



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

Comments - Commentaires

Issuing Office - Bureau de distribution :
 Parks Canada Agency
 National Contracting Services
 Suite 720, 220 – 4th Avenue S.E.
 Calgary, AB T2G 4X3

Title - Sujet : Janitorial, Maintenance and Animal Care Services, Fort St. James National Historic Site, B.C. Parks Canada Agency		
Solicitation No. - N° de l'invitation : 5P420-19-0215/A	Date : September 23, 2019	
Client Reference No. - N° de référence du client : n/a		
GETS Reference No. N° de référence du SEAG : PW-19-00887260		
Solicitation Closes - L'invitation prend fin : At - à : 14 :00 On - le : November 6, 2019	Time Zone - Fuseau horaire MST/HNR	
F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes demande de renseignements à : Ryan Taylor		
Telephone No. - N° de téléphone : (587) 436-5987	Fax No. -N° de télécopieur : 1-866-246-6893	Email Address – Courriel : ryan.taylor@canada.ca
Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : See Herein		
TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE		
Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :		
Address - Adresse :		
Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :	
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :		
Signature :	Date :	

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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.

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

New personnel security clearance requests will require mandatory fingerprints to initiate the criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by the change in the criminal record check process. Applicants who require a personnel security clearance are responsible for all costs associated with fingerprinting.

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

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

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

1.2 Statement of Work

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

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to start at **Fort St. James National Historic Site** on **October 10, 2019**. The site visit will begin at **13:00 PDT**.

Bidders are requested to communicate with the Contracting Authority no later than **October 9, 2019** at **13:00 MDT** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 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.

1.5 Trade Agreements

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

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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](#) (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

2.2 Submission of Bids

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

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

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) 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 British Columbia.

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

PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (one hard copy)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.2 Point Rated Technical Criteria

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

4.1.2 Financial Evaluation

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

4.2. Basis of Selection – Highest Combined Rating of Technical Merit and Price

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 45 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 78 points.

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

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.

4.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.

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

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

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000.

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Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. 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 "E"** 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.

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

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 \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity.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.

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 to and form part of the Contract.

6.1.1.1 The Contractor/Offeror's personnel as well as his subcontractors that 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).

6.1.1.2 The Contractor/Offeror's personnel as well as his subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and he must ensure that his personnel are made aware of and comply with this restriction.

6.1.1.3 All screening requests for contractors must be sent to 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 – “As-and-when Requested” Services

A Work Authorization will be used to authorize work on an as-and-when-requested basis under this contract using the following administrative process:

6.2.1.1 The Project Authority will prepare a Work Authorization providing details of the services required and submit to the Contractor.

6.2.1.2 The Contractor will review the Work Authorization and provide a quote to the Project Authority using the rates established in the Contract.

6.2.1.3 The Project Authority will review the quote, and if acceptable, the Project Authority will approve the Work Authorization and forward a copy to the Contractor and the Contracting Authority.

6.2.1.4 If any change is required to a confirmed Work Authorization, an amendment to the Work Authorization must be raised by the Project Authority. The Project Authority will complete and approve the amended Work Authorization and forward to the Contractor, authorizing the Contractor to begin on the amended work, and will also forward a copy to the Contracting Authority.

6.2.1.5 The Contractor must not begin work before receiving an approved Work Authorization.

6.2.1.6 The Contractor will provide an administrative consolidation of all Work Authorizations to both the Project Authority and the Contracting Authority upon completion of the Contract.

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.

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2020 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period being as follows: October 01, 2020 to September 30, 2021 inclusive, October 01, 2021 to September 30, 2022 inclusive and October 01, 2022 to September 30, 2023 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ryan Taylor

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

Telephone: (587) 436-5987

Facsimile: 1-866-246-6893

E-mail address: ryan.taylor@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:

To be completed by the bidder

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

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, and profit 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.

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.

6.7.4 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 work authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.7.5 SACC Manual Clauses

[C0711C](#) (2008-05-12) Time Verification.

6.7.6 Monthly Payment

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

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed.

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.

6.10 Applicable Laws

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

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, Insurance Requirement;
- (f) Annex D Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) 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 Insurance Requirements

The Contractor must comply with the insurance requirements specified in **Annex C**. 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 Inspection and Acceptance

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

ANNEX A STATEMENT OF WORK

1. BACKGROUND

Fort St. James National Historic Site is located in the village of Fort St. James, 164 km northwest of Prince George. Due to its' location and the historic structures of the site, it is essential to have a regular on-site presence to perform building safety and maintenance checks, as well as concurrent cleaning, maintenance, and basic animal care services during hours that the site is closed to the public.

Fort St. James is a National Historic Site and the cultural resources at the site are managed under the Parks Canada Agency's Cultural Resource Management (CRM) policy.

2. SITE and STAFFING SCHEDULE

The operational season is from Victoria Day long weekend in May to Labour Day in September yearly. It is open to the public daily between 9:00 AM and 5:00 PM. The Contractor generally works 10 to 14 hour shifts seven days a week starting at 5:00 PM and ending between 3:00 and 7:00 AM. During the operational season the site has a full staff of approximately 17 people. Visitation varies from 12,000 to 24,000 people per year. There are often after- hour public events, staff activities or maintenance performed both on- site in the historic structures and in the Visitor Reception Centre (VRC).

The non-operational season is from Labour Day in September to Victoria Day long weekend in May yearly and the site is usually staffed from 6:00 AM to 5:00 PM. During this time the Contractor generally works 10 to 14 hour shifts during the week starting at 5:00 pm and ending between 3:00 and 7:00 am. The Contractor generally works 20 to 24 hour shifts on weekends, statutory holidays and as required starting at 5:00 pm. During the non-operational season the site has approximately 3 staff.

The VRC is used regularly for meetings, conferences and other community activities such as art shows, craft fairs and special events including but not limited to those that occur at Halloween and Christmas. Tours of the historic structures are also offered during this time.

The Grahame Warehouse (GW) and the basement of the VRC are used as a staff lounge and lunchroom year round. There are a total of six historic structures that are open to visitors year round. See Attachment 02 -Site Map.

3. SCOPE OF WORK

The Contractor will perform all duties described below concurrently according to the seasonal schedule. The start and end times will be based on 10 to 14 or 20 to 24 hour blocks as determined by the Parks Canada Representative (PCR). This will be dependent on operational requirements, and seasonal variations. The Contractor is responsible for providing all reporting forms.

After contract award the Contractor will receive a bi-weekly "hours of work" schedule.

The beginning, ending and duration of time blocks will vary according to the seasonal and operational requirements and will be determined by the PCR. The Contractor must be on site during these times and be equipped at all times with a dedicated cell phone which will be the responsibility of the contractor.

3.1 Site Alarm system building safety and maintenance

- 3.1.1 The building safety and maintenance checks consist of walking around the site looking closely at all structures for signs of broken windows, vandalism, fire or building malfunctions such as leaks or electrical / mechanical failures. These checks should be performed randomly **at least** once an hour during each shift.
 - 3.1.2 The Contractor must arm and disarm all alarm systems in the structures to accommodate opening and closing times and the comings and goings of Park staff and the public. In addition, the Contractor must open the VRC or
-

any other buildings as required for entry by the public or staff as approved by the PCR. The Contractor must monitor all buildings when occupied as required and ensure they are secure when closing. The Contractor must ensure that all the Site's buildings and vehicles are locked (and armed where applicable) when not in use.

- 3.1.3 In the event of any illegal entry, theft or vandalism, the Contractor must immediately phone the police. In the event of any fire alarms or any fires on the site, the Contractor must immediately phone the fire department and must then attempt to extinguish the fire using the fire hose, fire extinguishers or other fire equipment if safe to do so.
- 3.1.4 The Contractor must erect and maintain protective barriers for public safety and make safe any hazardous situation as required.

3.2 Grounds Maintenance

The Contractor must perform grounds and building maintenance functions as per the schedule below and must complete reporting forms on all maintenance undertaken on a daily basis.

3.2.1 Litter Pickup and Trash Removal

The Contractor must pick up **all outside litter on the entire site** (17 acres) daily from the time the snow begins to melt in the spring (approx. mid-March) until the snow arrives in the winter (approx. mid November). All litter and trash must be removed daily from the entire VRC (all trash cans emptied and all boxes and packing material); the upper floor of the Grahame Warehouse and Contemporary Grounds (all trash cans emptied) and all exterior trash cans.

All litter and trash must be placed in garbage bags, or a sharps container and delivered to the appropriate trash area of the Grahame Warehouse.

Trash cans must be cleaned as required.

3.2.2 Snow Removal

The Contractor must remove snow from all areas highlighted in yellow on Attachment 02- "Site Map". Snow must be cleared from the VRC entrances just prior to 9:00 AM or immediately prior to the end of the shift.

Abrasives must be applied to all icy boardwalks, paths, sidewalks, entrances and work areas as required to ensure safety. Abrasives will be supplied by Parks Canada.

If the Site snow blower is used, the Contractor must check the snow blower after each use for loose and/or missing parts and correct lubrication of engine and all moving parts.

3.2.3 Watering

During the growing season, the Contractor must water the vegetable garden each evening or as required.

The vegetable garden is watered by turning the valve on the automated watering system on and off.

The Contractor must water lawn areas as required in both the historic and modern grounds. Approximately 2 acres of lawn area is watered by up to 6 sprinkler and hose lines attached to 3 taps or 3 fire hydrants in different locations. The Contractor must move the sprinklers to cover areas as required.

3.3 Janitorial Services

The Contractor must perform janitorial services in the Visitor Reception Centre (VRC) and the Grahame Warehouse (GW) as follows:

3.3.1 Washrooms

The Contractor must clean and sanitize five washrooms located in the VRC and two washrooms located in the (GW).

VRC upstairs men's 2 toilets one urinal 2 sinks

VRC upstairs women's 3 toilets 2 sinks

VRC upstairs handicapped 1 toilet 1 sink

VRC downstairs men's 1 toilet and shower 1 sink

VRC downstairs women's 1 toilet and shower 1 sink

GW upstairs mens 1 toilet 1 sink

GW upstairs womens 1 toilet 1 sink

Guest bath room 1 toilet and shower 1 sink.

All washrooms must be cleaned daily, before site opening at 9:00 AM year round. Each cleaning of all washrooms must consist of:

- sweeping and washing the floors
- sanitizing all sinks and counters, urinals and toilets
- cleaning showers, mirrors, hand driers, soap dispensers, doors and handles to ensure no spots or marks replacing paper products and liquid soap as required.

The guest bathroom will be cleaned as above after use each day at 5:00 PM. Used towels will be taken to the VRC for washing by others and replaced with clean towels.

3.3.2 Flooring

- The Contractor must vacuum carpeted flooring as indicated below:

<u>Location</u>	<u>Sq ft.</u>	<u>April 1- March 31</u>
VRC theatre	660	weekly
VRC display room	1340	weekly
VRC hallway & offices	870	daily
VRC basement	510	weekly
GW stairs	80	weekly

The Contractor must sweep and mop all vinyl and tile flooring as indicated below:

<u>Location</u>	<u>Sq ft.</u>	<u>May 1 - Sept 30</u>	<u>Oct 1- April 30</u>
VRC lobby	750	daily	weekly
VRC laundry room	50	weekly	weekly
VRC kitchen	70	weekly	weekly
VRC stairway	80	weekly	weekly
GW (up) stairs	720	daily	weekly

3.3.3 Grahame Warehouse Kitchen

The Contractor must clean the kitchen in the Grahame Warehouse as indicated below:

- all dirty dishes in the kitchen must be placed in the dishwasher and washed daily after 5:00 p.m. and before 7:00 a.m. or washed by hand
- all counter tops and stove must be wiped clean daily
- the microwave and refrigerator must be thoroughly wiped clean inside and outside once a week.

3.4 Livestock and Poultry Care

3.4.1 The Contractor is responsible to feed (supplied by Parks Canada) and water all livestock and poultry on site as required daily. This includes but is not limited to: 2 horses, 1 cow, 25 chickens, 10 ducks, 2 turkeys, 5 rabbits and 6 goats.

3.4.2 The Contractor must clean out all livestock and poultry pens, coops, enclosures, kennels and paddock and provide fresh bedding as required.

3.4.3 Old bedding must be taken to the compost pile in the shop yard.

3.4.4 The Contractor must move livestock poultry and rabbits from one pasture or enclosure to another as required.

- The Contractor will ensure the correct operation of all electric fences on site and (temporary and permanent) and repair as required.
- 3.4.5 The Contractor will install all animal heat lamps and water heaters with extension cords as required and insure that they are functioning and replace heat lamp bulbs and water heaters as required.
- 3.4.6 The Contractor is required to trim the hoofs of the horses and goats as required (about every six weeks) The contractor is required to groom horses **at least** weekly and to apply insect repellent during the summer as required. The contractor will worm the horses spring and fall or as required and provide all livestock with medicine as required.
- 3.4.7 The contractor is responsible for cleaning the feed sheds as required.
- 3.4.8 The contractor will set up existing animal enclosures with appropriate feeders and waterers for they type of animal required to be in that enclosure. Examples are setting up for baby chickens, adult chickens, rabbits, and baby goats.
- 3.4.9 The contractor will monitor pregnant goats and if baby goats are born the contractor will dry them off with towels and a hair dryer.

4. CONTRACTOR'S RESPONSIBILITIES

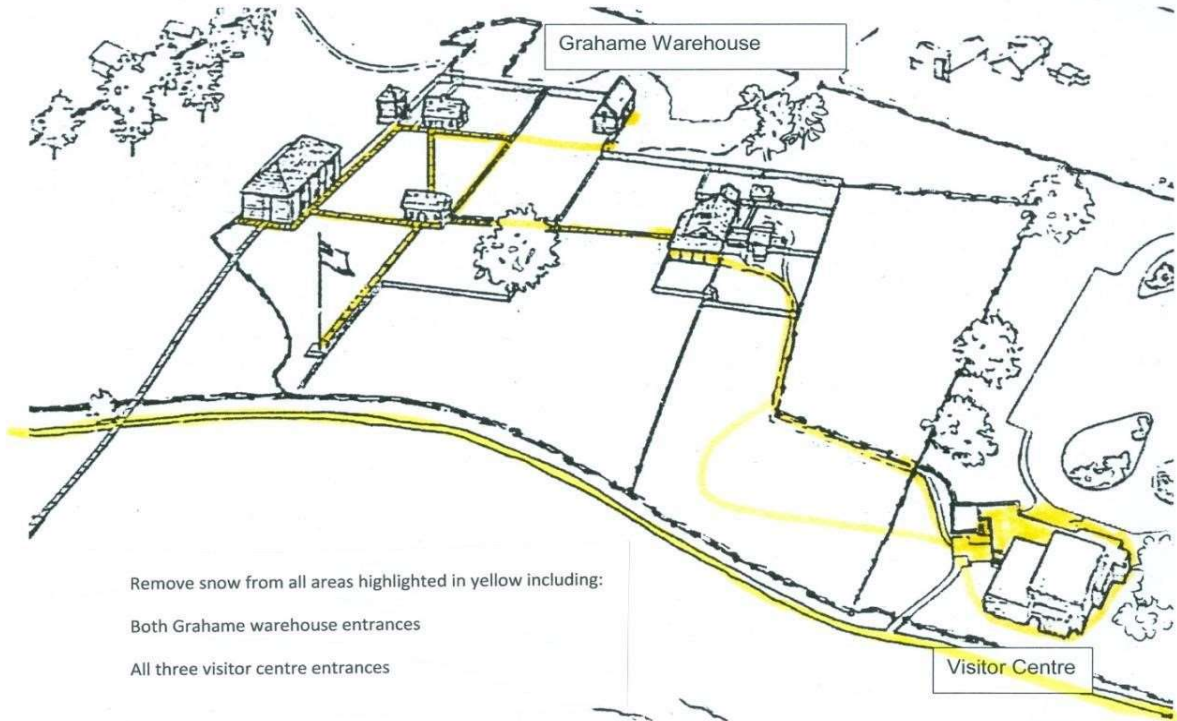
- 4.1 The Contractor must ensure that the principles and practices of Cultural Resource Management (CRM) are understood by the Contractor's employees and are adhered to, to the extent that they apply to the work. This policy book is available in the Security office.
- 4.2 The Contractor must supply all reporting forms as indicated in the Scope of Work.
- 4.3 The Contractor must provide all labour, materials, supplies and equipment including vehicles necessary to perform the work indicated herein.
- 4.4 The Contractor must ensure that all employees performing work under this contract are mentally and physically able to perform all work under this contract.
- 4.5 The Contractor must monitor the exterior lighting around the site and report any lights not working to the PCR.
- 4.6 The Contractor is responsible for the proper use, care, cleaning and maintenance of all equipment provided.
- 4.7 The Contractor must repair or replace at its' own cost any equipment or tools lost or damaged by the Contractor.

5. PARKS CANADA'S RESPONSIBILITIES

- 5.1 Parks Canada will provide the Contractor with environmentally friendly cleaning products and equipment, including: garbage bags, paper towels, toilet tissue, hand soap, disinfectant and other cleaning products required to meet the needs of the work.
- 5.2 Parks Canada will provide the Contractor with limited on-site office space for their use during the time they are on site, but may be used by parks staff when not in use by the Contractor. There will be no dedicated office space solely for the Contractor. There will not be access to Parks Canada computers.
- 5.3 Parks Canada is not responsible for damage or loss to any of the Contractors' supplies, materials or equipment, or to the personal belongings of the Contractors' employees.
- 5.4 Parks Canada will provide the following items for use by the Contractor. The Contractor will only use these items in the performance of the duties under this contract:

1. Abrasives
2. Snow blower
3. Shovels, wheelbarrows
4. Livestock and poultry feed
5. Fresh bedding material(s)
6. Heat lamps and fixtures
7. Animal water heaters and feeders
8. Electric fencers, wire and insulators, extension cords
9. Towels, hair dryer
10. Sharps containers

Site Map



**ANNEX B
BASIS OF PAYMENT**

**** To Be Completed by the Bidder****

Financial Bid Submission Requirements

- (a) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (b) All prices are in Canadian dollars, FOB destination
- (c) Customs duties are included and Applicable Taxes are extra.
- (d) Total Combined Evaluated Estimated Bid Price Calculation:

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table 1, Table 2, Table 3, Table 4,

Table 1: Firm Unit Price – Contract Year October 1, 2019 to September 30, 2020

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price(s) (PU)	Estimated Quantity (EQ)	Extended Total(s) (PU x EQ)
1.1	Janitorial, Maintenance and Animal care Services as described in Annex A – Statement of Work	Per hour	\$	5891	\$
1.	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

Table 2: Firm Unit Price – Optional Year 1 October 1, 2020 to September 30, 2021

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price(s) (PU)	Estimated Quantity (EQ)	Extended Total(s) (PU x EQ)
2.1	Janitorial, Maintenance and Animal care Services as described in Annex A – Statement of Work	Per hour	\$	5891	\$
2.	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

Table 3: Firm Unit Price – Optional Year 2 October 1, 2021 to September 30, 2022

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price(s) (PU)	Estimated Quantity (EQ)	Extended Total(s) (PU x EQ)
3.1	Janitorial, Maintenance and Animal care Services as described in Annex A – Statement of Work	Per hour	\$	5891	\$
3.	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

Table 4: Firm Unit Price – Optional Year 3 October 1, 2022 to September 30, 2023

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price(s) (PU)	Estimated Quantity (EQ)	Extended Total(s) (PU x EQ)
4.1	Janitorial, Maintenance and Animal care Services as described in Annex A – Statement of Work	Per hour	\$	5891	\$
4.	Combined Estimated Total Firm Unit Price(s) (excluding applicable tax)				\$

Estimated Total Combined Evaluated Bid Price

The total evaluated price is the sum of Tables 1 through 4.

ESTIMATED TOTAL COMBINED EVALUATED PRICE (Table 1 + Table 2 + Table 3 + Table 4) (excluding applicable tax)	\$
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Notes:

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

ANNEX C INSURANCE REQUIREMENTS – COMMERCIAL GENERAL LIABILITY INSURANCE

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.
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 :
5P420-19-0215/A

Amd. No. - N° de la modif. :
00

Contracting Authority - Autorité contractante :
Ryan Taylor

Client Ref. No. - N° de réf. du client :
n/a

Title – Titre :
Janitorial, Maintenance and Animal Care Services, Fort St. James National Historic Site, B.C.
Parks Canada Agency

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.

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

Location of Work

General Description of Work to be Completed

Solicitation No. - N° de l'invitation :
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Mark "Yes" where applicable.

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

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

Name

Signature

Date

ANNEX E to PART 5 OF THE BID SOLICITATION FORMER PUBLIC SERVANT

** To Be Completed By the Bidder**

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](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes () No ()
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Contracting Authority - Autorité contractante :
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n/a

Title – Titre :
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Parks Canada Agency

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.

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Parks Canada Agency

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.

ANNEX G TECHNICAL EVALUATION

1. Technical Bid Format

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

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

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

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

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

2. Submission Requirements

The Bidder must submit one (1) hard copy.

3. Mandatory Technical Criteria

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

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

Item No.	Evaluation Criteria
3.1	The Bidder must have a minimum of 2 years' experience in providing services in the areas of janitorial operations and livestock care
3.2	The Bidder must have the skills required to properly and safely handle horses, horsemanship experience (horsemanship is defined as 'skill in riding, training and handling horses.') is required
3.3	The Bidder must provide information on previous custodial service operations in the areas of janitorial operations and livestock care that have occurred within the past five (5) years.
3.4	The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" - Statement of Work.

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

4. Point Rated Technical Criteria

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

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

Item No.	Evaluation Criteria	Point Criteria	Maximum Points
4.1	Qualifications and Experience		
4.1.1	The Bidder's proposal should clearly demonstrate their number of years of experience providing custodial services in janitorial operations and livestock care.	<p>0 points: No information provided, not addressed.</p> <p>3 points: More than two (2) but less than five (5) years' experience providing custodial services in janitorial operations and livestock care.</p> <p>6 points: More than seven (7) but less than nine (9) years' experience providing custodial services in janitorial operations and livestock care.</p> <p>9 points: Nine (9) or more years' experience providing custodial services in janitorial operations and livestock care.</p>	9
4.1.2	<p>The Bidder must provide information on previous custodial services in janitorial operations and livestock care that have occurred within the past five (5) years..</p> <p>The information being provided on previous custodial services in janitorial operations and livestock care should be similar in scope, nature and complexity to the requirements described at Annex "A" - Statement of Work (examples of a similar operation could be a farm hotel, camp, or retirement home, etc.).</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 5 points: Incomplete details provided. Possesses limited experience that is similar in scope, nature and complexity.</p> <p>6 – 10 points: Mostly complete details provided. Possesses limited experience that is similar in scope, nature and complexity in some areas.</p> <p>11 – 15 points: Complete details provided. Adequate experience that is similar in scope, nature and complexity in all areas.</p> <p>16 - 20 points: Complete details provided. Extensive experience that is similar in scope, nature and complexity in all areas.</p>	20
4.1.3	The Bidder's proposal should include any specific training they, the Bidder require their staff possess that is relevant to the custodial services in	<p>0 points: No information provided, not addressed</p> <p>1 points: Incomplete details provided or limited training required by the Bidder for janitorial work and livestock care..</p>	9

	<p>janitorial work and livestock care.</p> <p>Training can include but is not limited to certifications and / or completed industry standard courses.</p>	<p>3 points: Partial details provided. Demonstrates an adequate training required by the Bidder for their janitorial work and livestock care.</p> <p>6 points: Complete details provided. Demonstrates a good training required by the Bidder for janitorial work and livestock care.</p> <p>9 points: Provides extensive detail. Demonstrates a high level of training required by the Bidder for their janitorial work and livestock care.</p>	
4.2	Approach & Understanding		
4.2.1	<p>The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives and deliverables described at Annex "A" - Statement of Work.</p> <p>The proposed approach and methodology should demonstrate to the Evaluation Team an understanding of the nature, scope and importance of these requirement. Also, how a quality level of service will be maintained to avoid any disruption or impact to the day to day operations of the Site.</p> <p>The Bidder' proposal should include:</p> <ul style="list-style-type: none"> • a detailed outline of the significant duties involved by season • identify key staff positions; and • clearly identify their individual roles and responsibilities 	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 5 points: Incomplete details. Demonstrates little understanding of the scope, duties, roles and responsibilities for the ability to meet the required level of service.</p> <p>6 – 10 points: Some details provided. Demonstrates some understanding of the scope, duties, roles and responsibilities for the potential ability to meet the required level of service.</p> <p>11 – 15 points: Complete details provided. Demonstrates a good understanding of the scope, duties, roles and responsibilities and ability to meet the required level of service.</p> <p>16 - 20 points: Extensive details provided. A thorough demonstration of the understanding of the scope, duties, roles and responsibilities with the ability to exceed the required level of service.</p>	20
4.2.2	<p>The Bidder's proposed approach and methodology should demonstrate an understanding of the potential challenges for carrying out the Work and how these challenges might be overcome.</p>	<p>0 points: The information provided is unsuitable or insufficient.</p> <p>1 – 4 points: Demonstrates a poor understanding of the potential challenges for carrying out the Work or how these challenges might be overcome.</p>	15

Solicitation No. - N° de l'invitation :
5P420-19-0215/A

Amd. No. - N° de la modif. :
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Contracting Authority - Autorité contractante :
Ryan Taylor

Client Ref. No. - N° de réf. du client :
n/a

Title – Titre :
Janitorial, Maintenance and Animal Care Services, Fort St. James National Historic Site, B.C.
Parks Canada Agency

	For example but not limited to addressing highly fluctuating seasonal requirements	5 – 9 points: Demonstrates a good understanding of the potential challenges for carrying out the Work and how these challenges can be overcome. 10 – 15 points: Demonstrates an excellent understanding of the challenges for carrying out the Work and provides sound solutions for how these challenges can be overcome.	
4.2.3	Bidder must describe the horsemanship skills they have acquired that will enable them to perform the associated work in Annex A Statement of Work.	0 points: The information provided is unsuitable or insufficient 1 point: Poor detail. Little demonstration of the ability to meet the requirements for horse care 3 points: Good detail and demonstration provided of the ability to meet the requirements for horse care 5 points: Extensive detail provided. Thoroughly demonstrates the ability to meet the requirements for horse care	5

	Total Points Available	78
	Minimum Points Required	45

Bids that do not obtain the required minimum of 45 points overall for the point rated technical criteria will be given no further evaluation.