicable tax)				\$
Item No.	Description: Children Aged 1 – 5	Unit of Measurement	Firm Price Per Unit (PU)	Estimated Quantity (EQ)	Extended Price(s) (PU x EQ)
1.	Breakfast	Per Person	\$	20	\$
2.	Hot Lunch	Per Person	\$	20	\$
3.	Bag Lunch	Per Person	\$	20	\$
4.	Dinner	Per Person	\$	20	\$
5.	Coffee Service	Per Person	\$	20	\$
K.	Total Extended Price (excluding applicable tax)				\$
L.	Option Period One (2)- Total Combined Price (excluding applicable tax) (I + J + K =)				\$

4. Total Combined Extended Price

Item No.	Description	Total Combined Price (s)
D.	TABLE A: Contract Year: April 01, 2019 – March 31, 2020	\$
H.	TABLE B: Option Period One (1): April 01, 2020 – March 31, 2021	\$
L.	TABLE C: Option Period Two (2): April 01, 2021 – March 31, 2022	\$
Total Combined Extended Price (excluding applicable tax) (Items D. + H. + L. =)		\$

Notes:

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

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ANNEX “C” - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

Location of Work

General Description of Work to be Completed
--

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Mark “Yes” where applicable.

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

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

Name	Signature	Date
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ANNEX “D”- INTEGRITY PROVISIONS – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

Instructions

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

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

Supplier Information:

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

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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 the catering industry.
3.2	The Bidder must provide information on three (3) previous catering 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
4.1	Qualifications and Experience		
4.1.1	The Bidder's proposal should clearly demonstrate their number of years of experience in the catering industry.	<p>0 points: No information provided, not addressed.</p> <p>5 points: More than five (5) but less than seven (7) years' experience in the catering industry.</p> <p>7 points: More than seven (7) but less than nine (9) years' experience in the catering industry.</p> <p>9 points: Nine (9) or more years' experience in the catering industry.</p>	9
4.1.2	<p>The Bidder must provide information on three (3) previous catering 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 on previous catering operations 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 a conference centre, camp, or retirement home, etc.).</p> <p>At least two (2) of the catering operations should demonstrate the Bidder's</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 5 points: Incomplete details provided. Possesses limited experience that is similar in scope, nature and complexity. No experience catering for large groups demonstrated.</p> <p>6 – 10 points: Mostly complete details provided. Possesses some experience that is similar in scope, nature and complexity. Limited experience catering for large groups demonstrated within the past five (5) years.</p> <p>11 – 15 points: Complete details provided. Good experience that is similar in scope, nature and complexity. Consists mostly of experience catering for large groups demonstrated within the past five (5) years.</p> <p>16 - 20 points: Complete details provided. Extensive experience that is similar in scope,</p>	20

	<p>experience catering for large groups.</p> <p><i>For the purposes of this RFP a large group is defined as being a group consisting of 20-100 or more people.</i></p>	<p>nature and complexity. Consists entirely of experience catering for large groups within the past five (5) years.</p>	
4.1.3	<p>The Bidder's proposal should include any relevant food service industry specific training standards required by the Bidder for their catering staff.</p> <p>These standards can include but are not limited to certifications and/or completed courses in the areas of:</p> <ul style="list-style-type: none"> • a Certified Journey person • Certified Chef de Cuisine • Executive Chef • Executive Sous Chef • Sous Chef • Red Seal Certification; or • other alternative certifications 	<p>0 points: No information provided, not addressed.</p> <p>1 – 3 points: Incomplete details provided or minimal relevant food service industry specific training standards required by the Bidder for their catering staff.</p> <p>4 – 6 points: Partial details provided. Demonstrates an adequate range of industry specific training required by the Bidder for their catering staff.</p> <p>7-9 points: Complete details provided. Demonstrates a good range of industry specific training required by the Bidder for their catering staff.</p> <p>10 –12 points: Provides extensive detail. Demonstrates a high level of industry specific training required by the Bidder for their catering staff (ex: Certified Chef de Cuisine and/or Red Seal Certification).</p>	12
4.2	Approach & Methodology		
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</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 5 points: Incomplete details. Demonstrates little understanding of the scope, duties, roles and responsibilities for the ability to meet the required level of service.</p> <p>6 – 10 points: 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>	20

	<p>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 catering service.</p> <p>The Bidder' proposal should include:</p> <ul style="list-style-type: none"> • a detailed outline of the significant duties involved • identify key staff positions; and • clearly identify their individual roles and responsibilities 	<p>11 – 15 points: 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>16 - 20 points: 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>	
<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>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Demonstrates a poor understanding of the potential challenges for carrying out the Work or how these challenges might be overcome.</p> <p>5 – 9 points: Demonstrates a good understanding of the potential challenges for carrying out the Work and how these challenges can be overcome.</p> <p>10 – 15 points: 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</p>	<p>0 points: No information provided, not addressed.</p> <p>1 point: 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, bulk supplies and sourcing local, sustainable foods.</p> <p>3 points: Good detail and demonstration provided of the ability to meet the requirements for Consumable Supplies and Environmental</p>	<p>5</p>

Solicitation No. - N° de l'invitation
5P420-18-0485/A

Amd. No. - N° de la modif.
00

Contracting Authority - Autorité contractante
Joanne S. Cuthbert

Client Ref. No. - N° de réf. du client
PW-19-00863892

Title - Sujet
Catering Services – Palisades Centre, Jasper, AB.

	from recycled content b) procuring consumable supplies with a minimum of packaging c) sourcing locally-produced, sustainable foods	Best Practices in purchasing and supplying environmentally-friendly paper products, bulk supplies and sourcing local, sustainable foods. 5 points: 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, bulk supplies and sourcing local, sustainable foods.	
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	Total Points Available	81
	Minimum Points Required	57

Bids that do not obtain the required minimum of 57 points overall for the point rated technical criteria will be given no further evaluation.