



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

By mail:

Parks Canada Agency Bid Receiving Unit
National Contracting Services
111 Water Street East
Cornwall ON K6H 6S2

Att: Céline Morin
5P300-19-0241-A

**REQUEST FOR QUOTATION
DEMANDE DE PRIX**

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

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

Issuing Office - Bureau de distribution :
Parks Canada Agency
National Contracting Services
111 Water Street East
Cornwall ON K6H 6S2

Title - Sujet : INSPECTION AND MAINTENANCE OF THE ELECTRICAL AND CONTROL SYSTEMS OF THE CARILLON CANAL NHSC LOCK	
Solicitation No. - N° de l'invitation : 5P300-19-0241-A	Date : November 13, 2019
Client Reference No. - N° de référence du client : 10190922	
GETS Reference No. N° de référence du SEAG : To be confirmed	

Solicitation Closes - L'invitation prend fin : At - à : 2 :00 p.m. On - le : January 8, 2020	Time Zone - Fuseau horaire EST
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F.O.B. - F.A.B. : Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>		
Address Enquiries to - Adresser toutes demande de renseignements à : Céline Morin		
Telephone No. - N° de téléphone : 613-938-5940	Fax No. -N° de télécopieur : N/A	Email Address – Courriel : Celine.morin@canada.ca
Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction : Parcs Canada – lieu historique national du Canal-de-Carillon 230, rue du Barrage, St-André d'Argenteuil QC J0V 1X0		

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

Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :	
Address - Adresse :	
Telephone No. - N° de téléphone :	Fax No. - N° de télécopieur :
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :	
Signature :	Date :

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IMPORTANT NOTICE TO BIDDERS

Direct Deposit

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

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

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

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PART 1 – GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with the bid solicitation.

1.2 Statement of Work

The purpose of this contract is to annually preserve and ensure the integrity, efficiency and reliability of all components as well as the electrical and control equipment required for the good operation of the lock.

The Work to be performed is detailed in clause 6.2 Statement of Work of the Resulting Contract Clauses.

1.3 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 230, rue du Barrage, St-André d'Argenteuil QC J0V 1X0 on November 27, 2019. The site visit will begin at 10:00 a.m. (EST).

Bidders are requested to communicate with the Contracting Authority no later than November 26, 2019 at 2:00 p.m. (EST) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4 Debriefings

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

1.5 Trade Agreements

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

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PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2019-03-04), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

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

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

2.3 Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy and one copy on USB)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section II: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Technical bids will be evaluated against the technical evaluation criteria at Annex H.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

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

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Former Public Servant

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

5.2.2 Integrity Provisions – Required Documentation

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

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The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex F to Part 5 of the Bid Solicitation.

5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

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

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

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PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The purpose of this contract is to annually preserve and ensure the integrity, efficiency and reliability of all components as well as the electrical and control equipment required for the good operation of the lock.

The work to be performed is detailed at Annex A Statement of Work.

6.2.1 Task Authorization Process (B9054C)

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex G .
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2 Task Authorization Limit (C9011C)

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and the Contracting Authority before issuance.

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6.2.3 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity), apply to and form part of the Contract.

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

6.3.2 Supplemental General Conditions

Software Development or Modification Services Canada to Own Intellectual Property Rights In Foreground Information	4002	(2010-08-16)
	4007	(2010-08-16)

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the contract is from April 1, 2020 to March 31, 2022 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Céline Morin
Advisor, Contracting and Procurement
National Contracting Services
111 Water Street East
Cornwall ON K6H 6S2
Telephone: 613-938-5940
Email: celine.morin@canada.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province / Territory:	Postal Code / ZIP Code:
Telephone:	Facsimile:	

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Email Address:

Procurement Business Number (PBN) or
Goods and Services Tax (GST) Number:

6.6 Proactive Disclosure of Contracts with Former Public Servants

En fournissant de l'information sur son statut en tant qu'ancien fonctionnaire touchant une pension en vertu de la [Loi sur la pension de la fonction publique](#) (LPFP), l'entrepreneur a accepté que cette information soit publiée sur les sites Web des ministères, dans le cadre des rapports de divulgation proactive des marchés, et ce, conformément à l'[Avis sur la Politique des marchés : 2012-2](#) du Secrétariat du Conseil du Trésor du Canada.

6.7 Payment

6.7.1 Basis of Payment

For the regular work as defined in Annex A Statement of Work, in consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices as specified in Annex B – Basis of Payment for a cost of \$ _____ (*amount to be inserted upon contract award*). Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Basis of Payment – Firm Unit Prices – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3 Method of Payment – Monthly Payment

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

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

6.8 Invoicing Instructions

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.

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2. Invoices must be distributed as follows:

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010B](#) (2018-06-21), General Conditions – Professional Services (Medium Complexity);
- (c) the supplemental general conditions [4002](#), (2010-08-16), Software Development or Modification Services;
- (d) the supplemental general conditions [4007](#) (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Insurance;
- (h) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- (i) the Contractor's bid dated *** to be inserted at contract award ***.

6.12 SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations

6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.14 Inspection and Acceptance

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

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ANNEX A

STATEMENT OF WORK (provided separately)

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ANNEX B

BASIS OF PAYMENT

VERIFICATION AND MAINTENANCE OF THE ELECTRICAL AND CONTROL SYSTEMS AT THE N.H.S.C AT THE CARILLON CANAL

Essential information to fill out the Basis of Payment:

1. The total bid price is solely used for evaluation purposes; only the price under article 1.1 is part of this contract. Therefore, Parks Canada Agency is only committed to pay the amount stipulated in article 1.1, subject to work approval and other conditions stated in the Statement of work.
2. For article 1.3, the bidder must use the unit price of \$3,000.00/year for materials multiplied by the markup percentage. Material and spare part payments at cost price plus a markup increase to cover fees and profit. Upon request from Parks Canada Agency, the contractor shall provide original supporting documents of cost prices. Obtain materials and parts at cost price least expensive. The PCA representative reserves the right to verify cost prices with the supplier.
3. Parks Canada Agency shall not pay material and manpower costs in articles 1.2 to 1.8. However, the Parks Canada Agency shall pay for the length of the contract the amounts inscribed in articles 1.2 to 1.8 for each repair approved by the PCA's representative. The Contractor shall only be paid for materials authorized and used in the work execution and shall previously obtain the PCA representative's approval through a Task Authorization before starting all work stated in articles 1.2 to 1.8.
4. For work in articles 1.2 to 1.8 (work on request), the PCA representative shall do a separate request via a task authorization each time on demand work is necessary.
5. For article 1.8, the bidder must use the unit price of \$1,000.00/year for remote network link multiplied by the markup percentage. Remote network links at cost price plus a markup increase to cover fees and profit. Upon request from Parks Canada Agency, the contractor shall provide original supporting documents of cost prices. Obtain remote network link at cost price least expensive.

No ON-DEMAND work shall be performed without the Parks Canada Agency's previous approval. No additional work shall be approved by the PCA representative without receiving signed Task Authorization from the Contractor (fax, mail or e-mail). This work shall be billed at the stated amounts in the bid form. The following quantities for on-demand work are only estimative; only work requested and executed shall be paid by Parks Canada Agency.

6. Hourly rates shall comprise all manpower rates related to personnel's work, equipment, employee benefits, transportation, administration fees, and Contractor's profit.
7. All prices inscribed in the bid form must be before applicable taxes.

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BASIS OF PAYMENT - APRIL 1st 2020 TO MARCH 31st 2021					
YEAR 1			Year 2020-2021		
Art.	Description	Qty (a)	Unit (b)	Unit price (c)	Total (a x c)
1.1	Maintenance service (In relation with the Statement of Work)	1	Lump-sum	\$	\$
*ON DEMAND WORK (Task Authorizations)					
1.2	Annual documentation update (plans and technical documents)	1	Lump-sum	\$	\$
1.3	Repairs (Provisional amount for repair materials)	Markup		\$ 3,000.00	\$
		%			
1.4	Manpower - Patented technician 08:00 to 16:30-Monday to Friday.	20	Hour	\$	\$
1.5	Manpower - Patented technician outside normal working hours-Monday to Friday and Saturday.	10	Hour	\$	\$
1.6	Manpower - Patented technician outside normal working hours-Sunday and holidays	10	Hour	\$	\$
1.7	Cost for emergency services	10	Hour	\$	\$
1.8	Remote network link (Provisional amount for remote network link)	Markup		\$1,000.00	\$
		%			
				Sub-Total	
				Year 2020-21	\$
				1.1- 1.8	

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BASIS OF PAYMENT - APRIL 1st 2021 TO MARCH 31st 2022

YEAR 2		Year 2021-2022			
Art.	Description	Qty (a)	Unit (b)	Unit price (c)	Total (a x c)
1.1	Maintenance service (In relation with the specification section)	1	Lump-sum	\$	\$
	*ON DEMAND WORK (Task Authorizations)				
1.2	Annual documentation update (plans and technical documents)	1	Lump-sum	\$	\$
1.3	Repairs (Provisional amount for repair materials)	Markup		\$ 3,000.00	\$
		%			
1.4	Manpower - Patented technician 08:00 to 16:30-Monday to Friday.	20	Hour	\$	\$
1.5	Manpower - Patented technician outside normal working hours-Monday to Friday and Saturday.	10	Hour	\$	\$
1.6	Manpower - Patented technician outside normal working hours-Sunday and holidays	10	Hour	\$	\$
1.7	Cost for emergency services	10	Hour	\$	\$
1.8	Remote network link (Provisional amount for remote network link)	Markup		\$ 1,000.00	\$
		%			
Sub-Total Year 2021-22 1.1-1.8					\$

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**BASIS OF PAYMENT - APRIL 1st 2022 TO MARCH 31st 2023
OPTION YEAR 1**

		Year 2022-2023			
Art.	Description	Qty (a)	Unit (b)	Unit price (c)	Total (a x c)
1.1	<i>Maintenance service (In relation with the specification section)</i>	1	<i>Lump-sum</i>	\$	\$
	*ON DEMAND WORK (Task Authorizations)				
1.2	<i>Annual documentation update (plans and technical documents)</i>	1	<i>Lump-sum</i>	\$	\$
1.3	<i>Repairs (Provisional amount for repair materials)</i>	Markup		\$ 3,000.00	\$
		_____ %			
1.4	<i>Manpower - Patented technician 08:00 to 16:30-Monday to Friday.</i>	20	<i>Hour</i>	\$	\$
1.5	<i>Manpower - Patented technician outside normal working hours-Monday to Friday and Saturday.</i>	10	<i>Hour</i>	\$	\$
1.6	<i>Manpower - Patented technician outside normal working hours-Sunday and holidays</i>	10	<i>Hour</i>	\$	\$
1.7	<i>Cost for emergency services</i>	10	<i>Hour</i>	\$	\$
1.8	<i>Remote network link (Provisional amount for remote network link)</i>	Markup		\$ 1,000.00	\$
		_____ %			
<u>Sub-Total – Year 2022-23</u>					
1.1-1.8					\$

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**BASIS OF PAYMENT - APRIL 1st 2023 TO MARCH 31st 2024
OPTION YEAR 2**

		Year 2023-2024			
Art.	Description	Qty (a)	Unit (b)	Unit price (c)	Total (a x c)
1.1	Maintenance service (In relation with the specification section)	1	Lump-sum	\$ _____	\$ _____
	*ON DEMAND WORK (Task Authorizations)				
1.2	Annual documentation update (plans and technical documents)	1	Lump-sum	\$ _____	\$ _____
1.3	Repairs (Provisional amount for repair materials)	Markup			
		_____ %		\$ 3,000.00	\$ _____
1.4	Manpower - Patented technician 08:00 to 16:30-Monday to Friday.	20	Hour	\$ _____	\$ _____
1.5	Manpower - Patented technician outside normal working hours-Monday to Friday and Saturday.	10	Hour	\$ _____	\$ _____
1.6	Manpower - Patented technician outside normal working hours-Sunday and holidays	10	Hour	\$ _____	\$ _____
1.7	Cost for emergency services	10	Hour	\$ _____	\$ _____
1.8	Remote network link (Provisional amount for remote network link)	Markup			
		_____ %		\$ 1,000.00	\$ _____
<u>Sub-Total – Year 2023-24</u>					
<u>(1.1-1.8)</u>					\$ _____

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**BASIS OF PAYMENT - APRIL 1st 2024 TO MARCH 31st 2025
OPTION YEAR 3**

		Year 2024-2025			
Art.	Description	Qty (a)	Unit (b)	Unit price (c)	Total (a x c)
1.1	Maintenance service (In relation with the specification section)	1	Lump-sum	\$	\$
*ON DEMAND WORK (Task Authorizations)					
1.2	Annual documentation update (plans and technical documents)	1	Lump-sum	\$	\$
1.3	Repairs (Provisional amount for repair materials)	Markup		\$3,000.00	\$
				%	
1.4	Manpower - Patented technician 08:00 to 16:30-Monday to Friday.	20	Hour	\$	\$
1.5	Manpower - Patented technician outside normal working hours-Monday to Friday and Saturday.	10	Hour	\$	\$
1.6	Manpower - Patented technician outside normal working hours-Sunday and holidays	10	Hour	\$	\$
1.7	Cost for emergency services	10	Hour	\$	\$
1.8	Remote network link (Provisional amount for remote network link)	Markup		\$1,000.00	\$
				%	
Total Year 2024-25 (Before applicable taxes)					\$

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	PRICE SUMMARY TABLE REGULAR WORK AND ON DEMAND WORK
--	--

	<i>Description</i>	<i>Total</i>
1.	<i>Sub-Total for year 2020-2021 – Year 1</i>	\$
2.	<i>Sub-Total for year 2021-2022 – Year 2</i>	\$
3.	<i>Sub-Total for Option Year 1 (2022-2023)</i>	\$
4.	<i>Sub-Total for Option Year 2 (2023-2024)</i>	\$
5.	<i>Sub-Total for Option Year 3 (2024-2025)</i>	\$
	GRAND TOTAL OF BID (before applicable taxes) For evaluation purposes	\$

Name of bidder

Date

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ANNEX C

INSURANCE

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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ANNEX D

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

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

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

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

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

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

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

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

Name

Signature

Date

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ANNEX E to PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

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ANNEX G

TASK AUTHORIZATION
(provided separately for information purposes)

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**ANNEX H
TECHNICAL EVALUATION CRITERIA**

Mandatory Technical Criteria

M1

The Bidder must have been doing this type of work for the past five (5) years and have worked on at least two (2) projects.

To demonstrate their experience, the Bidder must fill out the Technical References table below to submit the information.

Technical References

Organization name or client	Name, title, contact numbers and e-mail address of the person in charge	Project location and contract	Provide a detailed description of the project or contract	Value of the project or contract (in dollars)	Project execution period or contract
PROJECT 1					

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Organization name or client	Name, title, contact numbers and e-mail address of the person in charge	Project location and contract	Provide a detailed description of the project or contract	Value of the project or contract (in dollars)	Project execution period or contract
PROJECT 2					

Company : _____ **Representative :** _____

Date: _____