



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux 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 sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Industrial Vehicles & Machinery Products Division

LEFTD - HS Division

140, O'Connor Street/

140, rue O'Connor,

East Tower, 4th Floor/

Tour Est, 4e étage

Ottawa

Ontario

K1A 0S5

Title - Sujet CHRS Bronze Plaques		
Solicitation No. - N° de l'invitation 5P029-180795/A	Date 2019-09-26	
Client Reference No. - N° de référence du client 5P029-180795		
GETS Reference No. - N° de référence de SEAG PW-\$\$HS-649-77779		
File No. - N° de dossier hs649.5P029-180795	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-06		Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Fong, Hong		Buyer Id - Id de l'acheteur hs649
Telephone No. - N° de téléphone (613) 296-1855 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes		

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses: |
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, 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 Annex A – Pricing, Annex B – Electronic Payment Instruments., Annex C - Aggregate Evaluated Price Determination, Requirement – Canadian Heritage Rivers System Bronze Plaques, and Mandatory Technical Evaluation.

1.2 Summary

1.2.1 Requirement

Parks Canada Agency – Canadian Heritage Rivers System (CHRS) has a requirement for a National Individual Standing Offer (NISO) for the provision of Bronze Plaques (Bilingual and Trilingual), including material for plaque installation in different locations across Canada, in accordance with Requirement – Canadian Heritage Rivers System Bronze Plaques, dated July 2019, and as described at Annex A – Pricing.

The work under the requirement will be on an “as and when” basis for an initial period of one (1) year from the issuance of the NISO, with an option to extend the offer by one (1) additional period of one (1) year under the same terms and conditions.

1.2.2 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).

1.2.3 Comprehensive Land Claims Agreements

The Request for Standing Offers (RFSO) is to establish National Individual Standing Offers (NISO) for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

1.2.3.1 This procurement is subject to the Tsawwassen First Nation Final Agreement, Gwichin' in Comprehensive Land Claims Agreement, and the Nunavut Land Claims Agreement.

1.2.4 ePost

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers 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.

1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

1.6 Basis for Canada's Ownership of Intellectual Property

The Parks Canada Agency has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the [Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts](#): the main purpose of the Contract, or of the deliverables contracted for, is to generate knowledge and information for public dissemination.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

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

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

2.5 Improvement of Requirement during Solicitation Period

Should offerors consider that the specifications contained in the Request for Standing Offer could be improved technically or technologically, offerors are invited to make suggestions, in writing, to the Standing Offer Authority named in the Request for Standing Offer. Offerors must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular offeror will be given consideration provided they are submitted to the Standing Offer Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications
Section IV: Additional Information

If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)
Section IV: Additional Information (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 hard copy 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 RFSO.

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: Technical Offer

In their technical offer, Offerors should demonstrate their understanding of the requirements contained in the solicitation and explain how they will meet these requirements. Offerors should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Offeror should include a written narrative for each mandatory criterion described in Mandatory Technical Evaluation. Responses consisting of a simple statement of compliance or lacking narrative, should be avoided.

Offerors should submit, with their offer, the completed Mandatory Technical Evaluation.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Basis of Payment detailed in Part 6B and at Annex A – Pricing.

Offeror should complete Annex A and submit it with their offer.

3.1.1 Electronic Payment of Invoices – Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C – Electronic Payment Instruments, to identify which ones are accepted.

If Annex C – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation Risk Mitigation

1. The Offeror may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Offeror claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Offeror must submit form <https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html>, Claim for Exchange Rate Adjustments with its offer, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.

2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Offeror and which are to be included in the adjustment amount.

-
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Offeror must complete columns (1) to (4) on form <https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/450-eng.html>, for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Offeror will not be accepted for the purposes of this exchange rate fluctuation provision.

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

Section IV: Additional Information

Canada requests that offerors submit the following information:

3.1.2 Best Delivery Date – Offer

While delivery is requested within a maximum of six (6) weeks from receipt of a call-up against the Standing Offer, the best delivery that could be offered is as follows:

- (1-4 plaques) – within _____ weeks from receipt of a call-up against the Standing Offer.
Note: Canada may require up to four (4) weeks to approve up to four (4) proofs.
- (5-8 plaques) – within _____ weeks from receipt of a call-up against the Standing Offer.
Note: Canada may require up to eight (8) weeks to approve up to eight (8) proofs.

3.1.2.1 Mandatory delivery date (Urgent delivery)

In certain cases, delivery may be requested within ten (10) calendar days from receipt of a call-up against the Standing Offer.

3.1.3 Offeror's Representatives

Canada requests that Offerors provide the Contractor's Representative contact information in Part 6A.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Offerors must meet all mandatory technical evaluation criteria detailed in the Mandatory Technical Evaluation.

Offerors must demonstrate their compliance with all technical evaluation criteria detailed in the Mandatory Technical Evaluation, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the solicitation is not sufficient.

4.1.2 Financial Evaluation

Offers must be completed in full and provide all financial information requested in the RFSO for all items detailed in Annex A – Pricing by the RFSO closing date and time to enable a full and complete evaluation.

4.1.2.1 Aggregate Evaluated Price

The evaluated price of the offer will be determined in accordance with Annex B – Aggregate Evaluated Price Determination.

4.2 Basis of Selection

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

Only one (1) Standing Offer may be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued 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 the Issuance of a Standing Offer 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 property 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.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer 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-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Product Conformance

The Offeror certifies that all plaques proposed conform, and will continue to conform throughout the duration of the Standing Offer and any resulting contract, to all technical specifications of Requirements – Canadian Heritage Rivers System Bronze Plaques, dated July 2019.

This certification does not relieve the offer from meeting all mandatory technical evaluation criteria detailed in Part 4.

Offeror's authorized representative Signature

Date

5.2.3.2 General Environmental Criteria Certification

The Offeror must select and complete one of the following two certification statements.

- A) The Offeror certifies that the Offeror is registered or meets ISO 14001.

Offeror 's authorized representative signature

Date

Or

- B) The Offeror r certifies that the Offeror meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Offeror must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Offerors' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	

Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Offeror's authorized representative signature

Date

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with Requirements – Canadian Heritage Rivers System Bronze Plaques, dated July 2019, and as detailed in Annex A – Pricing.

6.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

6.3 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.

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records, on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must also include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data, in electronic format (Excel spreadsheet format), in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted electronically on a quarterly basis to the Standing Offer Authority and the Procurement Authority.

The Quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The reporting requirements includes, but is not limited to, the following information:

- 1a. Standing Offer Number;
- 1b. Standing Offer Title and Description;
- 1c. Call-up Number
- 1d. Invoice date and Number
- 1e. Province/Territory of delivery

-
- 1f. Reporting Period (Quarter and Per Fiscal Year);
 - 1g. Total Number of Orders and associated value (applicable taxes included) for the Reporting Period (Quarter);
 - 1h. Total Number of Orders and associated value (applicable taxes included) (Per Fiscal Year);
 - 1i. Total Number of Orders and associated value (applicable taxes included) (For the duration of the Standing Offer);
 - 2a. Item Number;
 - 2b. Total Number of Item ordered (Per Quarter and Per Fiscal Year);
 - 2c. Total Number of Item ordered (Per Region of Delivery);

The data must be submitted to the Standing Offer Authority no later than **fifteen (15) calendar days** after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of the Standing Offer to **(to be inserted by PWGSC)**.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for one (1) additional period of one (1) year, 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 60 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

6.4.3.1 This procurement is subject to the Tsawwassen First Nation Final Agreement, Gwichin' in Comprehensive Land Claims Agreement, and the Nunavut Land Claims Agreement.

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in the call-ups.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Hong Fong
Supply Officer
Public Services and Procurement Canada

Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate
HS Division
L'Esplanade Laurier (LEL)
140, O'Connor Street, East Tower, 4th Floor
Ottawa, Ontario K1A 0S5
Telephone: 613-291-1855
E-mail address: Hong.Fong@pwgsc-tpsgc.gc.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.

6.5.2 Procurement Authority

The Procurement Authority for the Standing Offer is:

(To be inserted by PWGSC)

Telephone : _____
Facsimile : _____
E-mail address: _____

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out pursuant to a call-up under the Standing Offer. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Standing Offer. The Offeror may discuss administrative matters identified in the Standing Offer with the Procurement Authority. However, the Procurement Authority has no authority to authorize changes to the scope of the Work.

Changes to the scope of Work can only be made through a Revision to the Standing Offer issued by the Standing Offer Authority.

6.5.3 Technical Authority

The Project Authority for the Standing Offer is:

(To be inserted by PWGSC)

Telephone : _____
Facsimile : _____
E-mail address: _____

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

The Technical Authority is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical 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 Standing Offer Authority.

6.5.4 Offeror's Representative

General enquiries

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: (to be inserted by PWGSC).

6.7 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included). All individual call-ups against the Standing Offer exceeding \$100,000.00 (Applicable Taxes included) will be forwarded to PWGSC for authorization.

6.9 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 2010A (2018-06-21), General Conditions: Goods (medium complexity);
- e) the supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property rights in Foreground Information;
- f) Requirements – Canadian Heritage Rivers System Bronze Plaques, dated July 2019;
- g) Annex A – Pricing;
- h) the Offeror's offer dated **(to be inserted by PWGSC)** as amended on **(to be inserted by PWGSC)**.

6.10 Certifications and Additional Information

6.10.1 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.

6.11 Meeting after issuance of the standing offer

Within ten (10) calendar days after the issuance of the standing offer, the Offeror must contact the Standing Offer Authority to determine if a meeting is required. A meeting will be convened at the discretion of the Technical Authority after issuance of the standing offer to review the procedures of making call-ups, technical and contractual requirements. The Offeror shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Offeror's facilities or at the representatives of the Offeror, the client and Public Works and Government Services Canada.

6.12 Applicable Laws

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

6.13 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

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.

6.1 Requirement

The Contractor must provide the items described in the call-up against the Standing Offer, in accordance with the Requirement at Annex A – Pricing and Requirements – Canadian Heritage Rivers System Bronze Plaques, dated July 2019.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010A (2018-06-21) General Conditions – Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 interest on Overdue Accounts, of 2010A (2018-06-21) will not apply to payments made by credit cards.

6.2.2 Supplemental General Conditions

4007 (2010-08-16), Canada to Own Intellectual Property rights in Foreground Information, apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery Date

Regular Delivery

Regular delivery of all items must be made within **(to be inserted by PWGSC)** calendar days from receipt of a call-up against the Standing Offer.

Urgent Delivery

Urgent delivery of all items must be made within ten (10) calendar days from receipt of a call-up against the Standing Offer.

6.4 Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid as follows:

6.4.1.1 Basis of Payment – Type 1

The Contractor will be paid firm prices, in Canadian dollars, Delivered Duty Paid (DDP) at destination (shipping cost extra in accordance with Basis of Payment – Type 2), Incoterms 2000, Canadian Custom Duties, Excise Taxes included where applicable and Applicable Taxes extra, as specified in Annex A - Pricing.

The price paid will be adjusted in accordance with the exchange rate fluctuation provision (as applicable).

6.4.1.2 Basis of Payment – Type 2

The Contractor will be reimbursed the actual shipping cost from the Contractor's Canadian facility or the Contractor's Canadian distribution point to the point of delivery, specified in the call-up, without any allowance for profit and/or administrative overhead, in Canadian dollars and Applicable Taxes extra.

This basis of payment must be for commercial shipping only such as, but not limited to, Canada Post, Purolator, FedEx Canada, and GoJIT.

6.4.1.3 SACC Manual Clauses

SACC Reference	Title	Date
C3015C	Exchange Rate Fluctuation Adjustment	2017-08-17
C6000C	Limitation of Price	2017-08-17
H1001C	Multiple Payments	2008-05-12

6.4.1.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.5 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. The contractor is requested to provide invoices in electronic format to the Contracting Authority and Procurement Authority unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
3. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the consignee for acceptance and payment.
 - (b) One (1) copy must be forwarded or e-mail to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
 - (c) One (1) copy must be forwarded or e-mail to the Procurement Authority identified under the section entitled "Authorities" of the Contract.

6.6 SACC Manual Clauses

SACC Reference	Title	Date
A9068C	Government site regulations	2010-01-11
B7500C	Excess Goods	2006-06-16
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2017-08-17
D9002C	Incomplete Assemblies	2007-11-30
G1005C	Insurance	2016-01-28

6.7 Preparation for delivery

The goods must be prepared in accordance with Requirements – Canadian Heritage Rivers System Bronze Plaques, dated July 2019.

6.8 Shipping instructions

1. The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (...named place of destination). Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes. Contractor is in charge of delivery and will be reimbursed at cost.
2. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the person identified in the, specified in the call-up against the standing offer. The complete address of the destination will be specified in the call-up against the standing offer. The consignee may refuse shipment when prior arrangements have not been made.

6.9 Inspection and Acceptance

The Technical 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 Annex A – Pricing, Requirements – Canadian Heritage Rivers Systems Bronze Plaques, 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 – PRICING

Initial Period

Firm Year: The first year of the Standing Offer is the period from date of the Standing Offer to (to be inserted by PWGSC) inclusive.

Extended Period

Option Year: The extended period of the Standing Offer is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

Definition – Firm Price

The firm price must include all the production costs of the plaque, including the installation material as per 8.4 of the Statement of Requirement, and the packaging material, but exclude the transportation costs. The firm price must include cost incurred by a supplier to acquire a specific product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes the Applicable Taxes.

Item 001 - Standard Trilingual Plaques Horizontal or Vertical in design: minimum 48" (122 cm) in height and 36" (91 cm) in width or minimum 11,102 cm² (1728in²).

The Contractor will be paid firm prices, in accordance with Part 6 Basis of Payment- Type 1, as follows:

Initial Period – firm year:

Text - 500 characters or below		
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____
Text - above 500 characters		
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____

Extended Period – option year:

Text - 500 characters or below		
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____
Text - above 500 characters		
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____

Item 002 – Non-Standard Plaques bilingual plaques: minimum 30" (76 cm) in height and 35" (89 cm) in width or minimum 6764cm² (1015in²).

The Contractor will be paid firm prices, in accordance with Part 6 Basis of Payment- Type 1, as follows:

Initial Period – firm year:

Text - 500 characters or below		
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____
Text - above 500 characters		
1-4		

	\$ _____	\$ _____
5-8	\$ _____	\$ _____

Extended Period – option year:

Text - 500 characters or below		
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____
Text - above 500 characters		
1-4	\$ _____	\$ _____
5-8	\$ _____	\$ _____

Item 003 – Transportation Cost

The shipping cost will be determined at call-up. The Contractor will be reimbursed in accordance with Part 6 Basis of Payment - Type 2.

(Item 003 will not be included in the financial evaluation)

ANNEX B – AGGREGATE EVALUATED PRICE DETERMINATION

The estimated quantities and size reflected herein are only an approximation of requirements given in good faith for evaluation purposes only and do not represent Canada's actual requirement.

For evaluation purpose, all offers are evaluated with the offered price in Annex A – Pricing.

For each item, the firm prices for all quantity ranges, all categories and all deliveries will be averaged. The average price will be multiplied by the estimated quantities per year and by the estimated size to determine the evaluated price per year. The sum of evaluated price per year will determine the evaluated price per item.

The sum of all evaluated price per item will determine the aggregate evaluated price of the offer.

EXAMPLE

Item 001 - Standard Trilingual Plaques

Initial Period – firm year:

Text - 500 characters or below			Estimated Quantities and estimated size (for evaluation purpose only)
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)	
1-4	\$1.25/cm ²	\$1.50/cm ²	15 plaques 1,102 cm ² per plaque
5-8	\$1.50/cm ²	\$1.75/cm ²	
Text - above 500 characters			
1-4	\$1.50/cm ²	\$1.75/cm ²	
5-8	\$1.75/cm2	\$2.00/cm ²	

Extended Period – option year:

Text - 500 characters or below			Estimated Quantities and size (for evaluation purpose only)
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)	
1-4	\$1.50/cm ²	\$1.75/cm ²	15 plaques 1,102 cm ² per plaque
5-8	\$1.75/cm ²	\$2.00/cm ²	
Text - above 500 characters			

1-4	\$1.75/cm ²	\$2.00/cm ²	
5-8	\$2.00/cm ²	\$2.25/cm ²	

Item 002 – Non-Standard Plaques bilingual plaques

Initial Period – firm year:

Text - 500 characters or below			Estimated Quantities and size (for evaluation purpose only)
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)	
1-4	\$1.00/cm ²	\$1.25/cm ²	
5-8	\$1.25/cm ²	\$1.50/cm ²	5 plaques 6,764cm ² per plaque
Text - above 500 characters			
1-4	\$1.25/cm ²	\$1.50/cm ²	
5-8	\$1.50/cm ²	\$1.75/cm ²	

Extended Period – option year:

Text - 500 characters or below			Estimated Quantities and size (for evaluation purpose only)
Number of plaques per individual call-up	Firm Price per cm ² (under Regular Delivery) (Transportation costs excluded)	Firm Price per cm ² (under Urgent delivery) (Transportation costs excluded)	
1-4	\$1.25/cm ²	\$1.50/cm ²	
5-8	\$1.50/cm ²	\$1.75/cm ²	5 plaques 6,764cm ² per plaque
Text - above 500 characters			
1-4	\$1.50/cm ²	\$1.75/cm ²	
5-8	\$1.75/cm ²	\$2.00cm ²	

To calculate the Aggregate Evaluated Price:

Item 001:

Initial Period – firm year:

(\$1.25/cm² + \$1.50/cm² + \$1.50/cm² + \$1.75/cm² + \$1.50/cm² + \$1.75/cm² + \$1.75/cm² + \$2.00/cm²) / 8 X 11,102cm² per plaque X 15 plaques = \$270,611.25

Extended Period – option year:

(\$1.50/cm² + \$1.75/cm² + \$1.75/cm² + \$2.00/cm² + \$1.75/cm² + \$2.00/cm² + \$2.00/cm² + \$2.25/cm²) / 8 X 11,102cm² per plaque X 15 plaques = \$312,243.75

The evaluated price for Item 001 = \$270,611.25 + \$312,243.75 = \$582,855.00

Item 002: Initial Period – firm year:
 $(\$1.00/\text{cm}^2 + \$1.25/\text{cm}^2 + \$1.25/\text{cm}^2 + \$1.50/\text{cm}^2 + \$1.25/\text{cm}^2 + \$1.50/\text{cm}^2 + \$1.50/\text{cm}^2 + \$1.75/\text{cm}^2) / 8 \times 6,764\text{cm}^2 \text{ per plaque} \times 5 \text{ plaques} = \$46,502.50$

Extended Period – option year:
 $(\$1.25/\text{cm}^2 + \$1.50/\text{cm}^2 + \$1.50/\text{cm}^2 + \$1.75/\text{cm}^2 + \$1.50/\text{cm}^2 + \$1.75/\text{cm}^2 + \$1.75/\text{cm}^2 + \$2.00/\text{cm}^2) / 8 \times 6,764\text{cm}^2 \text{ per plaque} \times 5 \text{ plaques} = \$54,957.50$

The evaluated price for Item 002 = \$46,502.50 + \$54,957.50 = \$101,460.00

The evaluated aggregate price of the offer = \$582,855.00 + \$101,460.00 = \$684,315

ANNEX C – ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)



Parks
Canada

Parcs
Canada



Requirements

Canadian Heritage Rivers Systems Bronze Plaques

Parks Canada Agency

July 2019

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1. Canadian Heritage Rivers System (CHRS) Plaques Background

The Canadian Heritage Rivers plaques serve an important function in building public awareness of the program and are a primary means of communicating the values for which each heritage river was designated to the system. Of the 40 designated or nominated heritage rivers, there are currently 34 rivers with plaques. There will be a portion of these rivers that will be participating in the plaque program.

Standard plaques will be trilingual: French, English and one Indigenous language. They will be produced using standard formats and dimensions.

Some plaques, called non-standard plaques, will include a fourth language and therefore will be too big on one plaque so two plaques will be created. The plaques will be smaller in size and will be bilingual having a combination of English, French and/or Indigenous language.

2. Objective of Work

The specific objective of the contract is to produce a minimum of 15 plaques for various Canadian Heritage Rivers across Canada, each with differing content and language specifications (i.e. two, three or more languages).

3. Scope of Work

The scope of work for the contractor includes producing proofs, manufacturing the plaques, and shipping the plaques to specified addresses across the country.

4. Plaque Dimensions & Specifications

Standard Plaques

- The dimensions of a standard trilingual plaque must be minimum 48" (122 cm) in height and 36" (91 cm) wide, referring to the dimensions of Ottawa River plaque (see Appendix I). There are three languages for inscription French, English, and an Indigenous language.
- The amount of text on the plaques is expected to vary; accordingly, the height will be reduced or increased to accommodate a particular text or additional languages.
- Text lettering will be ½" (1.2 cm) gothic type-face (Helvetica). Text size may be reduced or increased if agreed upon in advance by both parties.
- All plaques, regardless of size, must be a minimum ¾" (1.9 cm) in thickness (measurement of the edge).
- All plaques, regardless of size, must have a border that is ½" (1.3 cm) wide.
- The standard height of the raised letters and graphics is roughly 0.090", just under 1/8".

Non-Standard Plaques

- The dimensions of the bilingual plaques must be minimum 30" (76 cm) in height and 35" (89 cm) wide with rounded corners. It will be a choice of two of these languages per plaque, English, French, Indigenous.
- The amount of text on the plaques is expected to vary; accordingly, the height will be reduced or increased to accommodate a particular text or additional languages.
- Text lettering will be ½" (1.2 cm) gothic type-face (Helvetica). Text size may be reduced or increased if agreed upon in advance by both parties.

- All plaques, regardless of size, must be a minimum $\frac{3}{4}$ " (1.9 cm) in thickness (measurement of the edge).
- All plaques, regardless of size, must have a border that is $\frac{1}{2}$ " (1.3 cm) wide.
- The standard height of the raised letters and graphics is roughly 0.090", just under $\frac{1}{8}$ ".

5. General Description of Pre-Production Phase by Parks Canada

- The approved texts [an English, French and Indigenous language version (if applicable)] are produced by Parks Canada;
- Approved texts are formatted into a Word document including text in all of the languages to be included on the plaque;
- The month and year to be included on the plaque (the designation date);
- Vector files of the CHRS logo as required;
- Final text and artwork files are forwarded to the Contractor by email in Word document and vector file formats. The Contractor must use the final vector artwork file and must not modify them unless approved by the CHRS;
- Respond to contractor's questions on this work in a timely manner;
- Parks Canada reviews and approves final layout before casting.

6. General Description of Production Phase by Contractor

- The CHRS sends the Word document and vector files to the Contractor by email;
- A complete proof of the plaque text, including the artwork, the designation date and all languages to be included on the final produced plaque is made by the Contractor;
- Should changes to the text be requested, a second proof shall be produced at no extra charge;
- Once the CHRS approves the proof, a full-sized film negative of the layout is made by the Contractor;
- A photo polymer plate is made from the negative;
- The photo polymer plate is mounted on the pattern base;
- The completed pattern is used to make a sand mould;
- Bronze is poured into the mould;
- All sand is cleaned from the casting after cooling and removal from the mould;
- Imperfections are removed or repaired by using a sand blaster as needed;
- Holes are drilled and threaded into the mounting bosses;

- The edge of the plaque is ground straight and square, and is lightly abraded to give it a satin finish;
- The plaque surfaces are chemically cleaned and degreased;
- The plaque is coated with a primer compatible to the paint system front and back;
- The bronze casting is painted front and back with dark blue background (Empress Blue);
- All raised elements on the plaque are lightly abraded to reveal them in bronze, to give them a satin finish and to highlight them;
- The entire plaque (front, back and edges) is coated with a clear protective coating;
- After the coating has hardened, the plaque is wrapped in padded material and crated for shipping;
- The crated plaque with required mounting material is shipped to addresses specified by Parks Canada, to be determined at the time of the order.

7. Colouring and Protective Coating

7.1. Colour Reproduction

The painted background of plaque shall be an evenly applied opaque coating in dark Empress Blue.

7.2. Colour application

The background colouring is to be an evenly applied opaque coating in dark blue (see 7.1).

7.3. Finish Coating

- Once the casting is cooled and the mould is removed, all traces of sand are removed and imperfections are eliminated or corrected by using a sand blaster as needed;
- Mask off the edges and borders;
- Spray on primer coat value shade 4;
- Spray two colour coats. Remove masking tape;
- Sand, with medium paper, raised letters, patterns to remove the colour coat. Finish surface with fine paper (400 grit) leaving a satin surface to promote adhesion;
- Clean the surface of the plaque with compressed air to remove filings;
- Degrease the borders and edges of the plaque;
- Apply a clear protective coating which is compatible with the paint system.

7.4. Paint system

- A high quality/heavy duty grade waterborne 2K paint system must be used. All the products used must be the same brand to insure compatibility.

- The surface must be cleaned and degreased prior to the application of the paint system. The solvent used must be the one recommended by the manufacturer of the paint system to insure compatibility.

7.5. Application

- Waterborne 2K primer Gray color. One (1) wet coat applied to the manufacturer recommended film thickness over the complete surface, front and back.
- Waterborne 2K basecoat solid color. Two (2) wet coats applied to the manufacturer recommended film thickness over the complete surface, front and back.
- Waterborne 2K clearcoat. Two (2) wet coats applied to the manufacturer recommended film thickness over the complete surface, front, edges and back

8. Casting and Finishing

8.1. Casting

The casting is to be done by a foundry specialized in detailed casting. Fresh, fine casting sand is to be used next to the pattern to obtain maximum detail. A standard alloy bronze containing minimum 12% tin must be used.

8.2. Machining and Finishing of Metal

- All flash and moulding imperfections are to be removed;
- The total background is to have a smooth uniform sand texture. Only pin head sized holes or bumps are tolerable. All blow holes, cracks, pits and heavy scratches must be repaired. Large uneven areas on the background surface are to be smoothed and the surface texture is to be restored to blend with the adjacent areas. Holes may be repaired with brazing rod made of the same alloy as the plaque;
- Plaques with repairs to more than 10% of their surface will be rejected and will have to be recast;
- On all raised areas (borders, letters, credits and logo), holes are to be filled with brazing and treated in the same fashion;
- The raised border is to be straight and of a consistent width as specified. There is to be a minimum of filling-in at the radius between the border and the background;
- The surface of the letters and the logo, and the raised borders and outside edges, are to be lightly finished to maintain detail. The finishing is to be done only with a fine grit abrasive (400 grit), preferably by hand. The direction of the sanding on the letters will be horizontal, from side to side. Sanding on the raised borders and outside edges can follow their direction. Excessive grinding, recognizable by fatter, less clearly detailed letters, is unacceptable;
- The back of the plaque must be machined so it will lie flat when mounted on its base.

8.3. Bronze alloy

A standard alloy bronze containing a minimum 12% tin must be used.

8.4. Anchoring

The 3/8-16 UNC anchoring studs must be silicon bronze. Anti-Seize compound must be applied in the threaded segment of the mounting bosses to allow dismantling and/or replacement. The silicone used to seal the top and both sides of the plaque must be silicone type II.

9. Other Contracting Details for Plaques

9.1. Division of Responsibilities

Upon signature of the contract, the Contractor will be responsible for the following:

1. Providing one or more proofs of each plaque, as described in the Scope of Work and deliverables, above.
2. Producing and shipping the final cast bronze plaques to addresses specified by Parks Canada. The plaques will not be delivered to Parks Canada's address.
3. Requesting all necessary information from Parks Canada to aid in the successful conclusion of the project.
4. Staying in regular contact with Parks Canada by responding to e-mails and telephone calls as required.
5. Ensuring that each project deliverable is completed and produced within the identified timelines and/or other terms specified in the contract.

Parks Canada will be responsible for the following:

1. Providing the contractor with all necessary supporting documentation, information and artwork related to the project.
2. Assigning one point of contact/project manager to oversee the contract and ensure its completion within identified timelines.
3. Providing review and feedback to the contractor, receiving and approving each.

9.2. Other Considerations

Official Languages:

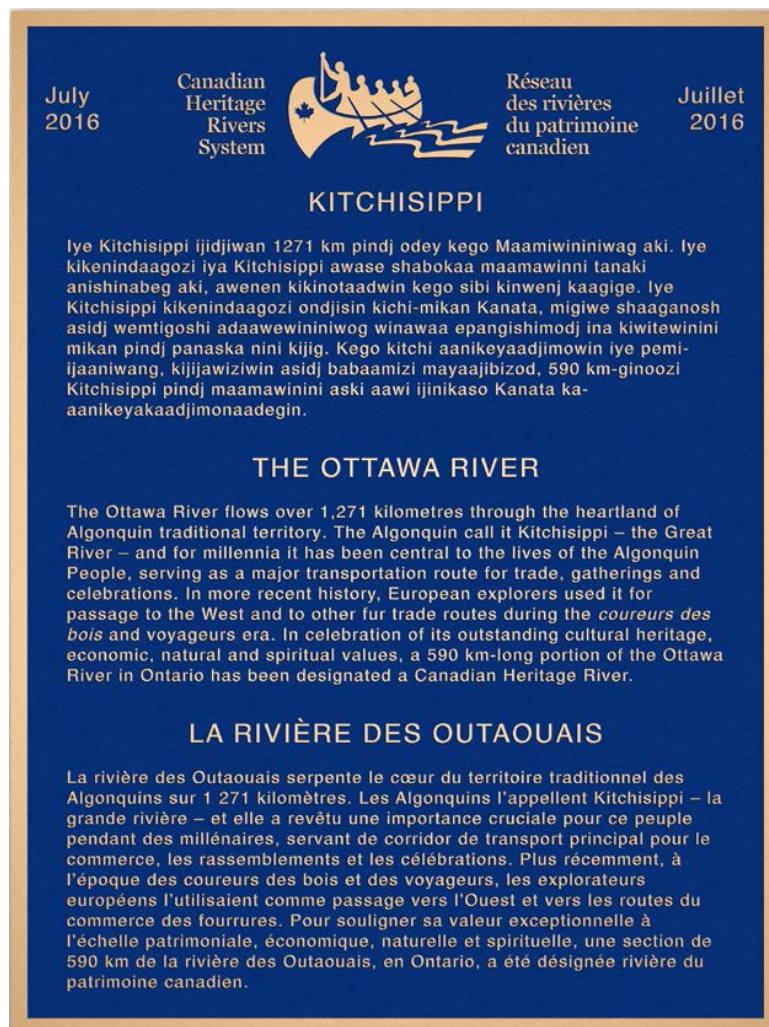
Preference for contractor to be English essential and knowledge of French following these standards <https://www.canada.ca/en/treasury-board-secretariat/services/staffing/qualification-standards/relation-official-languages.html>

APPENDICES

Appendix I

Standard Trilingual CHRS Plaque (Ottawa River Plaque)

The dimensions of the standard plaque are 48" high by 36" wide, standard letter (3/4").



MANDATORY TECHNICAL EVALUATION

Mandatory Technical Criteria	The Offeror must identify substantive information in the offer: document(s) title and/or page number in proposal.
a) Offerors must demonstrate how they propose to meet the requirements and how they will carry out the Work as detailed in section 2, and sections 4 to 9 of the Statement of Work. Additional explanation must be provided to support technical compliance such as, but not limited to, brochures, technical literature and specifications.	
b) The Offerors must demonstrate that it is a foundry specialized in precision casting.	
<p>c) The Offerors must describe how resources will be managed to achieve and fulfill the requirements of individual call-ups through the period of the Standing Offer and must demonstrate that they are able to meet relatively short production deadlines, from a maximum of six (6) weeks between receipt of the order to the time of delivery. Please provide a minimum of three (3) examples within the past two (2) years.</p> <p>The Offerors must also demonstrate how the resources will be managed to meet mandatory delivery date (within ten (10) calendar days).</p>	
d) Offerors must demonstrate that they have experience in manufacturing bronze plaques within the last three (3) years. Offerors must provide client names, number of bronze plaques delivered, including the date of delivery and a picture of the bronze plaques. Please provide a minimum of five (5) examples.	