



**RETURN OFFERS TO:  
RETOURNER LES OFFRES À :**

By Mail:

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

Bid Fax: 877-558-2349

**REQUEST FOR STANDING  
OFFERS**

**DEMANDE D'OFFRES À  
COMMANDES**

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

Le Canada, représenté par le ministre l'Environnement et du Changement climatique aux fins de l'Agence Parcs Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

**Comments - Commentaires :**

**Issuing Office - Bureau de distribution :**

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

<b>Title - Sujet :</b> RF50 – Firewood for Bruce Peninsula National Park	
<b>Solicitation No. - N° de l'invitation :</b> 5P300-18-0314/A	<b>Date :</b> February 18, 2019
<b>Client Reference No. - N° de référence du client :</b> N/A	
<b>GETS Reference No.   N° de référence de SEAG :</b> PW-19-00864520	

<b>Solicitation Closes - L'invitation prend fin :</b> <b>At - à :</b> 2 pm <b>On - le :</b> March 29, 2019	<b>Time Zone - Fuseau horaire</b> Eastern Daylight Savings Time (EDT)
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<b>F.O.B. - F.A.B. :</b> <b>Plant - Usine :</b> <input type="checkbox"/> <b>Destination :</b> <input checked="" type="checkbox"/> <b>Other - Autre :</b> <input type="checkbox"/>		
<b>Address Enquiries to - Adresser toutes demande de renseignements à :</b> Insert name of Contracting Authority		
<b>Telephone No. - N° de telephone :</b> (613) 938-5791	<b>Fax No. -N° de télécopieur :</b>	<b>Email Address – Courriel :</b> laura.lowson@canada.ca
<b>Destination of Goods, Services, and Construction - Destination des biens, services, et construction :</b> Cyprus Lake Campground, 469 Cyprus Lake Road, Tobermory, ON N0H 2R0		

**TO BE COMPLETED BY THE OFFEROR - À REMPLIR PAR LE L'OFFRANT**

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

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**Amd. No. - N° de la modif. :**  
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**Standing Offer Authority - Responsable de  
l'offre à commandes :**  
Laura Lawson

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

**Title – Titre :**  
RFSO – Firewood for Bruce Peninsula National Park

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## **IMPORTANT NOTICE TO OFFERORS**

### **Direct Deposit**

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

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

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

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## **PART 1 – GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, the Basis of Payment and any other annexes.

### **1.2 Summary**

**1.2.1** Parks Canada as a requirement for the provision of Bagged Firewood for the campground on “an as and when requested basis” for Bruce Peninsula National Park, in Tobermory, Ontario, Canada. The Contractor will provide dried, bagged firewood in a quantity of at least 1 cubic foot of wood per bag.

All wood must be sourced from the Grey/Bruce Counties, North of Highway #21 in order to avoid the introduction of dangerous wood-carried insects that are now in parts of Southern Ontario.

Parks Canada may award up to six (6) Standing Offers. The Standing Offers will be ranked based on lowest evaluated price. Only those offers within 15% of the best-price offer, will be considered. Each season, each Standing Offer holder will receive a call-up for 1000 units (in order of ranking) and once the first 1000 units each has been issued, additional call-ups will be issue based on the Right of First Refusal.

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

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Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the bid solicitation process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

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## PART 2 – OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2018-05-22), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 2.1.1 **B4024T (2017-07-01) No Substitute Products**

Bidders must provide products that are of the same description, brand name, model and/or part number as detailed in the item description of the bid solicitation. Bidders are advised that substitute products will not be considered.

### 2.2 Submission of Offers

Offers must be submitted only to Parks Canada Agency Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

### 2.3 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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## **PART 3 – OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

Section I: Financial Offer (1 faxed or mailed copy)

Section II: Certifications (1 faxed or mailed copy)

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, offerors 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: Financial Offer**

Offerors must submit their financial bid in accordance with the Basis of Payment.

#### **Section II: Certifications**

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



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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Financial Evaluation**

SACC *Manual* clause [M0220T](#) (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Parks Canada may award up to six (6) Standing Offers. Only those offers within 15% of the best-price offer, will be considered.

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

Offerors must provide the required certifications and additional information to be awarded a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, 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 offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Offeror, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to issuance of a standing offer. Offerors must provide the information requested at Annex "C" to Part 5 of the Request for Standing Offers.

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

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

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Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## **PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There is no security requirement applicable to the Standing Offers.

### **6.2 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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## PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex “A”.

#### 7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### 7.3.1 General Conditions

2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Contract

The period for making call-ups against the Standing Offer is from Standing Offer Award to March 31, 2020.

##### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional three (3) periods, from April 1, 2020 to March 31, 2021, April 1, 2021 to March 31, 2022 and April 1, 2022 to March 31, 2023 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

##### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified Annex “A” of the Standing Offer.

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

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

Telephone: 613-938-5791  
E-mail address: laura.lowson@canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

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

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## **7.6 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is:

Parks Canada;  
Bruce Peninsula National Park designated representative(s).

## **7.7 Call-up Procedures**

Parks Canada may award up to six (6) Standing Offers. The Standing Offers will be ranked based on lowest evaluated price. Only those offers within 15% of the best-price offer, will be considered.

Each season, each Standing Offer holder will receive a call-up for 1000 units (in order of ranking) and once the first 1000 units each has been issued, additional call-ups will be issue based on the Right of First Refusal.

The identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

## **7.8 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or SAP generated Call-up Against a Standing Offer.

## **7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

## **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$75,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) month before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.11 Priority of Documents**

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the Articles of the Standing Offer;
- (c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;

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- (d) the general conditions [2029](#) (2016-04-04), General Conditions – Goods or Services (Low Dollar Value);
- (e) Annex A, Requirement;
- (f) Annex B, Basis of Payment;
- (g) the Offeror's offer dated \*\*\* to be inserted at issuance of a standing offer \*\*\*.

## 7.12 Certifications and Additional Information

### 7.12.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



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## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2029](#) (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) apply to and form part of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2020 inclusive.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

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

#### **7.4.2 Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

### **7.5 Invoicing Instructions**

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

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

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## 7.6 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

## 7.7 Inspection and Acceptance

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

## ANNEX A

### REQUIREMENT

#### A1 Quantity of Bags of Firewood Required

- Up to six standing offers will be established to purchase an estimated 13,000 bags of wood total.
- The bagged firewood will be delivered by the Contractors as described in Section A5 of this Annex.
- The estimated requirement for 13,000 bags is based on past sales of an average of 10,000 to 13,000 purchased annually. In the event of extreme fire hazard, fire bans may be put in place by Parks Canada that would eliminate usage of firewood for a period of time. A fire ban would result in a smaller quantity being required of the contractors.

#### A2 Quantity of Wood in a Bag

- The firewood must be packaged in a bag and must contain at least 1 cubic foot of wood.
- Upon delivery, staff may check volume of random bags being delivered and have the right to refuse delivery if wood content is below 1 cubic foot of wood.

#### A3 Dimensions, Form, Composition of Firewood in Each Bag

- The contractor must split the firewood to be smaller than 4 inches in diameter.
- The bags will consist of a minimum of 20% birch with up to 60% poplar and 40% balsam fir, Scots/Scotch pine or eastern white cedar.
- The pieces of wood will be a minimum 12 inches in length to facilitate uniform bagging and piling.
- It is essential that the wood will be dry (moisture level must be below 20%). The Contractor may be supplied with a moisture gauge upon request.
- Upon delivery, staff will check moisture content of random bags being delivered and may refuse delivery if wood moisture level reading are 20% or higher moisture level.

#### A4 Specifications of the Firewood Bags

- Contractors must provide wood in mesh polypropylene bags. Bags will not be supplied by Parks Canada.
- The bags will have the flat dimensions of 20.5 inches X 24.5 inches.
- The bags will have a pull tie to close the mouth of the bags.

#### A5 Schedule for Delivery of Wood

- Wood will be delivered to the Cyprus Lake Campground wood storage area (Located at Cyprus Lake Office, 469 Cyprus Lake Road, Tobermory, Ontario N0H 2R0), at times that match the consumption of the wood in the campground, to ensure there is always a supply of wood for sale. Contact may be made by phone or text (phone number to be supplied by successful contractor). A response must be received at Cyprus Lake Office within 1 hour to provide an estimated time of delivery. Delivery must be received within 24 hours of being contacted by park staff.
- Deliveries will not be accepted between 2:00 p.m. and 4:00 p.m., unless prior arrangements are made with park staff.
- Year #1: Delivery is to begin as early as April 23, 2019, depending on operating season and continue to October 31, 2019.

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- Year #2: Delivery is to begin as early as April 22, 2020, depending on operating season and continue to October 31, 2020.
- Delivery arrangements must be made in consultation with, and approved by the project authority.
- At the time of delivery, the Contractor will provide the Park representative with a slip indicating the number of bags delivered that will be signed off by the Parks Canada person as a verification of the number of bags delivered. The copy will be retained by Parks Canada.

**A6 Requirement for Wood Bags Piling and Cyprus Office Shed Filling Upon Delivery**

- At the time of delivery, the Contractor will fill the wood storage area at the Cyprus Lake Office.
- The wood must be stacked neatly in the area in a manner that will allow for maximum capacity of wood for the shed and for the wood to be safely removed by users.
- Upon delivery, staff will check the exact quantity of bags being delivered.

**A7 Source of the Firewood**

- All wood must be sourced from the Grey/Bruce Counties, North of Highway #21 in order to avoid the introduction of invasive forest insects and pathogens.

**A8 Harvest Practices**

- All suppliers must hold a valid permit to harvest from Bruce County and be compliant with Bruce County Forest Conservation by-law No. 4071.

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## ANNEX B

### BASIS OF PAYMENT

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

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

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

<b>Table A - Standing Offer Period: April 1 2019 to March 31, 2020</b>					
Item	Description	Unit	Estimated Quantity	Unit price (per bag)	Extended Price
1	BAGGED FIREWOOD	BAG	13,000	\$	\$

<b>Table B - Standing Offer Option Period 1: April 1 2020 to March 31, 2021</b>					
Item	Description	Unit	Estimated Quantity	Unit price (per bag)	Extended Price
1	BAGGED FIREWOOD	BAG	13,000	\$	\$

<b>Table C - Standing Offer Option Period 2: April 1 2021 to March 31, 2022</b>					
Item	Description	Unit	Estimated Quantity	Unit price (per bag)	Extended Price
1	BAGGED FIREWOOD	BAG	13,000	\$	\$

<b>Table D - Standing Offer Option Period 3: April 1 2022 to March 31, 2023</b>					
Item	Description	Unit	Estimated Quantity	Unit price (per bag)	Extended Price
1	BAGGED FIREWOOD	BAG	13,000	\$	\$

<b>TOTAL EVALUATED PRICE – Tables A+B+C+D</b>	\$
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