



RETURN OFFERS TO:

RETOURNER LES OFFRES À :

Parks Canada Agency Bid Receiving Unit
National Contracting Services
30 Victoria Street
Gatineau, QC J8X 0B3

Bid E-mail address:

pc.salleducourier-mailroom.pc@canada.ca

The only acceptable email address for responses to bid solicitations is pc.salleducourier-mailroom.pc@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than pc.salleducourier-mailroom.pc@canada.ca will not be accepted.

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REQUEST FOR STANDING OFFERS

DEMANDE D'OFFRES À COMMANDES

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

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

Issuing Office - Bureau de distribution :

Parks Canada
National Contracting Services
30 Victoria Street
Gatineau, QC J8X 0B3

Title - Sujet : Event Material Request for Standing Offer, Parks Canada Agency	
Solicitation No. - N° de l'invitation : 5P047-19-0097A	Date : October 17, 2019
Client Reference No. - N° de référence du client : "n/a"	
GETS Reference No. N° de reference de SEAG : PW-19-00893002	

Solicitation Closes - L'invitation prend fin : At - à : 2 :00 PM On - le : November 27, 2019	Time Zone - Fuseau horaire Eastern Standard Time
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F.O.B. - F.A.B. :
Plant - Usine : **Destination :** **Other - Autre :**

Address Enquiries to - Adresser toutes demande de renseignements à :
Patrick Alguire

Telephone No. - N° de telephone : (819) 420-4692	Email Address - Courriel : Pat.alguire@canada.ca
--	--

Destination of Goods, Services, and Construction - Destination des biens, services, et construction :
Various locations in Canada

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

Vendor/ Firm Name - Nom du fournisseur/ de l'entrepreneur :	
Address - Adresse :	
Telephone No. - N° de telephone :	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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**Standing Offer Authority - Responsable de
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Patrick Alguire

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IMPORTANT NOTICE TO OFFERORS

Direct Deposit

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

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

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

Comprehensive Land Claim Agreement(s)

This procurement is subject to the Nunavut Land Claims Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Land Claims and Self-Government Agreement, Inuvialuit Final Agreement, Vuntut Gwich'in First Nation, First Nation of Nacho Nyak Dun, Teslin Tlingit Council, Champagne and Aishihik First Nations, Little Salmon/Carmacks First Nation, Selkirk First Nation, Tr'ondëk Hwëch'in First Nation, Ta'an Kwach'an Council, Kluane First Nation, Kwanlin Dun First Nation, Carcross/Tagish First Nation, Maa-nulth Final Agreement, Nisga'a Final Agreement, Tsawwassen First Nation Final Agreement, James Bay and Northern Quebec Agreement, Northeastern Quebec Agreement, Nunavik Inuit Land Claims Agreement, Eeyou Marine Region Land Claims Agreement, Labrador Inuit Land Claims Agreement.

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PART 1 – GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

- 1.2.1** L'Agence Parcs Canada (APC) cherche à établir une offre à commandes pour divers produits événementielles comme des tentes, des oriflammes, nappes et housses, affiches enroulables, toile de fond de stand portables, tableau-annonces, plaque de poids en caoutchoucs et des affiches sur les pylônes. L'APC exigera également divers niveaux de services de conception, au besoin. Les produits pour l'évènementiel seront expédiés à divers endroits au Canada.

The Standing Offer will be for a period of one (1) year with four (4) one year options periods.

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

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1.2.3 The Request for Standing Offers (RFSO) is to establish one National Master Standing Offer 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).

1.3 Security Requirements

There is no security requirement applicable to the Standing Offer.

1.4 Debriefings

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

PART 2 – OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2006** (2019-03-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

The only acceptable email address for responses to the RFSO is pc.salleducourier-mailroom.pc@canada.ca. Offers submitted by email directly to the Standing Offer Authority or to any email address other than pc.salleducourier-mailroom.pc@canada.ca will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 6 megabytes. The Offeror is responsible for any failure attributable to the transmission or receipt of the emailed offer due to file size.

2.3 Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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

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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 Quebec.

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

PART 3 – OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer 1 soft copy on USB key or e-mail

Section II: Financial Offer 1 soft copy on USB key or e-mail

Section III: Certifications 1 soft copy on USB key or e-mail

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

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

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

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

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

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

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Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial bid in accordance with ATTACHMENT 002 FINANCIAL PROPOSAL.

3.1.1 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including 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

Technical offers will be evaluated against the technical evaluation criteria at Attachment 001 – Mandatory Technical Criteria.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 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, Offerors must provide the information required at Annex "A" to Part 5 of the Request for Standing Offers before issuance of a standing offer.

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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

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

PART 6 – SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Standing Offers.

PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

7.1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

There is no security requirement applicable to the Standing Offer.

7.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the Nunavut Land Claims Agreement, Gwich'in Comprehensive Land Claim Agreement, Sahtu Dene and Metis Comprehensive Land Claim Agreement, Tlicho Land Claims and Self-Government Agreement, Inuvialuit Final Agreement, Vuntut Gwich'in First Nation, First Nation of Nacho Nyak Dun, Teslin Tlingit Council, Champagne and Aishihik First Nations, Little Salmon/Carmacks First Nation, Selkirk First Nation, Tr'ondëk Hwëch'in First Nation, Ta'an Kwach'an Council, Kluane First Nation, Kwanlin Dun First Nation, Carcross/Tagish First Nation, Maa-nulth Final Agreement, Nisga'a Final Agreement, Tsawwassen First Nation Final Agreement, James Bay and Northern Quebec Agreement, Northeastern Quebec Agreement, Nunavik Inuit Land Claims Agreement, Eeyou Marine Region Land Claims Agreement, Labrador Inuit Land Claims Agreement.

7.4 Standard Clauses and Conditions.

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

7.4.1 General Conditions

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

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7.4.2 Standing Offers Reporting

The Offeror **must compile and maintain records on its provision of goods and services to Canada** under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror **must provide this data** in accordance with the reporting requirements detailed in annex entitled "C " (insert annex title). If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The **data must be submitted on a yearly basis** to the Standing Offer Authority.

The yearly reporting periods are defined as December 1st to November 30th.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.5 Term of Standing Offer

7.5.1 Period of the Contract

The period for making call-ups against the Standing Offer is from Standing Offer award to November 30, 2020.

7.5.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional four (4) 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5.3 Delivery Points

The delivery of the requirement will be to delivery locations throughout Canada.

7.5.4 Shipping Instructions

The Contractor must ship the goods prepaid DDP - Delivered Duty Paid (... named place of destination) ***** To be identified in the call-up against the Standing Offer *****. Unless otherwise directed, delivery must be made by the most economical means and will be paid at cost with no allowance for profit or overhead. Shipping charges must be shown as a separate item on the Contractor's invoice. 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. Shipping includes delivery to all provinces and territories. (The cost for delivery differs depending on the province. Taxes must be applicable per provincial jurisdictions.)

The Contractor is responsible for the shipping of any product purchase abroad (international shipping). Parks Canada will only cover domestic shipping charges.

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All items must be packed in such a way as not to damage contents. The packages must be able to sustain considerable handling. Recyclable packaging must be used when available.

All packages and cartons must be clearly labelled. Each shipment must be accompanied by a detailed packing slip. All packing slips must indicate the item title, the number of items within each package/box, the total number of boxes for shipment and the total quantity of each item shipped.

The Contractor must provide, to the Project Authority, Proof of Delivery of each destination. Report must include at a minimum the following:

- Order number
- Confirmation number
- Shipping date
- Delivery address
- Delivery date

7.6 Authorities

7.6.1 Standing Offer Authority

The Standing Offer Authority is:

Patrick Alguire
Contracting Advisor, Procurement, Contracting and Contributions
Parks Canada / Government of Canada
30 Victoria Street
Gatineau, QC J8X 0B3

Telephone: 819-420-4692
E-mail address: pat.alguire@canada.ca

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

7.6.2 Project Authority

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

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

7.6.3 Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Representative's Name:

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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:		

7.7 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.

7.8 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is any representative of the Parks Canada Agency with the financial authority to enter into a call-up against the Standing Offer.

7.9 Call-up Procedures

- 7.9.1 The Identified User will provide a description of the requested work/ tasks, the required completion date and indicate to the Standing Offer Holder if the request is non-urgent or urgent. For complex requests, the Identified User will provide a written Scope of Work to the Standing Offer Holder. The Standing Offer Holder must respond to the Identified User indicating their acceptance or refusal of the requested work within 48 hours for non-urgent requests or 24 hours for urgent requests.
- 7.9.2 Once the Identified User and the Standing Offer Holder have reviewed the services to be performed, the Standing Offer Holder will provide an estimate of the cost of the goods and/or performing the work to the Identified User in accordance with the pricing provisions of the Standing Offer. The Identified User will review the quote and if acceptable a call-up against the standing offer will be awarded.
- 7.9.3 Once the call-up against the Standing Offer is issued, the Standing Offer Holder is considered to have entered into contract and must supply Parks Canada with the agreed upon goods and/or services. The Standing Offer Holder must not undertake any of the specified work unless and until a call-up against the Standing Offer is issued by the Identified User.

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7.9.4 In the event that the Standing Offer Holder, without prior approval of Parks Canada, does not supply the agreed upon services at the time required, Parks Canada reserves the right to cancel the call-up and will not be responsible for payment of any costs to the Standing Offer Holder.

7.10 Call-up Instrument

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

7.11 Limitation of Call-ups

Individual call-ups against the Standing Offer must be less than \$ 25,000.00 (**Applicable Taxes included**).

7.12 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ 750,000.00 (**Applicable Taxes excluded**) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.13 Price Lists

Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

7.14 Priority of Documents

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

- (a) the call up against the Standing Offer, including any annexes;
- (b) the Articles of the Standing Offer;
- (c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions [2029](#) (2016-04-04), General Conditions – Goods or Services (Low Dollar Value);
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Periodic Usage Report – Standing Offer; and
- (h) the Offeror's offer dated ***** to be inserted at issuance of a standing offer *****.

7.15 Certifications and Additional Information

7.15.1 Compliance

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

7.16 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 Quebec.

B. RESULTING CONTRACT CLAUSES

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

7.17 Statement of Work

The Contractor must provide the items and/or perform the Work described in the call-up against the Standing Offer.

7.18 Standard Clauses and Conditions

7.18.1 General Conditions

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

7.19 Term of Contract

7.19.1 Period of the Contract

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

7.19.2 Delivery Date

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

7.20 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.

7.21 Payment

7.21.1 Basis of Payment

For section 1.A & 2.A & 3.A & 4.A & 5.A Event Material in Attachment 002

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

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

For section 1.B & 2.B & 3.B & 4.B & 5.B Optional accessories/parts in Attachment 002

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of ___ ***** To be identified in the call-up against the Standing Offer ***** percent.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

For Section 1.C & 2.C & 3.C & 4.C & 5.C Graphic Design Services in Attachment 002

The Contractor will be paid firm hourly rates as indicated in Attachment 002, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

7.21.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ ***** To be identified in the call-up against the Standing Offer *****. Customs duties are included and Applicable Taxes are extra.

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 percent committed, or
- (b) four (4) 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.

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.

7.21.3 Single Payments

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

7.22 Invoicing Instructions

7.22.1 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

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completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed (if applicable);

7.22.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded as indicated in the call-up against the Standing Offer for certification and payment.

7.23 Insurance

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

7.24 SACC Manual Clauses

SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods

7.25 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.

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ANNEX A STATEMENT OF WORK

EVENT MATERIALS

1.0 Title

Event Material Request for Standing Offer

2.0 Introduction

The Parks Canada Agency (PCA), wishes to have one standing offer for 1 year with four additional 1-year option years with a contractor that can provide a wide range of event products such as tents, sandwich boards, beach flags, etc.

PCA wishes to engage Canadians in discovering their history and natural spaces through events. Therefore, raise the profile of its sites and increase visitation.

3.0 Product Generalities

Pricing for all items included in the standing offer must be based on Parks Canada providing graphics. If design services are required, they will be invoiced separately, see section 4. Graphic Design.

All printed products will require PDF(s) approval (electronic) and in some case, printing proofs (and/or on paper and/or on fabric) by Parks Canada before printing.

The graphic file(s) format will be discussed at the time of call up.

Colour: Spring Green (CMYK: 28/0/92/0 Pantone: 382C) and Heritage Green (CMYK 60/0/55/80 Pantone: 553). (In some case a range of colours in different combinations may be required, up to and including full colour process.)

Two Primary Solid Colours



Warranty : Minimum of one-year warranty.

4.0 Graphic Design

Graphic design may be required for any product within the Standing Offer. Graphic design services may include full graphic design or modifications to existing graphics.

Parks Canada owns the intellectual property on graphics created.

5.0 Verifications

Sample corrections: The Contractor may have to re-print or reproduce new sample(s) if the sample is not deemed satisfactory to Parks Canada at no additional cost, e.g. the finishing, the saturation, the requested colours, if sufficient penetration is not achieved, since the colours on the banners must be of equal intensity on both sides, also, if the sewing is not to Parks Canada's satisfaction.

Verification: Following delivery, Parks Canada will verify that the printed products are compliant with the final samples, in terms of colour, ink penetration and overall finishing. Products that do not reasonably match the samples may have to be corrected at the Contractor's expense.

6.0 Shipping and Packaging

See section 7.5.4 of the RFP.

When assembly is required, assembly instructions are required in English and French.

PRODUCT DESCRIPTIONS

7.0 Canopy tents

Description: Leigh-weight, weather-resistant, portable popup tent including hardware frame, stakes, guy ropes & rolling carry bag, with the options for printed walls. On the identifier band that goes around the top to the tent (the corporate zone), two sides of the tent(s) are to have the French language graphic first and the other two sides printed with the English graphic language first. Please see image below.

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Frame: Aluminum frame, nylon/fiberglass composite joints, anodized (corrosion-resistant) and rust-resistant, 40 mm aluminum, hexagon tubing of 2 1/2" with telescopic legs.

Components: Replacement parts must be available for every part of the frame of the canopy.

Sizes: 10'x10' and 10'x 20'

Fabric: Polyester, 500 Denier, 100% UV protected, water and mildew resistant. Meet ULC-S 109 (Canadian flame test for fabric), CPAI 84 (Specification for wall and top material) and NFPA-701 Fire codes (Standard Methods of Fire Tests for Flame Propagation of Textiles and Films).

Wall: Size 10-foot single and/or double sided printed, polyester, 500 Denier. Velcro to secure the tent wall(s). 100% UV protected, water and mildew resistant, meet ULC-S 109, CPAI 84 and NFPA 701 Fire codes (fire retardant)

Zipper: 10 YKK, unaffected by moisture, rot or mildew. Heat and cold resistant. The zipper must have a double pull slider so to allow to close the tent from inside and outside.

Printed canopy and wall: Custom printed graphic, full colour dye sublimation, 500 Denier polyester

Rain Gutter: 10-foot rain gutter used when two canopies are needed side by side to prevent incoming rain. Equipped with Velcro strips on each side of the gutter to allow the gutter to hang from the canopy frame. Made of 500 denier polyester fabric. Fire retardant – meets ULC-S 109, CPAI 84 and NFPA 701 Fire codes

Roller bag: Heavy duty roller bag (on wheel) for easy transport.

8.0 Flag Banner

Description: Flag banners must include telescopic flex poles, a weighted base with ground spike and carrying travel bags.

PCA requires two different types of banners. Outdoor single-reverse banner and double-sided banner reading correctly on both side. For the double-sided banner, the contractor must insure the graphics are not visible from the opposite side. In some case the graphics may be the same on both sides or may be different.

Fabric: Exterior fabric, high-tenacity 500 Denier nylon, UV protected, fade-resistant exterior grade washable.

Sizes: *The following dimensions are approximate ± 2 inches (5 cm)*

- Small 8 feet (2.4 m)
- Large 14 feet (4.3 m)

Pre-press: Print-ready electronic files and a sample of banner

The Contractor must provide a print-ready files proof followed by a fabricated banner sample as soon as the contract is awarded. The Contractor must ship the banner (not the hardware) to Parks Canada. The Contractor must obtain approval from project authority in writing before proceeding with production. Review will be completed and comments will be given by Parks Canada within two (5) working days upon receipt of the samples for approval.

Printing: Full colour process, full bleed on fabric, using UV-resistant inks

Project Schedule for printing banners:

Production stage	Schedule
Parks Canada provides print-ready electronic files to supplier	1 day after contract awarded
Contractor provides electronic printing proof(s) to Parks Canada	2 working days after delivery of artwork from Parks Canada
Parks Canada approval of proof(s)	2 working days
Contractor provides sample(s) to Parks Canada	7 working days after approval of print-ready file(s)
Approval of sample(s) from Parks Canada	5 working days for Parks Canada to view sample(s)

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Printing and shipping of banners	15 working days (3 weeks)
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Specifications for Fabrication:

All banners must be manufactured from U.V. resistant flag nylon.

All banners must be printed in a way so that 90%-95% penetration is achieved, since the colors on the banners must be of equal intensity on both sides.

All banners are to be printed before sewing to ensure that the colour of the hem is consistent with the banner colours. The dyes used must be colourfast and U.V. resistant, to ensure that the colours do not bleed after washing or if wet from rain.

Sewing: All hems must be sewn to minimize shrinkage and twisting and to prevent tearing from strong wind.

The banner requires an added fabric sleeve to accommodate the flexible pole, closed at the top end and fabric shock cord loop at the bottom end to create tension when the banner is deployed.

The sewing of the edge of the banner: Fold edge of fabric over once 0.28 inches (see graphic below), and sew then fold twice 0.4 inches (see graphic below) and double sew. Sew with U.V. resistant nylon thread at 4 stiches per centimeter.

The hem of the banners must be consistent with the colour of the banner.

Artwork: When artwork file(s) are provided by Parks Canada they will include a bleed for the seam area; however, in some cases due to the angular fold over, adjustments may have to be made by the Contractor.

Flag Banner Hardware

Base/Stand: Must include steel cross base, including a galvanized 360° rotating ground spike to prevent rusting. (Must be smooth with no sharp edges.) Including durable carrying bag.

Flag pole: Carbon fiber flag poles that must fold down/ collapse to no more than 70 inches, for ease of transport.

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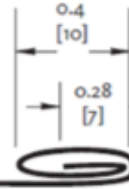
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Fold edge of fabric over once
0.28 [7] and sew then fold
twice 0.4 [10] and double
sew.
Sew with U.V. resistant nylon
thread at 4 stitches per
centimetre.



Plier l'extrémité du tissu à
0.28 [7] et coudre, puis plier
deux fois 0.4 [10] et coudre
en double.
Coudre avec du fil nylon
résistant aux rayons UV à 4
points par centimètre.

Fabric sleeve stitched to curved edge of
banner, stitched shut at the top end of the
sleeve.

Manchon cousu sur le bord de la courbe de
la bannière cousu au sommet de la
manche.



Flexible carbon fibre pole.

Poteau flexible en fibre de carbone.

9.0 Table Covers

Description: 4', 6' and 8' custom printed table cloths; in loose and tight fitting polyester and loose vinyl.

The polyester must be:

- Waterproof,
- Stain resistant,
- Colour fade resistant with a UV-resistant finish,
- Meet appropriate fire codes used in commercial expositions industry
- Machine washable.

The vinyl must be:

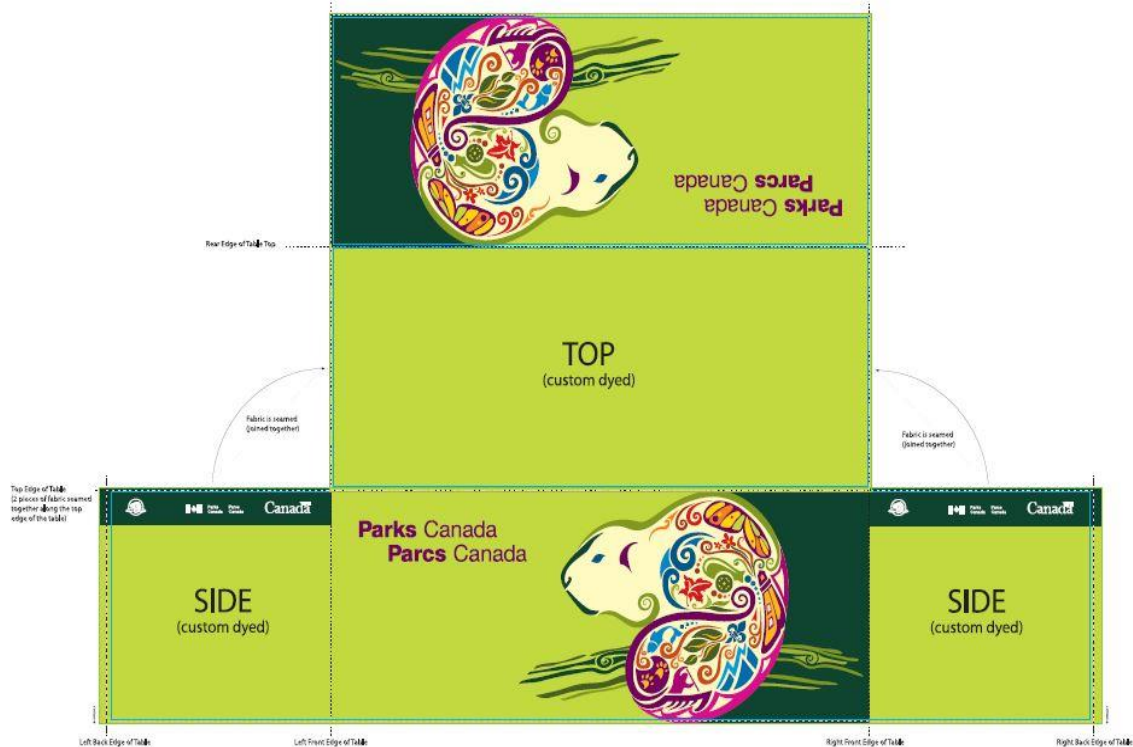
- Reusable,
- Impermeable to protect from spills and can be wiped clean with a damp cloth,
- Sun-fade resistant

Table Covers Sizes: 4', 6' and 8' table

Size	Width	Height	Depth
4' (122 cm)	48" (122 cm)	29" (74 cm)	24" (61 cm)
6' (183 cm)	72" (183 cm)	29" (74 cm)	30" (76 cm)
8' (244 cm)	96" (244 cm)	29" (74 cm)	30" (76 cm)

Style: Fitted or loose

Print: Full colour 500 Denier polyester dye-sublimated print.



10.0 Retractable roll-up banners

Description: Retractable banner stand with telescopic or bungeed pole, which allows for the banner height to be adjusted. Anodized aluminum silver finish base, with spring loaded roll up cartridge. Must be able to replace the banner and reuse the hardware and to also fix tension spring. Must include carry bag.

- Single banner stand: 1 retractable roller, a single pole holds one graphic.
- Double banner stand: 2 retractable rollers, with a single pole that holds two graphics.

Printing: Printed on vinyl or polyester media, using biodegradable, UV protected ink, full colour process, or printed using dye-sublimated process on fabric specifically designed for banner stands.

SIZE: 33 x 79 inches (± 2 inches) (84 x 201 cm [±< 5 cm])

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11.0 Portable Event Backdrop

Description: Lightweight, mobile display, easily transportable that sets up in 15 minutes. Straight shapes to perfectly frame the image.

Hardware: Tool free hardware, anodized aluminum frame and aluminum base. Accordion frame that pulls the fabric tight (tension fabric display).

Fabric: Glare and wrinkle free fabric

Print: Biodegradable full colour ink, single sided.

Dimensions (graphic): Approximately 10ft w x 7ft H (± 2 inches) (3.05 m x 2.14 m [± 5 cm])

Configuration: Straight

Package weight: Approximately 20 lbs (± 5 lbs) (9.07 kg [± 2.27 kg])



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12.0 Sandwich Board

Description: Made of Durable 100% plastic that will not rust, splinter or need painting. Space to display a sign on each side of the stand. Equipped with a handle for portability. Must be able to add weight internally (water or sand) to the sign. No hardware required to add a rigid sign panel (up to 3/16" (0.5 cm) thick). Must accommodate a sign of corrugated plastic. Does not require lens/glass cover.

Size: 27 x 45 inches (69 x 114 cm)

Sign area: 24 x 36 inches (61 x 91 cm)

Colour: Black

Weight: 18 to 19lbs (8.2 to 8.6 kg) without added water or sand



The red arrow in the photo, on the left, indicates that there must be a tab to hold the rigid sign panel in place, no need for adhesive.

13.0 Rubber Weight Plate

Description: U shaped, rubber made weight to hold tent legs in place, weather-resistant, stackable, no filling required.

Size: (L x W x H): 18 in. x 18 in. x 2 in. (46 x 46 x 5 cm)

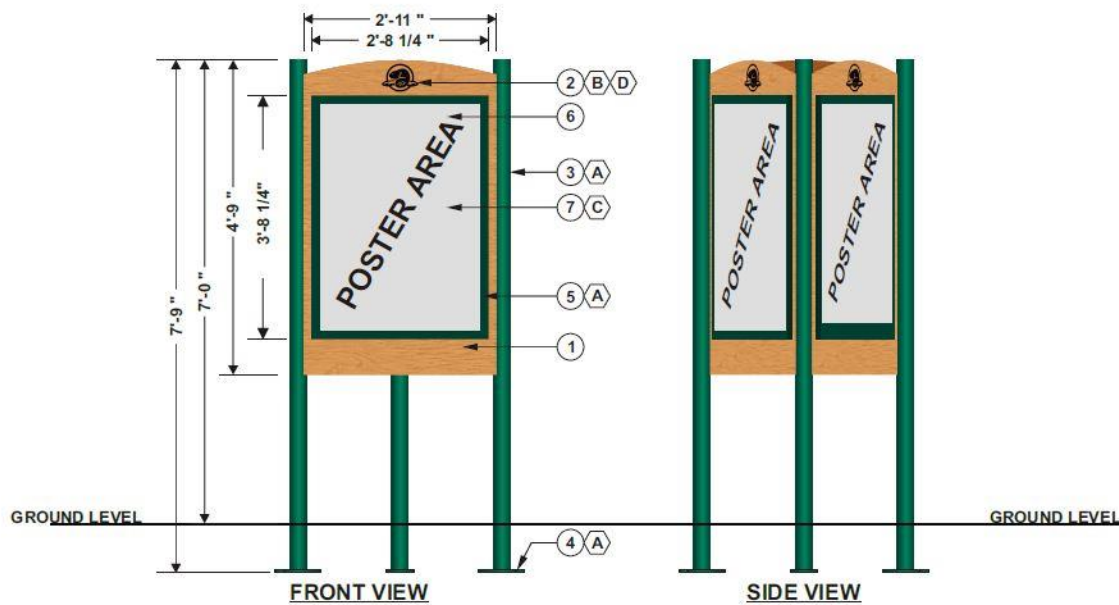
Colour: Black

Weight: High density rubber - 21lb. (9.5 kg)



14.0 Posters for pylon

Background: Parks Canada installed 3-sided outdoor pylons structures (see picture below for reference) in parks and sites. Every year posters are fabricated and printed to be inserted into the pylon structures.



Pylon Posters Specifications: Fabricated using a clear-non glare polycarbonate face, digitally printed on second surface, using vinyl applied to print on second surface. Polycarbonate is a recyclable material with minimal impact on the environment.

Size: Finished size 30 x 42 inches (76 x 107 cm)

Inks: 4/0 CMYK full bleed

Print: Single sided

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Stock: 3mm Acrylic Sign White

Finish: Anti – Graffiti, UV protection

Artwork: Will be provided by Parks Canada

Schedule:

Production stage	Schedule
Parks Canada provides graphic files to contractor	
Contractor provides electronic proofs to Parks Canada	3 working days
PC approved contractor PDFs (1 week for PC to approve PDFs)	3 working days
Contractor in production	20 working days (4 weeks)
Delivery to PC sites with POD for each site	10 working days (2 weeks)

Packaging: Heavy duty packaging to prevent breakage and damage to pylon poster corners. Packed in sturdy and appropriately. Pack two posters back to back with slip sheet, bubble wrap, so as to protect the poster, and in such a way as not to damage contents. The packages must be able to sustain considerable handling.

See [section 6](#). for more information on Shipping.

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ANNEX B BASIS OF PAYMENT

***** TO BE INSERTED AT TIME OF STANDING OFFER AWARD BASED ON ATTACHMENT 002 –
FINANCIAL PROPOSAL *****

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ANNEX C PERIODIC USAGE REPORT – STANDING OFFER

Return to the Standing Offer Authority

The annual reporting period is December 1st to November 30th.

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

Supplier:

Standing Offer No.

Item No.	Purchase Order / Call-up No.	Delivery Location	Description	Value (Applicable Taxes excluded)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
(A)	Total Dollar Value Call-ups for this reporting period:			\$
(B)	Accumulated Call-Up totals to date:			\$
(A+B)	Total Accumulated Call-Ups:			\$

NIL REPORT: We have not done any business with the federal government for this period ()

Prepared By: _____

Signature: _____

Date: _____

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ANNEX A to PART 5 OF REQUEST FOR STANDING OFFERS

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?	Yes () No ()
---	----------------

If so, the Offeror 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, Offerors agree that the successful Offeror'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](#).

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Standing Offer Authority - Responsable de
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Patrick Alguire

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

Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes () No ()
--	----------------

If so, the Offeror 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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ATTACHMENT 001 – MANDATORY TECHNICAL CRITERIA

Bidders **MUST** meet the mandatory criteria of the RFP. No further consideration will be given to Bidders not meeting the mandatory criteria.

The following definitions apply for the purposes of the Mandatory Criterion

Mandatory Technical Criteria

Definitions for the purposes of the mandatory technical criteria

External client(s): means clients exterior to the Bidder's own legal entity (or joint venture partnership) and excludes the parent, subsidiaries or other affiliates of the Bidder.

Internal client(s): means clients within the Bidder's own legal entity (or joint venture partnership) and includes the parent, subsidiaries and other affiliates of the Bidder.

Multiple: means four (4) or more

Note: During the evaluation no corporate experience gained through internal clients will be accepted or reviewed.

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Mandatory Criteria Item	Met/ Not Met	Page Reference in Proposal
A. Evaluation criteria – Corporate Experience and Capability		
A.1 The Bidder must provide the Contract reference number and Client information for contacts and/or Standing Offers started or completed after April 1, 2014 and valued at \$500,000.00 or more.		
Contract 1		
Contract 2		
A.2 The Bidder must be able to provide a minimum of one-year warranty on all products included in the standing offer.		
A.3 The Bidder must have a minimum of 5 years' experience in graphic design.		
B. Evaluation Criteria - Product - Canopy Tent		
B.1 The Bidder must demonstrate that it can provide canopy tents as per section 7.0 of the SOW.		
B.2 Bidder must be able to provide replacement parts for all the items listed in section 7.0 of the SOW.		
C. Evaluation criteria - Product - Flag Banner		
C.1 The Bidder must demonstrate that they can produce a single reverse banner as per section 8.0 of the SOW.		
C.2 The Bidder must demonstrate that they can produce a double sided banner that reads correctly on both sides (two single/reverse panels stitched back-to-back with opaque block out liner with cloth in between)		
C.3 The bidder must be able to provide replacement part for all the items listed in section 8.0 of the SOW.		
D. Evaluation criteria - Product - Table Cloths/Covers		
D.1 The Bidder must demonstrate that it can provide <u>all</u> table covers as per section 9.0 of the SOW.		
E. Evaluation criteria - Product – Retractable Roll-Up Banner		
E.1 The Bidder must demonstrate that it can provide all variations of the retractable roll-up banners as per section 10.0 of the SOW.		
F. Evaluation criteria – Product - Portable Event Backdrop		
F.1 The Bidder must demonstrate that it can provide the Portable Event Backdrops as per section 11.0 of the SOW.		
F.2 Must be able to be assembled in a maximum of 15 minutes		
G. Evaluation criteria – Product – Sandwich Board		
G.1 The Bidder must demonstrate that it can provide Sandwich Boards as per section 12.0 of the SOW.		
H. Evaluation criteria – Product – Rubber Weight Plate		
H.1 The Bidder must demonstrate that it can provide Rubber Weight Plates as per section 13.0 of the SOW.		
I. Evaluation criteria - Product – Pylon Poster		
I.1 The Bidder must demonstrate that it can provide Pylon Posters as per section 14.0 of the SOW.		

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ATTACHMENT 002 – FINANCIAL PROPOSAL

Bidders must provide pricing in the format specified for each component identified in this Attachment 002 – Financial Proposal. **Failure to provide prices in the format specified will render the proposal non-responsive.**

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found noncompliant and no further evaluation will be done.

The Bidder must submit firm all-inclusive unit prices in Canadian funds, Canadian customs duties and excise taxes included (if applicable), and applicable taxes extra. The all-inclusive unit prices must include all materials and operations (set-up charges, dies, imprinting, provision and delivery of proofs and samples of pre-production, etc.) to supply the complete quantities of the final products. The submitted prices must include any and all international shipping costs to destination in Canada.

The quantity included in the evaluation quantities below is for evaluation purposes only. These quantities are not representational or indicative or guarantee of actual quantities that may be required in the future.

Standing Offer and option year dates:

Standing Offer Year 1: Date of Standing Offer to November 30, 2020

Option Year 1: December 1, 2020 to November 30, 2021

Option Year 2: December 1, 2021 to November 30, 2022

Option Year 3: December 1, 2022 to November 30, 2023

Option Year 4: December 1, 2023 to November 30, 2024

1. Standing Offer Year 1: Date of Standing Offer to November 30, 2020

1.A: Event Material Standing Offer Year 1

Items	Unit price (a)	Evaluated Quantity (b)	Unit Total (c) a * b = c
Canopy tent 10 X10	\$	43	\$
Canopy tent 10 x 20	\$	13	\$
Canopy wall 10 x 10	\$	271	\$
Rain Gutter 10-feet	\$	9	\$
Flag Banner 8 feet Small (single-reverse)	\$	50	\$
Flag Banner 14 feet Large (single-reverse)	\$	50	\$
Flag Banner 8 feet Small (double-sided)	\$	50	\$
Flag Banner 14 feet Large (double-sided)	\$	50	\$
Flag Banner 14 feet Hardware (Large)	\$	5	\$

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Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

Flag Banner 8 feet Hardware (Small)	\$	5	\$
Flag Banner base	\$	10	\$
Table Cloth Loose Fitting 4 feet	\$	10	\$
Table Cloth Loose Fitting 6 feet	\$	20	\$
Table Cloth Loose Fitting 8 feet	\$	20	\$
Table Cloth Tight Fitting 4 feet	\$	10	\$
Table Cloth Tight Fitting 6 feet	\$	20	\$
Table Cloth Tight Fitting 8 feet	\$	20	\$
Table Cover in Vinyl 4 feet	\$	10	\$
Table Cover in Vinyl 6 feet	\$	20	\$
Table Cover in Vinyl 8 feet	\$	20	\$
Retractable Banner (single) (33 x 79 inches)	\$	40	\$
Retractable Banner <u>hardware only</u> (single) (33 x 79 inches)	\$	5	\$
Retractable Banner (double) (33 x 79 inches)	\$	40	\$
Retractable Banner <u>hardware only</u> (double) (33 x 79 inches)	\$	5	\$
Portable Event Backdrop approximately 10ft w x 7ft H, 20 lbs	\$	9	\$
Sandwich Board 27" x 45"	\$	43	\$
Rubber Weight Plate (L x W x H) 18 inches x 18 inches x 2 inches. Weight: High density rubber	\$	250	\$
Pylon Poster	\$	32	\$
Sub Total:			\$

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Title – Titre :
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1.B: Optional Accessories/Parts Standing Offer Year 1

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a percentage discount.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

Description	Discount (a)	Evaluated Quantity (b)	Evaluated Total (c) $b - (a * b) = c$
Optional Accessories/Parts related to items in 1.A	%	\$1,000.00	\$

1.C: Design Services Standing Offer Year 1

Description	Hourly Rate (a)	Evaluated Quantity (b)	Evaluated Total (c) $a * b = c$
All-inclusive hourly rate for design services	\$	100 hrs	\$

1.D Evaluated Total Standing Offer Year 1:

Description	Evaluated Sub-total
1.A: Event Material Standing Offer Year 1	\$
1.B: Optional Accessories/Parts Standing Offer Year 1	\$
1.C: Design Services Standing Offer Year 1	\$
Standing Offer Year 1 Evaluated Total:	\$

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Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

2. Option Year 1: December 1, 2020 to November 30, 2021

2.A: Event Material Option Year 1

Items	Unit price (a)	Evaluated Quantity (b)	Unit Total (c) a * b = c
Canopy tent 10 X10	\$	43	\$
Canopy tent 10 x 20	\$	13	\$
Canopy wall 10 x 10	\$	271	\$
Rain Gutter 10-feet	\$	9	\$
Flag Banner 8 feet + or – 2 inches Small (single-reverse)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (single-reverse)	\$	50	\$
Flag Banner 8 feet + or – 2 inches Small (double-sided)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (double-sided)	\$	50	\$
Flag Banner 14 feet Hardware (Large)	\$	5	\$
Flag Banner 8 feet Hardware (Small)	\$	5	\$
Flag Banner base	\$	10	\$
Table Cloth Loose Fitting 4 feet	\$	10	\$
Table Cloth Loose Fitting 6 feet	\$	20	\$
Table Cloth Loose Fitting 8 feet	\$	20	\$
Table Cloth Tight Fitting 4 feet	\$	10	\$
Table Cloth Tight Fitting 6 feet	\$	20	\$
Table Cloth Tight Fitting 8 feet	\$	20	\$
Table Cover in Vinyl 4 feet	\$	10	\$
Table Cover in Vinyl 6 feet	\$	20	\$
Table Cover in Vinyl 8 feet	\$	20	\$
Retractable Banner (single) (33 x 79 inches + or – 2 inch)	\$	40	\$
Retractable Banner <u>hardware only</u> (single) (33 x 79 inches + or – 2 inch)	\$	5	\$
Retractable Banner (double) (33 x 79 inches + or – 2 inch)	\$	40	\$

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Retractable Banner <u>hardware only</u> (double) (33 x 79 inches + or – 2 inch)	\$	5	\$
Portable Event Backdrop approximately 10ft w x 7ft H (+ or – 2") Approximately 20 lbs (5 lbs more or less)	\$	9	\$
Sandwich Board 27" x 45"	\$	43	\$
Rubber Weight Plate (L x W x H) 18 inches x 18 inches x 2 inches. Weight: High density rubber – 21 pound.	\$	250	\$
Pylon Poster	\$	32	\$
Sub Total:			\$

2.B: Optional Accessories/Parts Option Year 1

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of percent.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

Description	Discount (a)	Evaluated Quantity (b)	Evaluated Total (c) $b - (a * b) = c$
Optional Accessories/Parts related to items in 2.A	%	\$1,000.00	\$

2.C: Design Services Option Year 1

Description	Hourly Rate (a)	Evaluated Quantity (b)	Evaluated Total (c) $a * b = c$
All-inclusive hourly rate for design services	\$	100 hrs	\$

2.D Evaluated Total Option Year 1:

Description	Evaluated Sub-total
2.A: Event Material Option Year 1	\$
2.B: Optional Accessories/Parts Option Year 1	\$
2.C: Design Services Option Year 1	\$
Option Year 1 Evaluated Total:	\$

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n/a

Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

3. Option Year 2: December 1, 2021 to November 30, 2022

3.A: Event Material Option Year 2

Items	Unit price (a)	Evaluated Quantity (b)	Unit Total (c) a * b = c
Canopy tent 10 X10	\$	43	\$
Canopy tent 10 x 20	\$	13	\$
Canopy wall 10 x 10	\$	271	\$
Rain Gutter 10-feet	\$	9	\$
Flag Banner 8 feet + or – 2 inches Small (single-reverse)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (single-reverse)	\$	50	\$
Flag Banner 8 feet + or – 2 inches Small (double-sided)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (double-sided)	\$	50	\$
Flag Banner 14 feet Hardware (Large)	\$	5	\$
Flag Banner 8 feet Hardware (Small)	\$	5	\$
Flag Banner base	\$	10	\$
Table Cloth Loose Fitting 4 feet	\$	10	\$
Table Cloth Loose Fitting 6 feet	\$	20	\$
Table Cloth Loose Fitting 8 feet	\$	20	\$
Table Cloth Tight Fitting 4 feet	\$	10	\$
Table Cloth Tight Fitting 6 feet	\$	20	\$
Table Cloth Tight Fitting 8 feet	\$	20	\$
Table Cover in Vinyl 4 feet	\$	10	\$
Table Cover in Vinyl 6 feet	\$	20	\$
Table Cover in Vinyl 8 feet	\$	20	\$
Retractable Banner (single) (33 x 79 inches + or – 2 inch)	\$	40	\$
Retractable Banner <u>hardware only</u> (single) (33 x 79 inches + or – 2 inch)	\$	5	\$
Retractable Banner (double) (33 x 79 inches + or – 2 inch)	\$	40	\$

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n/a

Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

Retractable Banner <u>hardware only</u> (double) (33 x 79 inches + or – 2 inch)	\$	5	\$
Portable Event Backdrop approximately 10ft w x 7ft H (+ or – 2") Approximately 20 lbs (5 lbs more or less)	\$	9	\$
Sandwich Board 27" x 45"	\$	43	\$
Rubber Weight Plate (L x W x H) 18 inches x 18 inches x 2 inches. Weight: High density rubber – 21 pound.	\$	250	\$
Pylon Poster	\$	32	\$
Sub Total:			\$

3.B: Optional Accessories/Parts Option Year 2

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of percent.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

Description	Discount (a)	Evaluated Quantity (b)	Evaluated Total (c) $b - (a * b) = c$
Optional Accessories/Parts related to items in 3.A	%	\$1,000.00	\$

3.C: Design Services Option Year 2

Description	Hourly Rate (a)	Evaluated Quantity (b)	Evaluated Total (c) $a * b = c$
All-inclusive hourly rate for design services	\$	100 hrs	\$

3.D Evaluated Total Option Year 2

Description	Evaluated Sub-total
3.A: Event Material Option Year 2	\$
3.B: Optional Accessories/Parts Option Year 2	\$
3.C: Design Services Option Year 2	\$
Option Year 2 Evaluated Total:	\$

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n/a

Title – Titre :
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4. Option Year 3 December 1, 2022 to November 30, 2023

4.A: Event Material Option Year 3

Items	Unit price (a)	Evaluated Quantity (b)	Unit Total (c) a * b = c
Canopy tent 10 X10	\$	43	\$
Canopy tent 10 x 20	\$	13	\$
Canopy wall 10 x 10	\$	271	\$
Rain Gutter 10-feet	\$	9	\$
Flag Banner 8 feet + or – 2 inches Small (single-reverse)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (single-reverse)	\$	50	\$
Flag Banner 8 feet + or – 2 inches Small (double-sided)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (double-sided)	\$	50	\$
Flag Banner 14 feet Hardware (Large)	\$	5	\$
Flag Banner 8 feet Hardware (Small)	\$	5	\$
Flag Banner base	\$	10	\$
Table Cloth Loose Fitting 4 feet	\$	10	\$
Table Cloth Loose Fitting 6 feet	\$	20	\$
Table Cloth Loose Fitting 8 feet	\$	20	\$
Table Cloth Tight Fitting 4 feet	\$	10	\$
Table Cloth Tight Fitting 6 feet	\$	20	\$
Table Cloth Tight Fitting 8 feet	\$	20	\$
Table Cover in Vinyl 4 feet	\$	10	\$
Table Cover in Vinyl 6 feet	\$	20	\$
Table Cover in Vinyl 8 feet	\$	20	\$
Retractable Banner (single) (33 x 79 inches + or – 2 inch)	\$	40	\$
Retractable Banner <u>hardware only</u> (single) (33 x 79 inches + or – 2 inch)	\$	5	\$
Retractable Banner (double) (33 x 79 inches + or – 2 inch)	\$	40	\$

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n/a

Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

Retractable Banner <u>hardware only</u> (double) (33 x 79 inches + or – 2 inch)	\$	5	\$
Portable Event Backdrop approximately 10ft w x 7ft H (+ or – 2") Approximately 20 lbs (5 lbs more or less)	\$	9	\$
Sandwich Board 27" x 45"	\$	43	\$
Rubber Weight Plate (L x W x H) 18 inches x 18 inches x 2 inches. Weight: High density rubber – 21 pound.	\$	250	\$
Pylon Poster	\$	32	\$
Sub Total:			\$

4.B: Optional Accessories/Parts Option Year 3

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of percent.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

Description	Discount (a)	Evaluated Quantity (b)	Evaluated Total (c) $b - (a * b) = c$
Optional Accessories/Parts related to items in 4.A	%	\$1,000.00	\$

4.C: Design Services Option Year 3

Description	Hourly Rate (a)	Evaluated Quantity (b)	Evaluated Total (c) $a * b = c$
All-inclusive hourly rate for design services	\$	100 hrs	\$

4.D Evaluated Total Option Year 3:

Description	Evaluated Sub-total
4.A: Event Material Option Year 3	\$
4.B: Optional Accessories/Parts Option Year 3	\$
4.C: Design Services Option Year 3	\$
Option Year 3 Evaluated Total:	\$

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n/a

Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

5. Option Year 4 December 1, 2023 to November 30, 2024

5.A: Event Material Option Year 4

Items	Unit price (a)	Evaluated Quantity (b)	Unit Total (c) a * b = c
Canopy tent 10 X10	\$	43	\$
Canopy tent 10 x 20	\$	13	\$
Canopy wall 10 x 10	\$	271	\$
Rain Gutter 10-feet	\$	9	\$
Flag Banner 8 feet + or – 2 inches Small (single-reverse)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (single-reverse)	\$	50	\$
Flag Banner 8 feet + or – 2 inches Small (double-sided)	\$	50	\$
Flag Banner 14 feet + or – 2 inches Large (double-sided)	\$	50	\$
Flag Banner 14 feet Hardware (Large)	\$	5	\$
Flag Banner 8 feet Hardware (Small)	\$	5	\$
Flag Banner base	\$	10	\$
Table Cloth Loose Fitting 4 feet	\$	10	\$
Table Cloth Loose Fitting 6 feet	\$	20	\$
Table Cloth Loose Fitting 8 feet	\$	20	\$
Table Cloth Tight Fitting 4 feet	\$	10	\$
Table Cloth Tight Fitting 6 feet	\$	20	\$
Table Cloth Tight Fitting 8 feet	\$	20	\$
Table Cover in Vinyl 4 feet	\$	10	\$
Table Cover in Vinyl 6 feet	\$	20	\$
Table Cover in Vinyl 8 feet	\$	20	\$
Retractable Banner (single) (33 x 79 inches + or – 2 inch)	\$	40	\$
Retractable Banner <u>hardware only</u> (single) (33 x 79 inches + or – 2 inch)	\$	5	\$
Retractable Banner (double) (33 x 79 inches + or – 2 inch)	\$	40	\$

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n/a

Title – Titre :
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Retractable Banner <u>hardware only</u> (double) (33 x 79 inches + or – 2 inch)	\$	5	\$
Portable Event Backdrop approximately 10ft w x 7ft H (+ or – 2") Approximately 20 lbs (5 lbs more or less)	\$	9	\$
Sandwich Board 27" x 45"	\$	43	\$
Rubber Weight Plate (L x W x H) 18 inches x 18 inches x 2 inches. Weight: High density rubber – 21 pound.	\$	250	\$
Pylon Poster	\$	32	\$
Sub Total:			\$

5.B: Optional Accessories/Parts Option Year 4

Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of percent.

The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

Description	Discount (a)	Evaluated Quantity (b)	Evaluated Total (c) $b - (a * b) = c$
Optional Accessories/Parts related to items in 5.A	%	\$1,000.00	\$

5.C: Design Services Option Year 4

Description	Hourly Rate (a)	Evaluated Quantity (b)	Evaluated Total (c) $a * b = c$
All-inclusive All-inclusive hourly rate for design services	\$	100 hrs	\$

5.D Evaluated Total Option Year 4:

Description	Evaluated Sub-total
5.A: Event Material Option Year 4	\$
5.B: Optional Accessories/Parts Option Year 4	\$
5.C: Design Services Option Year 4	\$
Option Year 4 Evaluated Total:	\$

Solicitation No. - N° de l'invitation :
5P047-19-0097/A

Amd. No. - N° de la modif. :
000

Standing Offer Authority - Responsable de
l'offre à commandes :
Patrick Alguire

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

Title – Titre :
Event Material Request For Standing Offer, Parks Canada Agency

6: TOTAL EVALUATION

Description	Evaluated total
1. Standing Offer Year 1: Date of Standing Offer to November 30, 2020	\$
2. Option Year 1: December 1, 2020 to November 30, 2021	\$
3. Option Year 2: December 1, 2021 to November 30, 2022	\$
4. Option Year 3: December 1, 2022 to November 30, 2023	\$
4. Option Year 4: December 1, 2023 to November 30, 2024	\$
TOTAL EVALUATION AMOUNT:	\$