



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

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

**REQUEST FOR  
QUOTATION**

**DEMANDE DE PRIX**

**Quotation 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.

**Prix à : l'Agence Parcs Canada**

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

**Comments - Commentaires :**

**Issuing Office - Bureau de distribution :**

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

<b>Title - Sujet :</b> Passenger Shuttle 2019 – Lake Louise, AB	
<b>Solicitation No. - N° de l'invitation :</b> 5P420-18-0486/A	<b>Date :</b> 04 April 2019
<b>Client Reference No. - N° de référence du client :</b> n/a	
<b>GETS Reference No.   N° de référence du SEAG :</b> PW-19-00870155	

<b>Solicitation Closes - L'invitation prend fin :</b> At - à : 14 :00 On - le : 24 April 2019	<b>Time Zone - Fuseau horaire</b> <b>MDT/HAR</b>
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<b>F.O.B. - F.A.B. :</b> Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>	
<b>Address Enquiries to - Adresser toutes demande de renseignements à :</b> Kirsten Sage <a href="mailto:kirsten.sage@canada.ca">kirsten.sage@canada.ca</a>	
<b>Telephone No. - N° de téléphone :</b> (587) 436-5795	<b>Fax No. -N° de télécopieur :</b> 1-866-246-6893
<b>Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :</b> See Herein	

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

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

**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Kirsten Sage

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

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## **IMPORTANT NOTICE TO BIDDERS**

### **Direct Deposit**

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

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

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

### **Security Requirements**

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

## TABLE OF CONTENTS

<b>PART 1 – GENERAL INFORMATION</b> .....	<b>5</b>
1.1 SECURITY REQUIREMENTS.....	5
1.2 STATEMENT OF WORK.....	5
1.3 DEBRIEFINGS.....	5
1.4 TRADE AGREEMENTS.....	5
<b>PART 2 – BIDDER INSTRUCTIONS</b> .....	<b>6</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2 SUBMISSION OF BIDS.....	6
2.3 ENQUIRIES – BID SOLICITATION.....	6
2.4 APPLICABLE LAWS.....	6
<b>PART 3 – BID PREPARATION INSTRUCTIONS</b> .....	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS.....	7
<b>PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION</b> .....	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION</b> .....	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	9
<b>PART 6 - RESULTING CONTRACT CLAUSES</b> .....	<b>11</b>
6.1 SECURITY REQUIREMENTS.....	11
6.2 STATEMENT OF WORK.....	11
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT.....	11
6.5 AUTHORITIES.....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	13
6.7 PAYMENT.....	13
6.8 INVOICING INSTRUCTIONS.....	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
6.10 APPLICABLE LAWS.....	14
6.11 PRIORITY OF DOCUMENTS.....	14
6.12 SACC MANUAL CLAUSES.....	14
6.13 INSPECTION AND ACCEPTANCE.....	14
6.14 INSURANCE – SPECIFIC REQUIREMENTS.....	15
<b>ANNEX “A” - STATEMENT OF WORK</b> .....	<b>17</b>
<b>ANNEX “B” - BASIS OF PAYMENT</b> .....	<b>36</b>
<b>ANNEX “C” - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)</b> .....	<b>39</b>
<b>ANNEX “D” - TO PART 5 OF THE BID SOLICITATION</b> .....	<b>41</b>
FORMER PUBLIC SERVANT.....	41
<b>ANNEX “E” - TO PART 5 OF THE BID SOLICITATION</b> .....	<b>43</b>
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM.....	43
<b>ANNEX “F”- TO PART 5 OF THE BID SOLICITATION</b> .....	<b>45</b>

**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

**Amd. No. - N° de la modif. :**  
00

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Kirsten Sage

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

---

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION ..... 45

## **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 Canadian Free Trade Agreement (CFTA).

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

---

## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

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

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

### **2.3 Enquiries – Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than nine (9) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

---

## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

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

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

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

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

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

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

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

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

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

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

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



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

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

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

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

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

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

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

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

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

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

#### **5.2.1 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required at **Annex "D"** to Part 5 of the Bid Solicitation before contract award.

#### **5.2.2 Integrity Provisions – Required Documentation**

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must submit a list of names prior to award of a contract. Bidders must provide the information requested at **Annex "E"** to Part 5 of the Bid Solicitation.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) -

**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

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

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

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[Labour's website \(https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#\)](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

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

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

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

## **5.2.4 Additional Certifications Precedent to Contract Award**

### **5.2.4.1 Status and Availability of Resources**

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

- (a) The Contractor/Offeror's personnel as well as his subcontractors that could or will require access to unescorted work site(s), assets or sensitive information must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).
- (b) All screening requests for contractors must be sent to [pc.securite-security.pc@canada.ca](mailto:pc.securite-security.pc@canada.ca).

### 6.2 Statement of Work

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

#### 6.2.1 Work Authorization

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

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

### 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.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from May 17, 2019 to October 14, 2019 inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

**Kirsten Sage**  
Acting Advisor  
Parks Canada Agency

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
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Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
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Suite 720, 220 – 4<sup>th</sup> Avenue S.E.  
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Telephone: (587) 436-5795  
E-mail address: [kirsten.sage@canada.ca](mailto:kirsten.sage@canada.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

**\*\*\* to be provided at contract award \*\*\***

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

<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>		

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment – Cost reimbursable – Limitation of expenditure

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

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

### 6.7.2 Limitation of Expenditure

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

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

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

whichever comes first.

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

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

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

### 6.7.4 Monthly Payment

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

## 6.8 Invoicing Instructions

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

## 6.8.2 Invoices must be distributed as follows:

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

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

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

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [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 \*\*\* **to be inserted at contract award** \*\*\*.

## 6.12 SACC Manual Clauses

[A1009C](#) (2008-05-12), Work Site Access  
[A9068C](#) (2010-01-11), Government Site Regulations  
[B6802C](#) (2007-11-30), Government Property  
[B9028C](#) (2007-05-25), Access to Facilities and Equipment

## 6.13 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.

## 6.14 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.

### 6.14.1 Commercial General Liability Insurance

**6.14.1.1** 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.

**6.14.1.2** The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Parks Canada Agency.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

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

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

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- I. 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

#### **6.14.2 Automobile Liability Insurance**

**6.14.2.1** The Contractor must obtain Automobile 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.

**6.14.2.2** The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. 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.
- e. OPCF/ SEF/ QEF #6c - Public Passenger Vehicles Endorsement
- f. OPCF/ SEF/ QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
  - 8 to 12 Passengers: \$5,000,000
  - 13 or more Passengers: \$8,000,000



## **ANNEX “A” - STATEMENT OF WORK**

### **1. Scope**

#### **1.1 Background**

The Lake Louise area in Banff National Park is an iconic Canadian destination that welcomes millions of visitors every year, both nationally and internationally. This area is composed of the Lower Village of Lake Louise, Moraine Lake, the Lake Louise Ski Area and Upper Lake Louise itself. Congestion to this scenic location has been an issue for decades and has become increasingly problematic with higher visitation each year. Thousands of Canadians, international travelers, and organized tours visit the area each day. In past seasons the upper Lake Louise and Moraine parking lots would fill prior to 8 am and Lake Louise Drive would have vehicles parked along each side for over a kilometer. In response, Parks Canada implemented a weekend shuttle program to Moraine Lake in 2013 which expanded in 2014 and then again in 2015 - serving over 7000 visitors over 12 days. In 2016 a shuttle route to Lake Louise was developed and piloted. About 17 000 riders took the shuttle, eliminating 34 km of cars from the road. Parks Canada continues the process of developing a traffic management plan for the area in collaboration with 3rd parties including the RCMP, Lake Louise Fire Rescue, Banff and Lake Louise Tourism, as well as stake holders and residents. In 2017 and 2018 Parks Canada contracted traffic management personnel daily from the Victoria Day long weekend until the Thanksgiving long weekend to keep the flow of traffic moving and to ensure a point of egress in case of a public safety situation. No parking zones were created on both Lake Louise Drive and Moraine Lake road and a daily shuttle service to Lake Louise was offered with an additional service to Moraine Lake from in late summer. In all over 736,000 rides were provided during the 2017 and 2018 season. In 2019, LLYK FU will be providing daily shuttle service to Lake Louise and Moraine Lake as well as daily traffic management from May 17 - October 14.

Parks Canada Agency (PCA) is dedicated to finding a long term solution to traffic management in the Lake Louise area and committed to the implementation of a local transit system. The Lake Louise, Yoho and Kootenay (LLYK) Field Unit continues to work with local stakeholders to deliver on a local transit system, which is anticipated to be implemented in the summer of 2020 at the earliest. An interim measure must be implemented in order to help alleviate traffic congestion prior to the introduction of a local transit system.

#### **1.2 Objective**

Based on the successes of 2017 and 2018 Parks Canada will be implementing a daily shuttle to Upper Lake Louise from May 17, 2019 to October 14<sup>th</sup>, 2019 and a daily shuttle to Moraine Lake from May 24<sup>th</sup>, 2019 to October 14<sup>th</sup>, 2019.

#### **1.3 Reference Documents**

- 1.3.1 Appendix A: Upper Lake Louise Shuttle Service Schedule
- 1.3.2 Appendix B: Lake Louise Village Shuttle Service Schedule
- 1.3.3 Appendix C: Moraine Lake Shuttle Service Schedule
- 1.3.4 Appendix D: Shuttle Bus Routes
- 1.3.5 Appendix E: Parking Lot Pictures

## 2. Requirements

The contractor is responsible for the following:

### 2.1 Scope of Work

Refer to **Appendices A through C** for shuttle schedules, **Appendix D** for routes and **Appendix E** for pictures of parking lots, which indicates the pickup and drop-off locations.

#### **Upper Lake Louise Shuttle 2019:**

The Contractor must provide a return shuttle service from the Lake Louise Park and Ride (at the Lake Louise Overflow parking lot 5.5 km east of Lake Louise on the Trans-Canada) to the Upper Lake Louise parking lot. This shuttle service will operate over 151 days in May, June, July, August, September, and October 2019. The shuttle service must be offered from 8:00 a.m. to 6:30 p.m.

Month	May	June	July	August	September	October
Dates	17-31	1-30	1-31	1-31	1-30	1-14
Total of days	15 days	30 days	31 days	31 days	30 days	14 days

**Appendix A:** Between May 17<sup>th</sup> and October 14<sup>th</sup> 2019 the Contractor must provide round trip service for visitors at the following locations on each trip:

- Park and Ride at the Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway.

#### **Lake Louise Village and Campground Shuttle 2019:**

The Contractor must provide a return shuttle service from the Lake Louise Park and Ride (at the Lake Louise Overflow parking lot 5.5 km east of Lake Louise on the Trans-Canada) to the Village of Lake Louise (on Lake Louise Drive). This shuttle service will operate over 151 days in May, June, July, August, September, and October 2019. The shuttle service must be offered from 8:00 a.m. to 6:30 p.m.

Month	May	June	July	August	September	October
Dates	17-31	1-30	1-31	1-31	1-30	1-14
Total of days	15 days	30 days	31 days	31 days	30 days	14 days

**Appendix B:** Between May 17<sup>th</sup> and October 14<sup>th</sup> 2019 the Contractor must provide round trip service for visitors at the following locations on each trip:

- Park and Ride at the Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- The village of Lake Louise adjacent to Samson mall on Lake Louise Drive 250m from the Trans-Canada Highway.
- Lake Louise Campground (turn around loop just beyond the bridge).

#### **Moraine Lake Shuttle 2019:**

- The Contractor must provide a return shuttle service from the Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway to the Moraine Lake parking lot.

- This shuttle service will operate over 144 days in May, June, July, August, September, and October 2019. The shuttle service must be offered from 8:30 a.m. to 6:30 p.m.

Month	May	June	July	August	September	October
Dates	24 -31	1-30	1-31	1-31	1-30	1-14
Total of days	8 days	30 days	31 days	31 days	30 days	14 days

**Appendix C:** Between May 24<sup>th</sup> and October 14<sup>th</sup> 2019 the Contractor must provide service for visitors at the following locations on each trip:

- Park and Ride at the Lake Louise Overflow parking lot located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway.
- Moraine Lake parking lot.

## 2.2 Level of Service

The Contractor must:

- 2.2.1 Provide sufficient capacity to run buses between the Park and Ride at the Lake Louise Overflow parking lot and the Upper Lake Louise parking lot every 15 minutes as per schedules in **Appendix A** for a minimum of 40 passengers per run;
- 2.2.2 Provide sufficient capacity to run buses between the Park and Ride at the Lake Louise Overflow and the Village of Lake Louise (Samson Mall) every 15 minutes as per schedules in **Appendix B** for a minimum of 40 passengers per run;
- 2.2.3 Provide sufficient capacity to run buses between the Park and Ride at the Lake Louise Overflow and the Moraine Lake parking lot every 20 minutes as per schedules in **Appendix C** for a minimum of 40 passengers per run;
- 2.2.3 Provide buses with a minimum seating capacity of 40 passengers;
- 2.2.4 Provide the shuttle service from 8:00 a.m. to 6:30 p.m., with the first visitor pickup at the Lake Louise Overflow parking lot at 8:00 a.m. and the last visitor pickup at either the Upper Lake Louise parking lot or Lake Louise Village at 6:15 p.m. or Moraine Lake parking lot at 6:00 p.m. accordance with the schedules in **Appendix A, Appendix B and Appendix C**;
- 2.2.5 Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Samson Mall, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot (additional runs will be paid at a per bus run rate);
- 2.2.6 Provide two (2) extra shuttles on: the July Long Weekend (June 30, July 1, and 2), August Long Weekend (August 3, 4, 5 and 6), and September Long Weekend (August 31, September 1, 2 and 3), to help with higher visitation volumes;
- 2.2.7 Maintain the daily schedules in **Appendix A, Appendix B and Appendix C**

## 2.3 Additional Contractor Responsibilities

### 2.3.1 Key personnel:

The contractor must identify one (1) project lead and a shift team lead. Each must have at least two (2) years of experience managing a team that is similar in scope, nature and complexity to the requirements described herein. The project lead and planned shift team leads must be made known to the PCA Project Authority at the commencement of the Contract. The shift team leads should have a consistent schedule throughout the contract.

One shift team lead must be on location at all times for the duration of each shift, unless prior consent of the PCA Project Authority has been given. When work is being performed under section 2.2 As and When Requested Services a minimum of one (1) of the identified shift team lead must be on location at all times.

Any staffing changes to replace the identified project lead and/or shift team leads must be made known to the PCA Project Authority before the start of the next shift and possess the required experience.

These individuals are responsible for the following:

- Act as a single points of contact for the PCA Project Authority.
- Act as a liaison between the PCA Project Authority and all other contractor staff and/or subcontractor(s) onsite carrying out work under this contract.
- Receiving 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.
- Having experience and training in all aspects of the work
- Is responsible for the training, orientation and overseeing performance of the contractor staff and/or subcontractor(s) to the contract requirements and obligations.

2.3.2 Provide adequate number of buses and drivers to meet the schedule requirements;

2.3.3 Provide adequate number of buses and drivers to transport at least 2,800 return passengers per day as outlined in the 2.2 Level of Service;

2.3.4 Provide excellent customer service; Ensure that all bus drivers present Parks Canada in a positive and professional manner at all times;

2.3.5 Provide all bus drivers with matching uniforms that clearly identifies them as the shuttle service drivers (this could be as simple as black pants and a white shirt with an appropriate identifier name tag);

2.3.6 Ensure all bus drivers are able to communicate clearly in English in an effective, efficient and professional manner;

2.3.7 Ensure that all bus drivers assist in the loading and unloading of passengers and baggage; (the Village / Campground route will not have Parks Canada staff present);

2.3.8 Ensure bus drivers are aware of the routes and protocols ahead of time, (ie new bus drivers do not show up mid-season unacquainted with the program, and / or routes);

2.3.9 Ensure that each bus driver has a clean driving abstract and that they are appropriately licensed to drive the passenger buses for the duration of the Contract;

- 2.3.10 Provide bus drivers accommodation at its own cost (if required);
- 2.3.11 Ensure monthly invoices are line itemized and any additional charges are clearly noted;
- 2.3.12 Ensure that all bus drivers attend a shuttle program orientation provided by Parks Canada prior to the operation on any bus in the performance of the work under the Contract.

## **2.4 Fleet Requirements**

The Contractor must:

- 2.4.1 Operate in accordance with:
  - the Alberta Traffic Safety Act;
  - Transport Canada's Motor Vehicle Transportation Act (1987); and
  - National Safety Code (NSC) standards;
- 2.4.2 Ensure that all buses are approved for this service through the Commercial Vehicle Inspection Program (CVIP) and have a valid permit for the duration of the Contract (proof must be provided to the PCA Project Authority prior to the operation of any bus in the performance of the work under the Contract);
- 2.4.3 Ensure that the buses are properly geared and have sufficient power to safely and effectively operate when fully loaded;
- 2.4.4 Provide all bus drivers a means of communication while buses are in service (radios or cell phones);
- 2.4.5 Ensure fueling and maintenance of buses does not impact daily schedules and level of service;
- 2.4.6 Obtain and maintain the specified insurance requirements for the duration of the Contract;
- 2.4.7 Provide a spare bus on location in the event of a breakdown;
- 2.4.8 Ensure the buses are clearly marked with the company logo and clearly indicate that contract services are being provided;
- 2.4.9 Display signs provided by Parks Canada in each bus at all times while performing under the contract;
- 2.4.10 Keep each bus clean at all times;

## **2.5 As and When Requested Services**

Parks Canada may require additional shuttle services on an as and when requested basis. The PCA Project Authority will inform the Contractor of the requirements and authorize the work in accordance with the Work Authorization process identified in the Contract and Annex "B". Any changes in excess of or outside the scope of the Contract must be approved in writing by the Contract Authority by way of a contract amendment.

## **2.6 Constraints**

- 2.6.1 The buses are not required to be handicapped accessible;
- 2.6.2 Bicycles and pets will not be authorized on the bus;

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

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PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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2.6.3 Parks Canada reserves the right to request the removal of any drivers and a replacement is to be provided at no cost;

2.6.4 Under no circumstances are drivers to accept tips from passengers.

### **3.0 Support Provided by Canada**

Parks Canada shall:

3.1.1 Provide a shuttle program orientation to all bus drivers;

3.1.2 Provide the daily schedules;

3.1.3 Provide a sign to display on each bus indicating it is the free shuttle in between the Lake Louise Park and Ride, Lake Louise Village and Campground, Moraine Lake and the Upper Lake Louise parking lot;

3.1.4 Provide a site map identifying the pickup and drop-off locations (see **Appendix D** and **Appendix E**).

**Appendix A –Upper Lake Louise Shuttle Service Schedule May 17 to October 14**

**Louise Bus from Park and Ride**

Shuttle to run daily from Intercept Parking 0800 to 1630, 35 buses 1540 pax capacity

Bus #	Intercept	Louise		Village		Intercept
	Depart	Arrive	Depart	Arrive	Depart	Arrive
1	<b>8:00</b>	8:15	8:25	8:33	8:36	8:41
2	8:15	8:30	8:40	8:48	8:51	8:56
3	8:30	8:45	8:55	9:03	9:06	9:11
1	8:45	9:00	9:10	9:18	9:21	9:26
2	9:00	9:15	9:25	9:33	9:36	9:41
3	9:15	9:30	9:40	9:48	9:51	9:56
1	9:30	9:45	9:55	10:03	10:06	10:11
2	9:45	10:00	10:10	10:18	10:21	10:26
3	10:00	10:15	10:25	10:33	10:36	10:41
1	10:15	10:30	10:40	10:48	10:51	10:56
2	10:30	10:45	10:55	11:03	11:06	11:11
3	10:45	11:00	11:10	11:18	11:21	11:26
1	11:00	11:15	11:25	11:33	11:36	11:41
2	11:15	11:30	11:40	11:48	11:51	11:56
3	11:30	11:45	11:55	12:03	12:06	12:11
1	11:45	12:00	12:10	12:18	12:21	12:26
2	12:00	12:15	12:25	12:33	12:36	12:41
3	12:15	12:30	12:40	12:48	12:51	12:56
1	12:30	12:45	12:55	13:03	13:06	13:11
2	12:45	13:00	13:10	13:18	13:21	13:26
3	13:00	13:15	13:25	13:33	13:36	13:41
1	13:15	13:30	13:40	13:48	13:51	13:56
2	13:30	13:45	13:55	14:03	14:06	14:11
3	13:45	14:00	14:10	14:18	14:21	14:26
1	14:00	14:15	14:25	14:33	14:36	14:41
2	14:15	14:30	14:40	14:48	14:51	14:56
3	14:30	14:45	14:55	15:03	15:06	15:11
1	14:45	15:00	15:10	15:18	15:21	15:26
2	15:00	15:15	15:25	15:33	15:36	15:41
1	15:15	15:30	15:40	15:48	15:51	15:56
2	15:30	15:45	15:55	16:03	16:06	16:11
3	15:45	16:00	16:10	16:18	16:21	16:26
1	16:00	16:15	16:25	16:33	16:36	16:41
2	16:15	16:30	16:40	16:48	16:51	16:56
3	<b>16:30</b>	16:45	16:55	17:03	17:06	17:11
1	16:45	17:00	17:10	17:18	17:21	17:26
2	17:00	17:15	17:25	17:33	17:36	17:41
3	17:15	17:30	17:40	17:48	17:51	17:56
1	17:30	17:45	17:55	18:03	18:06	18:11
2	17:45	18:00	18:10	18:18	18:21	18:26

Clean-up buses  
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Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

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PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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**Red text** indicates last inbound bus to a location, further buses are clean-up only

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Overflow parking lot to the Upper Lake Louise parking from 8:00 a.m. to 4:30 p.m. (35 inbound trips)
- Shuttle runs from Upper Lake Louise parking lot to the Lake Louise Overflow parking lot from 8:30 a.m. to 6:00 p.m. (39 outbound trips)

Note that the total distance in between the Lake Louise Park and Ride lot and the Upper Lake Louise parking lot is 10.2 km and that uninterrupted travel time is approximately 10 minutes one way. Based on statistics from previous years, at least an additional 15 minutes each way be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates that 4 buses (with a minimum seating capacity of 40 passengers, and allowing for driver breaks) and additional buses on long weekends as described in **2.2.6 Level of Service**.



**Appendix B – Lake Louise Village and Campground Shuttle Service Schedule May 17 to October 14**

**Village Bus from Park and Ride**

Shuttle to run daily from Intercept Parking 0800 to 1800, 41 buses 1804 pax capacity

Bus #	Intercept	Village		LLCG		Village		Intercept
	Depart	Arrive	Depart	Arrive	Depart	Arrive	Depart	Arrive
1	8:00	8:05	8:08	8:11	8:15	8:18	8:21	8:25
2	8:15	8:20	8:23	8:26	8:30	8:33	8:36	8:40
1	8:30	8:35	8:38	8:41	8:45	8:48	8:51	8:55
2	8:45	8:50	8:53	8:56	9:00	9:03	9:06	9:10
1	9:00	9:05	9:08	9:11	9:15	9:18	9:21	9:25
2	9:15	9:20	9:23	9:26	9:30	9:33	9:36	9:40
1	9:30	9:35	9:38	9:41	9:45	9:48	9:51	9:55
2	9:45	9:50	9:53	9:56	10:00	10:03	10:06	10:10
1	10:00	10:05	10:08	10:11	10:15	10:18	10:21	10:25
2	10:15	10:20	10:23	10:26	10:30	10:33	10:36	10:40
1	10:30	10:35	10:38	10:41	10:45	10:48	10:51	10:55
2	10:45	10:50	10:53	10:56	11:00	11:03	11:06	11:10
1	11:00	11:05	11:08	11:11	11:15	11:18	11:21	11:25
2	11:15	11:20	11:23	11:26	11:30	11:33	11:36	11:40
1	11:30	11:35	11:38	11:41	11:45	11:48	11:51	11:55
2	11:45	11:50	11:53	11:56	12:00	12:03	12:06	12:10
1	12:00	12:05	12:08	12:11	12:15	12:18	12:21	12:25
2	12:15	12:20	12:23	12:26	12:30	12:33	12:36	12:40
1	12:30	12:35	12:38	12:41	12:45	12:48	12:51	12:55
2	12:45	12:50	12:53	12:56	13:00	13:03	13:06	13:10
1	13:00	13:05	13:08	13:11	13:15	13:18	13:21	13:25
2	13:15	13:20	13:23	13:26	13:30	13:33	13:36	13:40
1	13:30	13:35	13:38	13:41	13:45	13:48	13:51	13:55
2	13:45	13:50	13:53	13:56	14:00	14:03	14:06	14:10
1	14:00	14:05	14:08	14:11	14:15	14:18	14:21	14:25
2	14:15	14:20	14:23	14:26	14:30	14:33	14:36	14:40
1	14:30	14:35	14:38	14:41	14:45	14:48	14:51	14:55
2	14:45	14:50	14:53	14:56	15:00	15:03	15:06	15:10
1	15:00	15:05	15:08	15:11	15:15	15:18	15:21	15:25
2	15:15	15:20	15:23	15:26	15:30	15:33	15:36	15:40
1	15:30	15:35	15:38	15:41	15:45	15:48	15:51	15:55
2	15:45	15:50	15:53	15:56	16:00	16:03	16:06	16:10
1	16:00	16:05	16:08	16:11	16:15	16:18	16:21	16:25
2	16:15	16:20	16:23	16:26	16:30	16:33	16:36	16:40
1	16:30	16:35	16:38	16:41	16:45	16:48	16:51	16:55
2	16:45	16:50	16:53	16:56	17:00	17:03	17:06	17:10
1	17:00	17:05	17:08	17:11	17:15	17:18	17:21	17:25
2	17:15	17:20	17:23	17:26	17:30	17:33	17:36	17:40
1	17:30	17:35	17:38	17:41	17:45	17:48	17:51	17:55
2	17:45	17:50	17:53	17:56	18:00	18:03	18:06	18:10
1	18:00	18:05	18:08	18:11	18:15	18:18	18:21	18:25

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
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Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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**Red text** indicates last inbound bus to a location, further buses are clean-up only

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Park and Ride lot to the Village of Lake Louise then the Lake Louise Campground from 8:00 a.m. to 6:00 p.m. (42 inbound trips)
- Shuttle runs from the Lake Louise Campground and the Village of Lake Louise to the Lake Louise Park and Ride lot from 8:15 a.m. to 6:25 p.m. (42 outbound trips)

Note that the total distance in between the Lake Louise Overflow parking lot and the Lake Louise Campground is 7.75 km and that uninterrupted travel time is approximately 8 minutes one way. Based on statistics from previous years, at least an additional 10 minutes each way be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates 2 buses (with a minimum seating capacity of 40 passengers, and additional buses on long weekends as described in **2.2.6 Level of Service**).

### Appendix C: Moraine Lake Shuttle Service Schedule – May 24 to October 14

#### Moraine Bus from Lake Louise

Shuttle to run daily from Lake Louise 0840 to 1600, 23 buses  
1012 pax capacity

Bus #	Intercept Depart	Louise		Moraine		Village		Intercept Arrive
		Arrive	Depart	Arrive	Depart	Arrive	Depart	
1	8:10	8:25	<b>8:40</b>	9:05	9:20	9:42	9:45	9:52
2	8:30	8:45	9:00	9:25	9:40	10:02	10:05	10:12
3	8:50	9:05	9:20	9:45	10:00	10:22	10:25	10:32
4	9:10	9:25	9:40	10:05	10:20	10:42	10:45	10:52
5	9:30	9:45	10:00	10:25	10:40	11:02	11:05	11:12
6	9:50	10:05	10:20	10:45	11:00	11:22	11:25	11:32
1	10:10	10:25	10:40	11:05	11:20	11:42	11:45	11:52
2	10:30	10:45	11:00	11:25	11:40	12:02	12:05	12:12
3	10:50	11:05	11:20	11:45	12:00	12:22	12:25	12:32
4	11:10	11:25	11:40	12:05	12:20	12:42	12:45	12:52
5	11:30	11:45	12:00	12:25	12:40	13:02	13:05	13:12
6	11:50	12:05	12:20	12:45	13:00	13:22	13:25	13:32
1	12:10	12:25	12:40	13:05	13:20	13:42	13:45	13:52
2	12:30	12:45	13:00	13:25	13:40	14:02	14:05	14:12
3	12:50	13:05	13:20	13:45	14:00	14:22	14:25	14:32
4	13:10	13:25	13:40	14:05	14:20	14:42	14:45	14:52
5	13:30	13:45	14:00	14:25	14:40	15:02	15:05	15:12
6	13:50	14:05	14:20	14:45	15:00	15:22	15:25	15:32
1	14:10	14:25	14:40	15:05	15:20	15:42	15:45	15:52
2	14:30	14:45	15:00	15:25	15:40	16:02	16:05	16:12
3	14:50	15:05	15:20	15:45	16:00	16:22	16:25	16:32
4	15:10	15:25	15:40	16:05	16:20	16:42	16:45	16:52
5	15:30	15:45	<b>16:00</b>	16:25	16:40	17:02	17:05	17:12
Bus #	Intercept Depart	Moraine		Village		Intercept Arrive	Clean-up buses pax 308	
6	15:45	16:10	16:20	16:40	16:43	16:48		
1	16:00	16:25	16:35	16:55	16:58	17:03		
2	16:15	16:40	16:50	17:10	17:13	17:18		
3	16:30	16:55	17:05	17:25	17:28	17:33		
4	16:45	17:10	17:20	17:40	17:43	17:48		
5	17:00	17:25	17:35	17:55	17:58	18:03		
6	17:15	17:40	17:50	18:10	18:13	18:18		

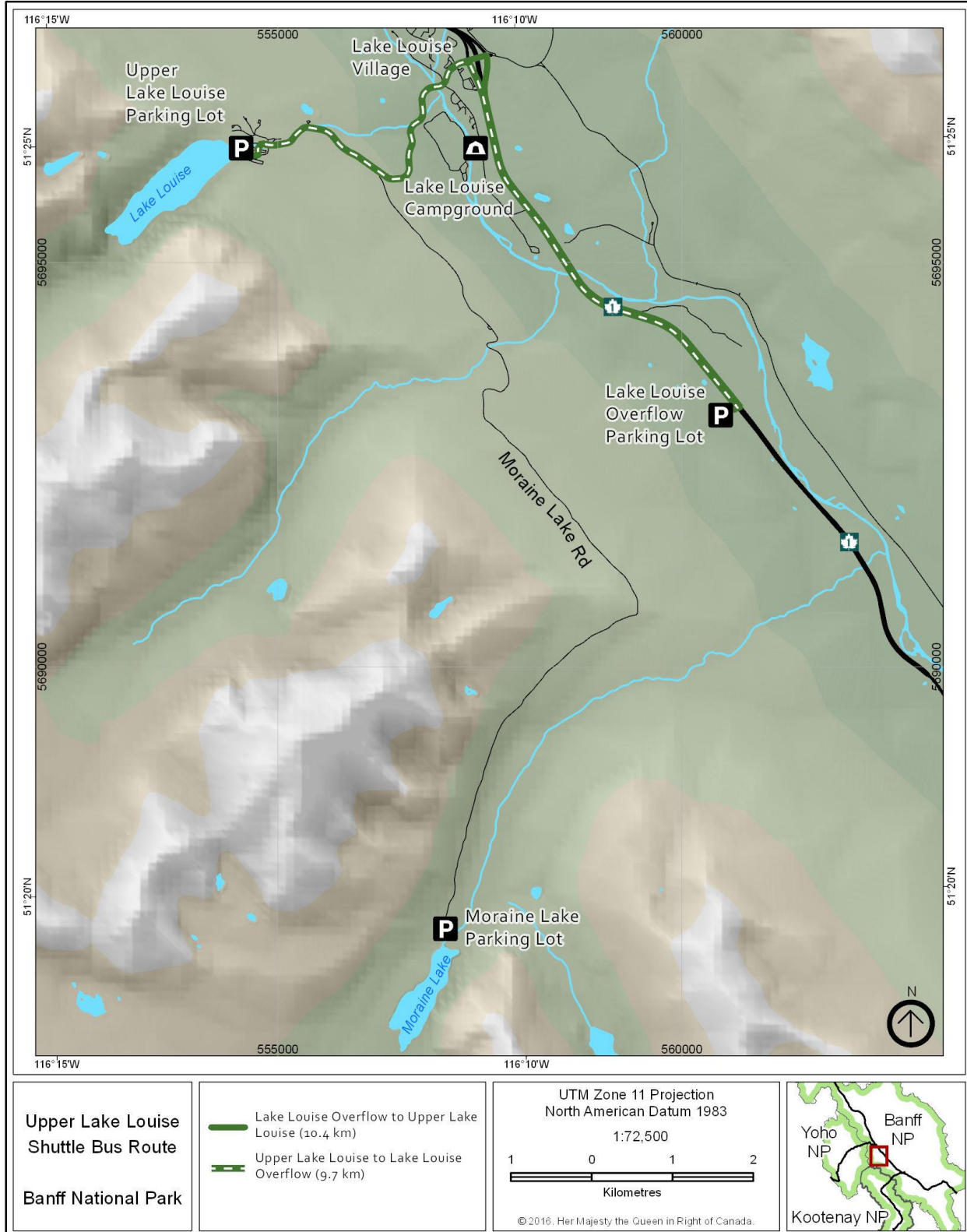
\* Start date weather dependent

**Red text** indicates last inbound bus to a location, further buses are clean-up only

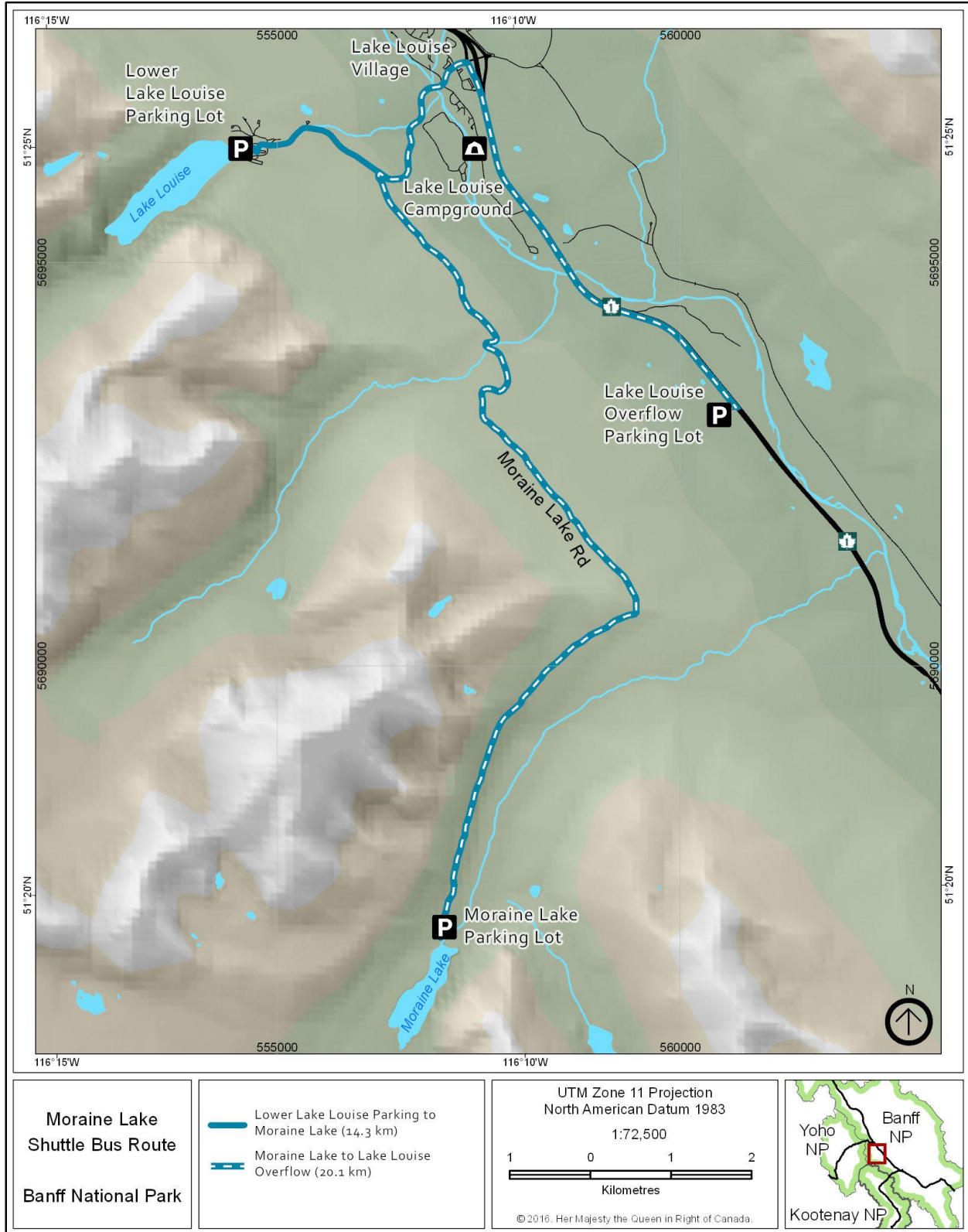
- Shuttle runs every 20 minutes
- Shuttle runs from the Lake Louise upper parking lot to the Moraine Lake parking from 8:40 a.m. to 4:00 p.m. (23 inbound trips)
- Shuttle runs from Moraine Lake parking to the Lake Louise Park and Ride lot from 8:45 a.m. to 5:45 p.m. (30 outbound trips)

## Appendix D – Shuttle Bus Routes

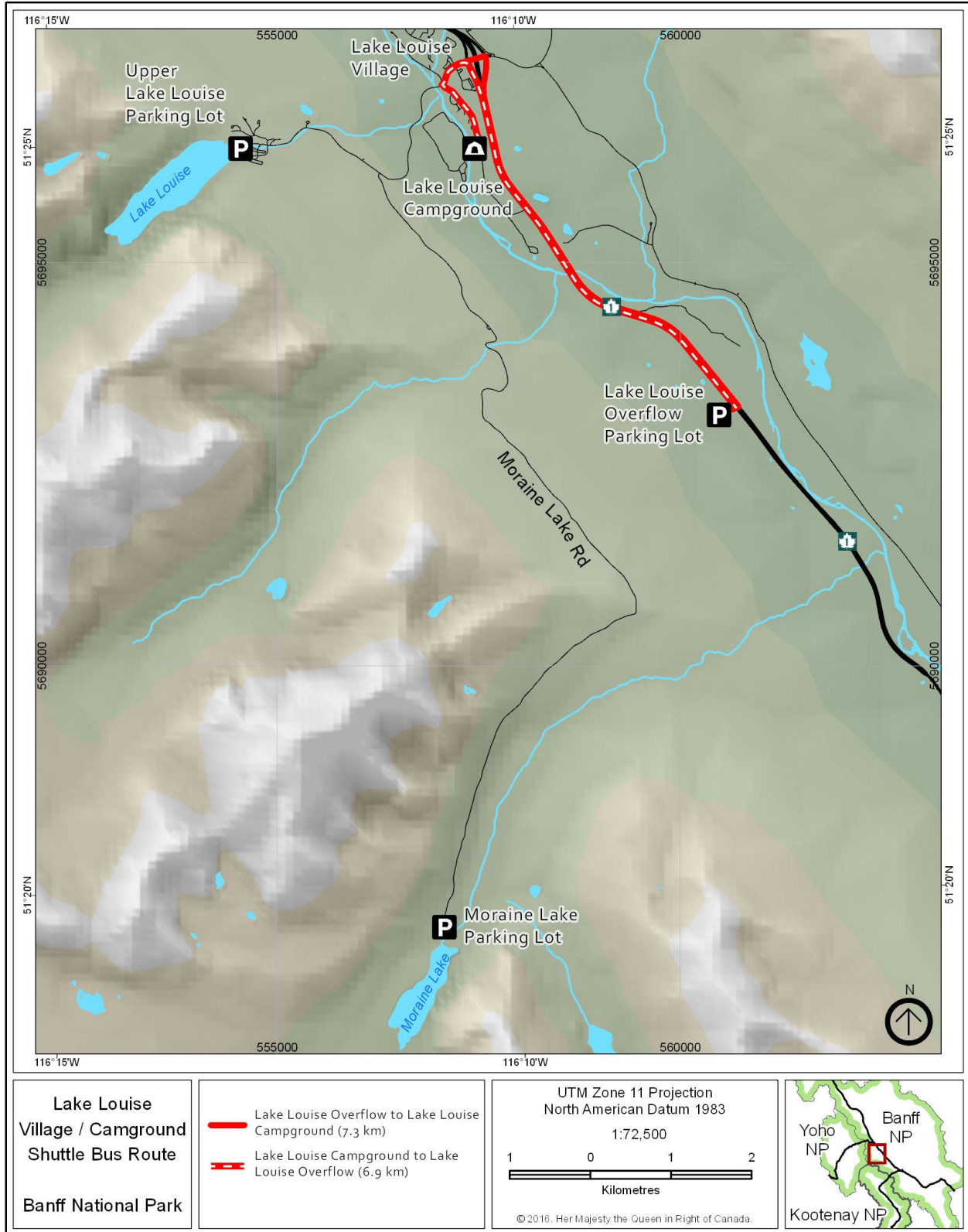
### Upper Lake Louise



### Moraine Lake:



### Village and Campground:



Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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## Appendix E – Parking Lot Pictures

### A - Lake Louise Park and Ride (Overflow) Lot



Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

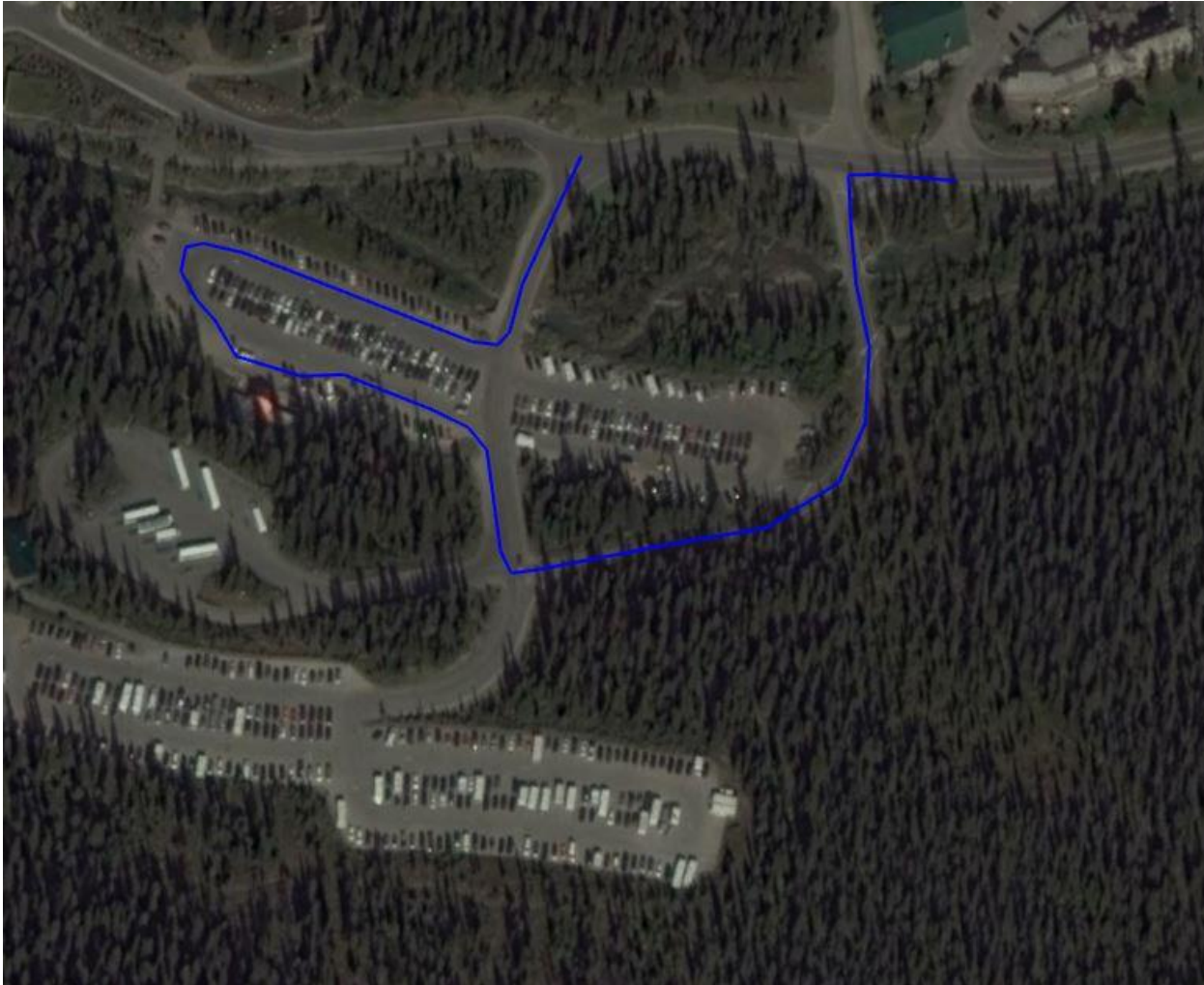
Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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## B - Upper Lake Louise Bus Parking Lot Pickup/Drop off Location





**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Kirsten Sage

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

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C. Moraine Lake Parking Lot Pickup/Drop-off Location (existing bus parking lot on the right of the road by the sidewalk)



**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

**Amd. No. - N° de la modif. :**  
00

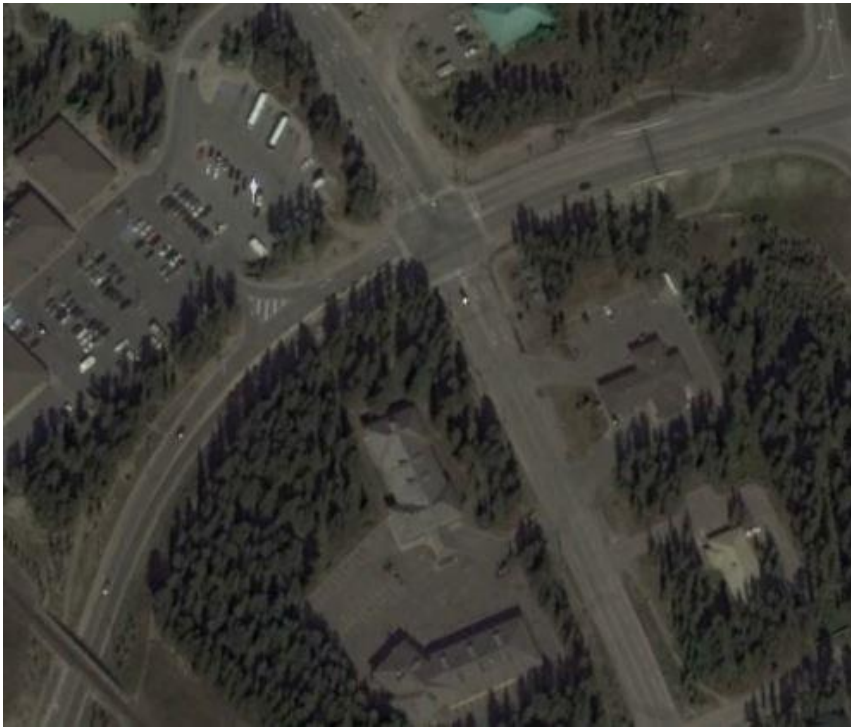
**Contracting Authority - Autorité contractante :**  
Kirsten Sage

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

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#### D. Village and Campground



**Solicitation No. - N° de l'invitation :**  
5P420-18-0486/A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Kirsten Sage

**Client Ref. No. - N° de réf. du client :**  
PW-19-00870155

**Title – Titre :**  
Passenger Shuttle 2019 – Lake Louise, AB

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Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

## 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.

### **CONTRACT YEAR: May 17, 2019 to October 14, 2019 inclusive**

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid in Canadian funds as specified below for all costs, including but not limited to all professional fees, labour, all related project expenses, mobilization/demobilization, fuel, administration costs and disbursements required for satisfactorily completing its obligations under the Contract in accordance with the Statement of Work at Annex “A” as defined.

### **1. Required Services – Firm Price(s)** (excluding applicable tax)

Item No.	Description	Firm Price
1.1	<b>Upper Lake Louise Shuttle Service:</b> Four (4) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot., This shuttle will operate over 151 days in May, June, July, August, September, and October 2019. The shuttle service from 8:00 a.m. to 6:30 p.m	\$
1.2	<b>Lake Louise Village Shuttle:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle will operate over 151 days in May, June, July, August, September, and October 2019. The shuttle service from 8:00 a.m. to 6:30 p.m	\$
1.3	<b>Moraine Lake Shuttle:</b> Six (6) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle will operate over 144 days between May 24th and October 14th, 2019 inclusive. The shuttle service from 8:30 a.m. to 6:30 p.m.	\$
A	<b>Combined Total Firm Price</b> (1.1 + 1.2 + 1.3 = A)	\$

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

## 2. Additional Services - Firm Unit Prices (excluding applicable tax)

Any resulting cost adjustments to the Contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Lake Louise Village, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot.	Per Run Per Bus	15	\$	\$
2.2	Provide two (2) extra shuttles per day on: the July Long Weekend (June 28, 29, 30, and July 1), August Long Weekend (August 2, 3, 4, and 5), and September Long Weekend (August 30, 31, September 1, and 2) to help with higher visitation volumes.	Per Day Per Bus	12	\$	\$
<b>B</b>	<b>Combined Price</b> (2.1 + 2.2 =)				\$

## 3. As and When Requested Services - Firm Unit Prices (excluding applicable tax)

All Work Authorizations under the Contract must be in accordance with the all-inclusive firm unit prices as specified below.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (tax excluded) (EQ x PU)
<b>C</b>	Provision for additional buses as required outside of that described above.	Per Day Per Bus	12	\$	\$

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

#### 4. Total Price

Item No.	Description	Total
D	<b>Total Combined Price</b> (excluding applicable tax) <b>( A + B + C = D )</b>	\$
E	<b>APPLICABLE TAX (5% GST)</b>	\$
G	<b>Total Price</b> (including applicable tax) <b>( D + E = G )</b>	\$

**NOTE:**

- (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) Firm unit prices will be prorated based on actual quantities undertaken, if any.
- (c) Additional payment terms and conditions will not apply to the contract; and
- (d) Customs duties are included and Applicable Taxes are extra.

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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

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

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

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

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

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

<b>General Description of Work to be Completed</b>
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Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

**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**



Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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## ANNEX “D” - to PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

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

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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



Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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**List of Names**

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**

**Date**

Please include with your bid or offer.

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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## ANNEX “F”- to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

#### A. Check only one of the following:

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

Solicitation No. - N° de l'invitation :  
5P420-18-0486/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Kirsten Sage

Client Ref. No. - N° de réf. du client :  
PW-19-00870155

Title – Titre :  
Passenger Shuttle 2019 – Lake Louise, AB

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**B. Check only one of the following:**

B1. The Bidder certifies having no work force in Canada.

**OR**

B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)