



**RETURN OFFERS TO:**  
**RETOURNER LES OFFRES À :**  
Parks Canada Agency Bid Receiving Unit  
National Contracting Services

**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  
John Cabot Building  
St. John's, NL A1C 6M1

<b>Title - Sujet :</b> Request for Standing Offer for the Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada	
<b>Solicitation No. - N° de l'invitation :</b> 5P300-19-0105/A	<b>Date :</b> July 17, 2019
<b>Client Reference No. - N° de référence du client :</b> "n/a"	
<b>GETS Reference No.   N° de reference de SEAG :</b> To be confirmed	
<b>Solicitation Closes - L'invitation prend fin :</b> <b>At - à : 2 :00pm</b> <b>On - le : August 28, 2019</b>	<b>Time Zone - Fuseau horaire</b> EDT
<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> Colleen Sheehan	
<b>Telephone No. - N° de telephone :</b> (709) 772-6129	<b>Email Address – Courriel :</b> Colleen.sheehan@canada.ca
<b>Destination of Goods, Services, and Construction - Destination des biens, services, et construction :</b> Various Locations within Fundy National Park of Canada Alma, NB	
<b>TO BE COMPLETED BY THE OFFEROR - À REMPLIR PAR LE L'OFFRANT</b>	
<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>

**Solicitation No. - N° de l'invitation :**  
5P300-19-0105/A

**Amd. No. - N° de la modif. :**  
00

**Standing Offer Authority - Responsable de l'offre à commandes :**  
Colleen Sheehan

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

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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

Parks Canada has a requirement for the issuance of a Regional Individual Standing Offer (RISO) for the supply and delivery of **liquefied petroleum gas (propane)** and **propane tank rentals** to various locations within Fundy National Park in New Brunswick. The resulting standing offer will be in effect from Date of Award to August 31, 2021 with an option to extend the standing offer for one additional two-year period, from September 1, 2021 – August 31, 2023. Delivery, which is FOB destination prepaid and charged, will be to locations identified in the call-up.

The call up limitation is \$24,500.00(HST included). The total value of this Standing Offer will not exceed \$500,000.00 (HST included).

- 1.2.1 The requirement is subject to the provisions of the the Canadian Free Trade Agreement (CFTA) and the North American Free Trade Agreement (NAFTA).

### 1.3 Security Requirements

There is no security requirement applicable to this Standing Offer.

### 1.4 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.

## 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>) 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](#) (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 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. Tenders received by either fax or email will be accepted as official.

Bids received by **fax** will be accepted as official. **Fax submission: 1-877-558-2349**

### 2.3 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 New Brunswick.

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.

## 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 copy

Section II: Certifications: 1 copy

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 Annex B - Basis of Payment.

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

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

## **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 any technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Financial Evaluation**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **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(Annex B) will be recommended for issuance of a standing offer.

## **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#>).

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.

## PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

There is no security requirement applicable to this Standing Offer.

## PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

**7.1.1** Supply and delivery of liquefied petroleum gas (propane) and propane tank rentals to various locations within Fundy National Park, Parks Canada. 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 Standing Offer

The period for making call-ups against the Standing Offer is from date of award to August 31, 2021.

### 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 period, from September 1, 2021 – August 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:  
Colleen Sheehan  
Advisor, National Contracting Services  
Parks Canada Agency  
John Cabot Building  
St. John's, NL A1C 6M1

Telephone: 709-772-6129  
Email: [colleen.sheehan@canada.ca](mailto:colleen.sheehan@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.

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Standing Offer Authority - Responsable de l'offre à commandes :  
Colleen Sheehan

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

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### 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>		

### 7.6 Identified Users

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

**Fundy National Park of Canada  
Parks Canada**

### 7.7 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer will issue a Call-up Against a Standing Offer each time goods are required. The goods will be provided in accordance with the fixed unit rates as per Annex "B" of the Standing Offer.

### 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.

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## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 24,500.00 (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 \$500,000.00 (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 2 months 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;
- (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) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- (h) 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 New Brunswick.

## **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 Contract**

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 price(s) as specified in Annex B for a cost of \$ \_\_\_\_\_ insert the amount 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.

#### **7.4.2 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

## 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 must be forwarded to the attention of the Project Authority at the address shown on the Call up against a Standing Offer form for certification and payment.

## 7.6 Insurance

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.

## 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 requirement of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the project authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 7.8 SACC Manual Clauses

1. **A9020C** (2006-06-16), Cylinder Hook-up
2. **D3014C** (2007-11-30), Transportation of Dangerous Goods/Hazardous Products
3. **D3015C** (2014-09-25), Dangerous Goods / Hazardous Products Labelling and Packaging Compliance.

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

**ANNEX A  
REQUIREMENT**

1. Parks Canada has a requirement for the issuance of a Regional Individual Standing Offer (RISO) for the supply and delivery of liquefied petroleum gas (propane) and propane tank rentals to various locations within Fundy National Park in Alma, New Brunswick. An estimated **180,000 litres** of propane will be required for each period.
2. Delivery, which is FOB destination prepaid and charged, will be on a bi-weekly and “as requested” basis over the period of the Standing Offer. Delivery vehicles must be capable of traveling on unplowed roads in order to access some storage tank location. Weather conditions may dictate travel over closed roads, and snow removal in and around storage tanks may be required.
3. Deliveries scheduled during the winter months (November 1 to March 31) require that the Project Authority be notified in advance. A list of the storage tank locations and tanks sizes is provided below. Some of the storage tanks listed must be filled year-round, while others must be filled during the summer (high) season (April 1 to October 31) only. The list below is edited to reflect this.
4. The contractor will also be required to check the storage tanks a minimum of once per week and must “top-off” the tanks as required.

Site	Location	Capacity Required	Current Tank Configuration	Operational Months/yr
HQ's	#2 Washroom	840 lbs	2 X 420 lbs	12
HQ's	#3 Washroom	840 lbs	2 X 420 lbs	6
HQ's	#4 Washroom	1680 lbs	4 X 420 lbs	6
HQ's	#9 Washroom	840 lbs	2 X 420 lbs	6
HQ's	#9 Washroom	840 lbs	2 X 420 lbs	6
HQ's	#11 Washroom	420 lbs	1 X 420 lbs	6
HQ's	Yurts	1500 lbs	1 X 1500 lbs	12
Washbay	Compound	840 lbs	2 X 420 lbs	12
FUS Residence	-	840 lbs	2 X 420 lbs	12
Salt & Fir Centre	-	840 lbs	2 X 420 lbs	12
Chignecto	#1 Washroom	840 lbs	2 X 420 lbs	6
Chignecto	#2 Washroom	840 lbs	2 X 420 lbs	6
Chignecto	#3 Washroom	840 lbs	2 X 420 lbs	6
Chignecto	#5 Washroom	840 lbs	2 X 420 lbs	6
Chignecto	#7 Washroom	420 lbs	1 X 420 lbs	6
Chignecto	#261 oTENTic	200 lbs	1 X 200 lbs	6

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

Site	Location	Capacity Required	Current Tank Configuration	Operational Months/yr
Chignecto	#263 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#264 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#285 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#286 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#287 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#288 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#289 oTENTic	200 lbs	1 X 200 lbs	6
Chignecto	#290 oTENTic	200 lbs	1 X 200 lbs	6
DUA	Herring Cove	420lbs	1 X 420 lbs	6
DUA	Bennett Lake	420 lbs	1 X 420 lbs	6
Pt Wolfe	#2 Washroom	420 lbs	1 X 420 lbs	5
Pt Wolfe	#4 Washroom	420 lbs	1 X 420 lbs	5
Pt Wolfe	#7 Washroom	420 lbs	1 X 420 lbs	5
Pt Wolfe	#11 Washroom	420 lbs	1 X 420 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pt Wolfe	oTENTics	200 lbs	1 X 200 lbs	5
Pool	Pool	20000 litres	1 X 2000 litres	3



Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

**ANNEX B  
BASIS OF PAYMENT**

**TABLE 1A: STANDING OFFER PERIOD: 2019 & 2020 Seasons. (Contract Award – August 31, 2021).**

	Description	Unit of Measure	a Estimated # of Litres	b Price Per Litre	axb Estimated Total
For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges and expenses). The Markup price is in addition to the Refinery Rack Price on the delivery date of a "Call-up against a Standing Offer:					
1	Headquarter's Campground	Litre	23,000	\$	\$
2	Chignecto North Campground	Litre	1,200	\$	\$
3	Point Wolfe Campground	Litre	5,000	\$	\$
4	Herring Cove Day Use Area	Litre	225	\$	\$
5	Bennett Lake Day Use Area	Litre	225	\$	\$
6	Maintenance Compound	Litre	5,200	\$	\$
7	Superintendent's Residence	Litre	2,500	\$	\$
8	Salt Water Pool	Litre	2,000	\$	\$
9	Salt and Fir Centre	Litre	3,000	\$	\$
<b>Total (tax not included)</b>					<b>\$</b>

**TABLE 1B: STANDING OFFER PERIOD: 2019 & 2020 Seasons. (Contract Award – August 31, 2021).**

	Description	Unit of Measure	a Estimated # of Months	b Price Per Month	axb Estimated Total
<b>Monthly Propane Tank Rental</b>					
1	Headquarter's Campground	monthly	12	\$	\$
2	Chignecto North Campground	monthly	12	\$	\$
3	Point Wolfe Campground	monthly	10	\$	\$
4	Herring Cove Day Use Area	monthly	12	\$	\$
5	Bennett Lake Day Use Area	monthly	12	\$	\$
6	Maintenance Compound	monthly	24	\$	\$
7	Superintendent's Residence	monthly	24	\$	\$
8	Salt Water Pool	monthly	6	\$	\$
9	Salt and Fir Centre	monthly	24	\$	\$
<b>Total (tax not included)</b>					<b>\$</b>

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Standing Offer Authority - Responsable de l'offre à commandes :  
Colleen Sheehan

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

**TABLE 1C: STANDING OFFER PERIOD: (Contract Award – August 31, 2021).**

	Description	Unit of Measure	a Estimated Quantities	b Price Per Unit	axb Estimated Total
1	For the service of replacing/maintenance of propane tanks in accordance with Annex "A"	hourly	6	\$	\$
2	Cost of the valve assembly replacement (including pressure relief valve, fill valve, evacuation and gauges for propane tanks in accordance with annex "A"	Per Valve Assembly	6	\$	\$
3	Cost for the supply of propane tanks in accordance with Annex "A".				
a	200lbs Tank	Per Tank	20	\$	\$
b	420lbs Tank	Per Tank	35	\$	\$
c	1500lbs Tank	Per Tank	1	\$	\$
d	2000 Litre Tank	Per Tank	1	\$	\$
<b>Total (tax not included)</b>				<b>\$</b>	

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

**TABLE 2A OPTION PERIOD: (September 1, 2021 –August 31, 2023).**

	Description	Unit of Measure	a Estimated # of Litres	b Price Per Litre	axb Estimated Total
For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges and expenses). The Markup price is in addition to the Refinery Rack Price on the delivery date of a "Call-up against a Standing Offer:					
1	Headquarter's Campground	Litre	23,000	\$	\$
2	Chignecto North Campground	Litre	1,200	\$	\$
3	Point Wolfe Campground	Litre	5,000	\$	\$
4	Herring Cove Day Use Area	Litre	225	\$	\$
5	Bennett Lake Day Use Area	Litre	225	\$	\$
6	Maintenance Compound	Litre	5,200	\$	\$
7	Superintendent's Residence	Litre	2,500	\$	\$
8	Salt Water Pool	Litre	2,000	\$	\$
9	Salt and Fir Centre	Litre	3,000	\$	\$
<b>Total (tax not included)</b>					<b>\$</b>

**TABLE 2B OPTION PERIOD: (September 1, 2021 -August 31, 2023).**

	Description	Unit of Measure	a Estimated # of Months	b Price Per Month	axb Estimated Total
<b>Monthly Propane Tank Rental</b>					
1	Headquarter's Campground	monthly	12	\$	\$
2	Chignecto North Campground	monthly	12	\$	\$
3	Point Wolfe Campground	monthly	10	\$	\$
4	Herring Cove Day Use Area	monthly	12	\$	\$
5	Bennett Lake Day Use Area	monthly	12	\$	\$
6	Maintenance Compound	monthly	24	\$	\$
7	Superintendent's Residence	monthly	24	\$	\$
8	Salt Water Pool	monthly	6	\$	\$
9	Salt and Fir Centre	monthly	24	\$	\$
<b>Total (tax not included)</b>				<b>\$</b>	

Supply and Delivery of Propane and Tank Rentals for Various Locations within Fundy National Park, Parks Canada

**TABLE 2C OPTION PERIOD: (September 1, 2021 -August 31, 2023).**

	Description	Unit of Measure	a Estimated Quantities	b Price Per Unit	axb Estimated Total
1	For the service of replacing/maintenance of propane tanks in accordance with Annex "A"	hourly	6	\$	\$
2	Cost of the valve assembly replacement (including pressure relief valve, fill valve, evacuation and gauges for propane tanks in accordance with annex "A"	Per Valve Assembly	6	\$	\$
3	Cost for the supply of propane tanks in accordance with Annex "A".				
a	200lbs Tank	Per Tank	20	\$	\$
b	420lbs Tank	Per Tank	35	\$	\$
c	1500lbs Tank	Per Tank	1	\$	\$
d	2000 Litre Tank	Per Tank	1	\$	\$
<b>Total (tax not included)</b>				\$	\$

<b>CONTRACT PERIOD TOTAL</b> (total of Table 1 (a+b+c))	\$ _____
<b>OPTION PERIOD TOTAL</b> (total of Table 2 (a+b+c))	\$ _____
<b>ESTIMATED TOTAL COMBINED EVALUATED PRICE =</b> <b>(TABLE 1 + TABLE 2)</b>  (excluding applicable tax)	\$ _____

**Note:**

- The bidder is responsible to calculate all costs in the bid price.
- Price is to include delivery to Fundy National Park, 20 Service Rd. Alma, NB
- Parks may remove, replace or add tanks throughout the term of this Standing Offer.

**ANNEX C  
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

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

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

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

**Supplier Information**

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

**List of Names**

Name	Title

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**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of

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

---

**Signature**

**Date**

Please include with your bid or offer.

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

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

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

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

<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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**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.

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**Name**