



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions Travaux  
publics et Services gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon  
Saskatchewan  
S7K 0E1  
Bid Fax: (306) 975-5397

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise  
indicated, all other terms and conditions of the Solicitation  
remain the same.

Ce document est par la présente révisé; sauf indication contraire,  
les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services  
Canada/Réception des soumissions Travaux publics et  
Services gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<b>Title - Sujet</b> Shuttle Service	
<b>Solicitation No. - N° de l'invitation</b> 5P424-190234/B	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 5P424-190234	<b>Date</b> 2020-02-03
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-205-5258	
<b>File No. - N° de dossier</b> STN-9-42034 (205)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-03-16</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baessler, Nancy	<b>Buyer Id - Id de l'acheteur</b> stn205
<b>Telephone No. - N° de téléphone</b> (306) 241-2826 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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This amendment is being raised to make the following changes to Request for Proposal 5P424-190234/B;

**INSERT**     Annex C, Task Authorization Form PWGSC-TPSGC 572

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

Cette modification est soulevée pour apporter les modifications suivantes à la demande de proposition  
5P424-190234/B;

**INSERT** Annexe C, FormulaireTPSGC-PWGSC 572 autorisation de Taches

**TOUTES LES AUTRES CONDITIONS RESTENT LES MÊMES.**

This bid solicitation cancels and supersedes previous bid solicitation number **5P424-190234/A** dated **2020-01-02** with a closing of **2020-01-31 at 2:00 pm, (CST)**.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	5
2.2 SUBMISSION OF BIDS .....	5
2.3 FORMER PUBLIC SERVANT .....	5
2.4 ENQUIRIES - BID SOLICITATION .....	7
2.5 APPLICABLE LAWS .....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
3.2 ACCESSIBLE PROCUREMENT .....	9
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES .....	10
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>16</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	16
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	16
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>18</b>
6.1 STATEMENT OF WORK .....	18
6.2 STANDARD CLAUSES AND CONDITIONS .....	19
6.3 SECURITY REQUIREMENTS .....	19
6.4 TERM OF CONTRACT .....	20
6.5 AUTHORITIES .....	20
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	21
6.7 PAYMENT .....	21
6.8 INVOICING INSTRUCTIONS .....	22
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	22
6.10 APPLICABLE LAWS .....	22
6.11 PRIORITY OF DOCUMENTS .....	22
6.12 SACC MANUAL CLAUSES .....	23
6.13 INSPECTION AND ACCEPTANCE .....	23
6.14 INSURANCE - SPECIFIC REQUIREMENT .....	23
<b>ANNEX "A" .....</b>	<b>24</b>
<b>STATEMENT OF WORK .....</b>	<b>24</b>
<b>APPENDIX A - UPPER LAKE LOUISE SHUTTLE SERVICE SCHEDULE MAY 15 TO OCTOBER 12, 2020 ....</b>	<b>31</b>
<b>APPENDIX B - LAKE LOUISE VILLAGE AND CAMPGROUND SHUTTLE SERVICE SCHEDULE MAY 15 TO OCTOBER 12, 2020 .....</b>	<b>33</b>
<b>APPENDIX C - MORAINÉ LAKE SHUTTLE SERVICE SCHEDULE - MAY 22 TO OCTOBER 12, 2020 .....</b>	<b>34</b>

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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<b>APPENDIX D – EARLY BIRD MORAINÉ LAKE SHUTTLE SERVICE – JUNE 22 TO SEPTEMBER 20, 2020...</b>	<b>36</b>
<b>APPENDIX E – LAKE LINK (MORAINÉ LAKE/ UPPER LAKE LOUISE) SHUTTLE SERVICE SCHEDULE – MAY 22 TO OCTOBER 12, 2020 .....</b>	<b>37</b>
<b>APPENDIX F – SHUTTLE BUS ROUTES .....</b>	<b>38</b>
<b>APPENDIX G – PARKING LOT PICTURES .....</b>	<b>43</b>
<b>ANNEX “B” .....</b>	<b>53</b>
<b>BASIS OF PAYMENT.....</b>	<b>53</b>
<b>ANNEX “C” .....</b>	<b>60</b>
<b>TASK AUTHORIZATION FORM PWGSC-TPSGC 572 .....</b>	<b>60</b>
<b>ANNEX ‘D’ .....</b>	<b>61</b>
<b>TASK AUTHORIZATION USAGE REPORT FORM.....</b>	<b>61</b>
<b>ANNEX ‘E’ .....</b>	<b>62</b>
<b>INSURANCE REQUIREMENTS .....</b>	<b>62</b>
<b>ANNEX “F” TO PART 3 OF THE BID SOLICITATION .....</b>	<b>64</b>
<b>ELECTRONIC PAYMENT INSTRUMENTS .....</b>	<b>64</b>
<b>ANNEX “G” TO PART 5 OF THE BID SOLICITATION .....</b>	<b>65</b>
<b>FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION .....</b>	<b>65</b>
<b>ANNEX “H” .....</b>	<b>66</b>
<b>ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS) .....</b>	<b>66</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### **1.2 Summary**

Parks Canada Agency (PCA) is dedicated to finding a long term solution to traffic management in the Lake Louise area and committed to the implementation of a local transit system through a Task Authorization contract. The Lake Louise Yoho and Kootenay Field Unit (LLYK FU) continues to work with local stakeholders to deliver on a long-term plan for traffic management in the Lake Louise area. LLYK FU wish to provide a daily shuttle service to Lake Louise and Moraine Lake as well as daily traffic management from May 15 – October 12, 2020. Visitors will be required to reserve and pay for their shuttle bus ticket in advance online. This will help mitigate the line ups at the Lake Louise Park and Ride and maintain visitor safety.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

The requirement is subject to a preference for Canadian services.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

The Phased Bid Compliance Process applies to this requirement.

Considering accessibility criteria and features is mandatory with this requirement. For additional information consult the [Contracting Policy Notice 2019-01: Changes to Contracting Limits and Approval of Contracts with Former Public Servants, and New Requirements for Accessibility](#) which has recently been amended to specify:

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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Where appropriate, departments must:

1. include accessibility criteria when specifying requirements for goods and services
2. ensure that deliverables incorporate accessibility features.

Consistent with trade agreements and comprehensive land claims agreements, if the department determines that it is not appropriate to include accessibility criteria as part of commodity specifications, or if it is unable to obtain goods or services that comply, the client or technical authority must ensure that clear justification is on file.

### **1.3 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.

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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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

Bid Receiving Public Works and Government Services Canada  
Government of Canada Building  
101 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK  
S7K 0E1

Epost: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca) \*Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Fax: (306) 975-5397

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

### 2.3 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.

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.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than (5) 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.

## **2.5 Applicable Laws**

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

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

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (one hard copy)  
Section II: Financial Bid (one hard copy)  
Section III: Certifications (one hard copy)

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

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

Prices must appear in the financial 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 hard copy 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

### 3.1.2 Electronic Payment of Invoices – Bid

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

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

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

### 3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

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

### 3.2 Accessible Procurement

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this Statement of Work (SOW) and must:

(i) demonstrate how the bidder's proposed goods and/or services meet the accessibility requirement at delivery; OR

(ii) describe how the bidder would deliver its goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

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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.
- (c) Canada will use the Phased Bid Compliance Process described below.
- (d) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 (2018-07-19) General**

- (a) Canada is conducting the PBCP described below for this requirement.
- (b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY

REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

- (d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2019-03-04) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- (e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 (2018-03-13) Phase I: Financial Bid**

- (a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- (b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- (c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- (d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- (e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- (f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.

- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.

- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

- (a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 (2017-07-31) Technical Evaluation**

##### **4.1.2.1 (2017-07-31) Mandatory Technical Criteria**

Mandatory technical evaluation criteria are included in Annex A, Statement of Work, Compliance Matrix - Minimum Mandatory Performance Specifications.

**The Phased Bid Compliance Process will apply to all mandatory technical criteria.**

##### **4.1.2 Point Rated Technical Evaluation**

Point rated technical evaluation criteria are included in Annex A.

##### **4.1.3 Financial Evaluation**

- (a) The financial evaluation will be conducted by calculating the Evaluated Price using the Annex B – Basis of Payment to be completed by the bidders.



- (b) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded. Canadian customs duties and excise taxes included.

#### 4.1.3.1 Evaluation of Price, as follows

The **Evaluated Price** will be determined as follows:

At Annex B – Basis of Payment

Contract Year One Total + Option Year One Total + Option Year Two Total = **EVALUATED PRICE**

## 4.2 Basis of Selection

### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria

Responsive bids will be evaluated against the rated criteria. The rating is performed on a scale of 20 points.

2. Bids not meeting (a) or (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 20% for the technical merit and 80% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 20%
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 80%
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates **an example** where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 30 and the lowest evaluated price is \$750,000.



Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		20/60	0/60	60/60
Bid Evaluated Price		\$990,000.00	\$750,000.00	\$1,000,000.00
Calculations	Technical Merit Score	20/60 x 60 = 20	0/60 x 60 = 0	60/60 x 60 = 60
	Pricing Score	750000/990000 x 40 = 30.30	750000/750000 x 40 = 40	750000/1000000 x 40 = 30
Combined Rating		50.30	40	90
Overall Rating		2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>

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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 Integrity 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.

#### 5.1.2 Additional Certifications Required with the Bid

##### 5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

( ) the services offered are Canadian services as defined in paragraph 2 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#), Example 2, of the Supply Manual.

**5.1.2.1.1** SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition

### 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 specified will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

Canada will have the right to declare 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

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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 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

#### **6.1.1 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.

##### **6.1.1.1 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization" form specified in Annex C.
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 Technical Authority, within 5 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 Technical 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.

##### **6.1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of **\$500,000.00**.  
Applicable Taxes included, inclusive of any revisions.

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

##### **6.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

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.

##### **6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

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The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

## Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

### For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

### For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## 6.2 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.

### 6.2.1 General Conditions

[2035](#) (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## 6.3 Security Requirements

### 6.3.1 There is no security requirement applicable to the Contract.

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The work is to be performed during the period of **2020-05-01 to 2021-04-30**.

### **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 two (2) additional one (1) year period(s) 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 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.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Nancy Baessler, Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Suite 110, 101 22<sup>nd</sup> Street E  
Saskatoon, SK  
S7K 0E1

Telephone: 306 241 2826  
Facsimile: 306 975 5397  
E-mail address: Nancy.Baessler@pwgsc-tpsgc.gc.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 determined.*

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**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada

## 6.7 Payment

### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) as detailed in Annex B - Basis of Payment, 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.

### 6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 Monthly Payment

SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

#### **6.7.4 SACC Manual Clauses**

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

#### **6.7.5 Electronic Payment of Invoices – Contract**

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

*To be determined.*

#### **6.7.6 Discretionary Audit**

SACC Manual Clause [C0705C](#) (2010-01-11), Discretionary Audit

#### **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.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

##### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Alberta.

#### **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 2035 (2018-06-21) General Conditions – Higher Complexity – Services;



Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex H, Attestation and Proof of Compliance with Occupational Health and Safety (OSH);
- (f) the Contractor's bid dated \_\_\_\_\_

## 6.12 SACC Manual Clauses

<u>A1009C</u>	Work Site Access	(2008-05-12)
<u>A9068C</u>	Government Site Regulations	(2010-01-11)
<u>B6802C</u>	Government Property	(2007-11-30)
<u>B9028C</u>	Access to Facilities and Equipment	(2007-05-25)

## 6.13 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.

## 6.14 Insurance – Specific Requirement

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

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

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

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Scope**

##### **1.1 Background**

The Lake Louise area in Banff National Park is an iconic Canadian destination that welcomes millions of visitors every year, both nationally and internationally. This area is composed of the Lower Village of Lake Louise, Moraine Lake, the Lake Louise Ski Area and Upper Lake Louise itself. Congestion to this scenic location has been an issue for decades and has become increasingly problematic with higher visitation each year. Thousands of Canadians, international travelers, and organized tours visit the area each day.

With seemingly ever-increasing visitation and outdated infrastructure, vehicle congestion has become increasingly problematic and has reached the level where it poses a serious public safety concern. The congestion on roads that access the areas with highest visitation have historically suffered from restricted access due to illegal parking, high numbers of RV's and gridlock caused by sheer volume of traffic.

Parks Canada first implemented a basic shuttle service in 2013. Since then, demand has driven growth of the program. In 2019, a daily fee-for-service shuttle program to Lake Louise and Moraine Lake was implemented as well as traffic management personnel during the peak visitation months (May-October). In 2019, 307,000 visitors used the Lake Louise shuttle services.

In 2020, Lake Louise, Yoho and Kootenay Field Unit (LLYK FU) will be providing a daily shuttle service to Lake Louise and Moraine Lake as well as daily traffic management from May 15 – October 12, 2020. New this year, visitors will be required to reserve and pay for their shuttle bus ticket in advance online. This will help mitigate the line ups at the Lake Louise Park and Ride and maintain visitor safety.

Parks Canada Agency (PCA) is dedicated to finding a long term solution to traffic management in the Lake Louise area and committed to the implementation of a local transit system. The LLYK FU continues to work with local stakeholders to deliver on a long-term plan for traffic management in the Lake Louise area.

##### **1.2 Objective**

Based on the successes of 2018 and 2019, Parks Canada will be implementing a reservation based fee-for-service daily shuttle to Upper Lake Louise operating from May 15 to October 12, 2020 and Moraine Lake from May 22 to October 12, 2020.

##### **1.3 Reference Documents**

- 1.3.1 Appendix A: Upper Lake Louise Shuttle Service Schedule
- 1.3.2 Appendix B: Lake Louise Village Shuttle Service Schedule
- 1.3.3 Appendix C: Moraine Lake Shuttle Service Schedule
- 1.3.4 Appendix D: Early Bird Moraine Lake Shuttle Service
- 1.3.5 Appendix E: Lake Link Shuttle Service
- 1.3.6 Appendix F: Shuttle Bus Routes
- 1.3.7 Appendix G: Parking Lot Pictures

## 2. Requirements

The contractor is responsible for the following:

### 2.1 Scope of Work

#### Upper Lake Louise Shuttle 2020:

The Contractor must provide a return shuttle service from the Lake Louise Park and Ride (located 5.5 km east of Lake Louise on the Trans-Canada) to the Upper Lake Louise parking lot. This shuttle service will operate over 151 days in May, June, July, August, September, and October 2020. The shuttle service must be offered from 08:00 to 18:30, with buses returning visitors from Upper Lake Louise to Lake Louise Park and Ride until 20:30.

Month	May	June	July	August	September	October
Dates	15-31	1-30	1-31	1-31	1-30	1-12
Total of days	17 days	30 days	31 days	31 days	30 days	12 days

**Appendix A:** Between May 15 and October 12, 2020 the Contractor must provide round trip service for visitors at the following locations on each trip:

- Lake Louise Park and Ride, located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway.

#### Lake Louise Village and Campground Shuttle 2020:

The Contractor must provide a return shuttle service from the Lake Louise Park and Ride (located 5.5 km east of Lake Louise on the Trans-Canada) to the Village of Lake Louise (on Lake Louise Drive). This shuttle service will operate over 151 days in May, June, July, August, September, and October 2020. The shuttle service must be offered from 08:00 to 20:30.

This shuttle service is free, however no visitor should be allowed access to the Lake Louise Park and Ride without proof of shuttle reservation. Visitors without proof of shuttle reservation must disembark in the village or campground.

Month	May	June	July	August	September	October
Dates	15-31	1-30	1-31	1-31	1-30	1-12
Total of days	17 days	30 days	31 days	31 days	30 days	12 days

**Appendix B:** Between May 15 and October 12, 2020 the Contractor must provide round trip service for visitors at the following locations on each trip:

- Lake Louise Park and Ride, located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- The village of Lake Louise adjacent to Samson mall on Lake Louise Drive 250m from the Trans-Canada Highway.
- Lake Louise Campground (turn around loop just beyond the bridge).

#### Moraine Lake Shuttle 2020:

The Contractor must provide a return shuttle service from the Lake Louise Park and Ride to the Moraine Lake parking lot.

This shuttle service will operate over 144 days in May, June, July, August, September, and October 2020. The shuttle service must be offered from 08:00 to 17:00, with buses returning visitors from Moraine Lake to Lake Louise Park and Ride until 20:30.

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

Month	May	June	July	August	September	October
Dates	22 - 31	1-30	1-31	1-31	1-30	1-12
Total of days	10 days	30 days	31 days	31 days	30 days	12 days

**Appendix C:** Between May 22 and October 12, 2020 the Contractor must provide service for visitors at the following locations on each trip:

- Lake Louise Park and Ride, located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- Upper Lake Louise parking lot located 4.7 km from the Trans-Canada Highway.
- Moraine Lake parking lot.

#### **Early Bird Moraine Lake 2020**

The Contractor must provide a shuttle service from the Lake Louise Park and Ride directly to the Moraine Lake parking lot. This shuttle service will operate over 91 days in June, July, August, and September 2020. The shuttle service must be offered from 06:00 to 08:00.

The early bird shuttle will be able to make a left turn from Lake Louise Drive onto Moraine Lake Road until 08:00. After 08:00, there will be no left turns onto Moraine Lake Road, except for emergency personnel.

Month	June	July	August	September
Dates	22-30	1-31	1-31	1-20
Total of days	9 days	31 days	31 days	20 days

**Appendix D:** Between June 22 and September 20, 2020 the Contractor must provide service for visitors at the following locations on each trip:

- Lake Louise Park and Ride, located 5.5 km east of Lake Louise on the Trans-Canada Highway.
- Moraine Lake parking lot.

#### **Lake Link (Shuttle between Lake Louise and Moraine Lake) 2020**

The contractor must provide a shuttle service between Upper Lake Louise parking lot and the Moraine Lake parking lot. This shuttle will operate over 144 days in May, June, July, August, September, and October 2020. The shuttle service must be offered from 09:00 to 18:00.

Month	May	June	July	August	September	October
Dates	22 - 31	1-30	1-31	1-31	1-30	1-12
Total of days	10 days	30 days	31 days	31 days	30 days	12 days

**Appendix E:** Between May 22 and October 12, 2020, the Contractor must provide service for visitors at the following locations on each trip:

- Upper Lake Louise parking lot
- Moraine Lake parking lot

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## 2.2 Level of Service

The Contractor must:

- 2.2.1 Provide sufficient capacity to run buses between the Lake Louise Park and Ride and the Upper Lake Louise parking lot every 15 minutes as per schedules in **Appendix A** for a minimum of 40 passengers per run;
- 2.2.2 Provide sufficient capacity to run buses between the Lake Louise Park and Ride and the Village of Lake Louise (Samson Mall) every 30 minutes as per schedules in **Appendix B** for a minimum of 40 passengers per run;
- 2.2.3 Provide sufficient capacity to run buses between the Lake Louise Park and Ride and the Moraine Lake parking lot every 15 minutes as per schedules in **Appendix C** for a minimum of 40 passengers per run;
- 2.2.4 Provide sufficient capacity to run early bird buses between the Lake Louise Park and Ride and the Moraine Lake parking lot every 30 minutes as per schedules in **Appendix D** for a minimum of 40 passengers per run;
- 2.2.5 Provide sufficient capacity to run buses between Upper Lake Louise parking lot and Moraine Lake parking lot (Lake Link route) every 30 minutes as per schedules in **Appendix E** for a minimum of 40 passengers per run;
- 2.2.6 Provide buses with a minimum seating capacity of 40 passengers;
- 2.2.7 Provide the shuttle service from 06:00 to 20:30, with the first visitor pickup at the Lake Louise Park and Ride at 06:00 and the last visitor pickup at the Upper Lake Louise parking lot at 19:45, the Lake Louise Village at 20:21 and the Moraine Lake parking lot at 19:35, in accordance with the schedules in **Appendix A, Appendix B Appendix C, Appendix D and Appendix E;**
- 2.2.8 Provide extra runs at or after 20:00, if required, to return all passengers waiting in line for the last pickup at either the Samson Mall, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Park and Ride (additional runs will be paid at a per bus run rate);
- 2.2.9 Provide one (1) extra shuttles on: The Canada Day week (June 26, 27, 28; July 1, 3, 4, 5), August Long Weekend (July 31; August 1, 2, and 3), and September Long Weekend (September 4, 5, 6, and 7), to help with higher visitation volumes;
- 2.2.10 The contractor must identify one (1) project lead and a shift team lead. Each must have at least two (2) years of experience managing a team that is similar in scope, nature and complexity to the requirements described herein. The project lead and planned shift team leads must be made known to the PCA Project Authority at the commencement of the Contract. The shift team leads should have a consistent schedule throughout the contract. The schedule should be arranged so that the main shift team lead must work over the busiest days (Friday, Saturday, Sunday, Monday). Tuesday, Wednesday, and Thursday are slower and therefore may be covered by a relief team lead.

One shift team lead must be on location at all times for the duration of each shift, unless prior consent of the PCA Project Authority has been given. When work is being performed under section 2.3 As and When Requested Services a minimum of one (1) of the identified shift team lead must be on location at all times.

Any staffing changes to replace the identified project lead and/or shift team leads must be made known to the PCA Project Authority before the start of the next shift and possess the required experience.

These individuals are responsible for the following:

- Act as a single points of contact for the PCA Project Authority.
- Act as a liaison between the PCA Project Authority and all other contractor staff and/or subcontractor(s) onsite carrying out work under this contract.
- Receiving on behalf of the Contractor, any request, direction or other communication from the PCA Project Authority in relation to the work being performed under the contract.
- Having experience and training in all aspects of the work
- Is responsible for the training, orientation and overseeing performance of the contractor staff and/or subcontractor(s) to the contract requirements and obligations.

Refer to **Appendices A through E** for shuttle schedules, **Appendix F** for routes and **Appendix G** for pictures of parking lots, which indicates the pickup and drop-off locations.

### 2.3 As and When Requested Services

Parks Canada may require additional shuttle services on an as and when requested basis. The PCA Project Authority will inform the Contractor of the requirements and authorize the work in accordance with the Work Authorization process identified in the Contract and Annex "B". Any changes in excess of or outside the scope of the Contract must be approved in writing by the Contract Authority by way of a contract amendment.

### 2.4 Additional Contractor Responsibilities

In accordance with the Alberta Traffic Safety Act and Transport Canada Canada's Motor Vehicle Transportation Act (1987) and National Safety Code, the Contractor must:

- 2.4.1 Maintain the daily schedules in **Appendix A, Appendix B, Appendix C, Appendix D and Appendix E**;
- 2.4.2 Provide adequate number of buses and drivers to meet the schedule requirements;
- 2.4.3 Provide adequate number of buses (13 buses/day, with one additional in case of breakdowns and on long weekends) and drivers to transport at least 8,180 return passengers per day as outlined in the 2.2 Level of Service;
- 2.4.4 Provide excellent customer service;
- 2.4.5 Ensure that any passenger boarding bus must have proof of pre-paid bus reservation. This will be in the form of a wristband or a paper ticket (village and early bird route only). Parks Canada staff on the village route will be on board to help ensure no passenger disembarks at the Lake Louise Park and Ride without proof of bus reservation.
- 2.4.6 Provide all bus drivers with matching uniforms that clearly identifies them as the shuttle service drivers (this could be as simple as black pants and a white shirt with an appropriate identifier name tag);
- 2.4.7 Provide all bus drivers a means of communication while buses are in service (radios or cell phones);
- 2.4.8 Ensure all bus drivers are able to communicate in English;
- 2.4.9 Ensure that all bus drivers present Parks Canada in a positive and professional manner at all times;
- 2.4.10 Ensure that all bus drivers assist in the loading and unloading of passengers and baggage; (the Village /

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Campground route will not have Parks Canada staff present)

- 2.4.11 Ensure drivers are aware of the routes and protocols ahead of time, (i.e. new drivers must not show up mid-season unacquainted with the program, and / or routes);
- 2.4.12 Ensure that each bus driver has a clean driving abstract and that they are appropriately licensed to drive the passenger buses for the duration of the Contract;
- 2.4.13 Provide drivers accommodation at its own cost (if required);
- 2.4.14 Provide a spare bus on location in the event of a breakdown;
- 2.4.15 Keep each bus clean at all times;
- 2.4.16 Ensure the buses are clearly marked with the company logo and clearly indicate that contract services are being provided;
- 2.4.17 Display signs provided by Parks Canada in each bus;
- 2.4.18 Ensure monthly invoices are line itemized and any additional charges are clearly noted;
- 2.4.19 Ensure that the buses are properly geared and have sufficient power to safely and effectively operate when fully loaded;
- 2.4.20 Ensure fueling and maintenance of buses will not impact daily schedules and level of service;
- 2.4.21 Maintain operating status as required by Transportation Alberta <https://www.alberta.ca/transportation-roads-driving.aspx>
- 2.4.22 Obtain and maintain specified insurance requirements as set out in the contract;
- 2.4.23 Ensure that all buses are approved for this service through the Commercial Vehicle Inspection Program (CVIP) and have a valid permit for the duration of the Contract (proof must be provided to the PCA Project Authority prior to the operation of any bus in the performance of the work under the Contract);
- 2.4.24 Obtain and maintain insurance the specific insurance requirements for the duration of the Contract;
- 2.4.25 Ensure that all bus drivers attend a shuttle program orientation provided by Parks Canada prior to the operation on any bus in the performance of the work under the Contract.

## 2.5 Constraints

- Bicycles and pets will not be authorized on the bus;
- Parks Canada reserves the right to request the removal of any drivers and a replacement is to be provided at no cost;
- Under no circumstances are drivers to accept tips from passengers.

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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### 3.0 Support Provided by Canada

Parks Canada shall:

- 3.0.1 Provide a shuttle program orientation to all bus drivers;
- 3.0.2 Provide the daily schedules;
- 3.0.3 Provide a sign to display on each bus indicating it is the shuttle in between the Lake Louise Park and Ride, Lake Louise Village and Campground, Moraine Lake and the Upper Lake Louise parking lot;
- 3.0.4 Provide a site map identifying the pickup and drop-off locations (see **Appendix F** and **Appendix G**).

### 4.0 Accessible Procurement

The Government of Canada strives to ensure that the goods and services it procures are inclusive by design and accessible by default, in accordance with the *Accessible Canada Act*, its associated regulations and standards, and *Treasury Board Contracting Policy*. Procurement documents will specify the accessibility criteria and standards to be met and provide guidelines for the evaluation of proposals with respect to those criteria and standards.



Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Appendix A – Upper Lake Louise Shuttle Service Schedule May 15 to October 12, 2020

Lake Louise Bus from Lake Louise Park and Ride				
Shuttle to run from Park and Ride 0800 to 2030. 4 buses, 1720 inbound passenger capacity				
Bus	Park and Ride	Louise		Park and Ride
#	Depart	Arrive	Depart	Arrive
L1	8:00	8:15	8:30	8:45
L2	8:15	8:30	8:45	9:00
L3	8:30	8:45	9:00	9:15
L4	8:45	9:00	9:15	9:30
L1	9:00	9:15	9:30	9:45
L2	9:15	9:30	9:45	10:00
L3	9:30	9:45	10:00	10:15
L4	9:45	10:00	10:15	10:30
L1	10:00	10:15	10:30	10:45
L2	10:15	10:30	10:45	11:00
L3	10:30	10:45	11:00	11:15
L4	10:45	11:00	11:15	11:30
L1	11:00	11:15	11:30	11:45
L2	11:15	11:30	11:45	12:00
L3	11:30	11:45	12:00	12:15
L4	11:45	12:00	12:15	12:30
L1	12:00	12:15	12:30	12:45
L2	12:15	12:30	12:45	13:00
L3	12:30	12:45	13:00	13:15
L4	12:45	13:00	13:15	13:30
L1	13:00	13:15	13:30	13:45
L2	13:15	13:30	13:45	14:00
L3	13:30	13:45	14:00	14:15
L4	13:45	14:00	14:15	14:30
L1	14:00	14:15	14:30	14:45
L2	14:15	14:30	14:45	15:00
L3	14:30	14:45	15:00	15:15
L4	14:45	15:00	15:15	15:30
L1	15:00	15:15	15:30	15:45
L2	15:15	15:30	15:45	16:00
L3	15:30	15:45	16:00	16:15
L4	15:45	16:00	16:15	16:30
L1	16:00	16:15	16:30	16:45
L2	16:15	16:30	16:45	17:00
L3	16:30	16:45	17:00	17:15
L4	16:45	17:00	17:15	17:30
L1	17:00	17:15	17:30	17:45
L2	17:15	17:30	17:45	18:00
L3	17:30	17:45	18:00	18:15
L4	17:45	18:00	18:15	18:30
L1	18:00	18:15	18:30	18:45
L2	18:15	18:30	18:45	19:00
L3	18:30*	18:45	19:00	19:15
L4	18:45	19:00	19:15	19:30
L1	19:00	19:15	19:30	19:45
L2	19:15	19:30	19:45**	20:00

\*Last inbound bus

\*\*Last advertised return bus

Solicitation No. - N° de l'invitation

5P424-190234/B

Client Ref. No. - N° de réf. du client

5P424-190234

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-9-42034

Buyer ID - Id de l'acheteur

STN205

CCC No./N° CCC - FMS No./N°

L3	19:30	19:45	20:00	20:15
L4	19:45	20:00	20:15	20:30

- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Park and Ride to the Upper Lake Louise parking from 08:00 to 18:30 (43 inbound trips)
- Shuttle runs from Upper Lake Louise parking lot to the Lake Louise Park and Ride from 08:30 to 19:45 (46 outbound trips)

Note that the total distance in between the Lake Louise Park and Ride lot and the Upper Lake Louise parking lot is 10.2 km and that uninterrupted travel time is approximately 10 minutes one way. Based on statistics from previous years, at least an additional 15 minutes each way be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates that 4 buses (with a minimum seating capacity of 40 passengers, and allowing for driver breaks) and additional buses on long weekends as described in **2.2.6 Level of Service**.

*\*46 runs are required to be completed as written in the schedule. Throughout the course of each day there may be times that runs fall behind schedule, however most often that time can be made up by the end of the scheduled day.*

## Appendix B – Lake Louise Village and Campground Shuttle Service Schedule May 15 to October 12, 2020

Village Bus from Lake Louise Park and Ride								
Free shuttle to run from Park and Ride 08:00 to 20:30.								
1 Bus, 1000 passenger capacity								
Bus	Park and Ride	Village		LLCG		Village		Park and Ride
#	Depart	Arrive	Depart	Arrive	Depart	Arrive	Depart	Arrive
1	8:00	8:05	8:08	8:11	8:15	8:18	8:21	8:25
1	8:30	8:35	8:38	8:41	8:45	8:48	8:51	8:55
1	9:00	9:05	9:08	9:11	9:15	9:18	9:21	9:25
1	9:30	9:35	9:38	9:41	9:45	9:48	9:51	9:55
1	10:00	10:05	10:08	10:11	10:15	10:18	10:21	10:25
1	10:30	10:35	10:38	10:41	10:45	10:48	10:51	10:55
1	11:00	11:05	11:08	11:11	11:15	11:18	11:21	11:25
1	11:30	11:35	11:38	11:41	11:45	11:48	11:51	11:55
1	12:00	12:05	12:08	12:11	12:15	12:18	12:21	12:25
1	12:30	12:35	12:38	12:41	12:45	12:48	12:51	12:55
1	13:00	13:05	13:08	13:11	13:15	13:18	13:21	13:25
1	13:30	13:35	13:38	13:41	13:45	13:48	13:51	13:55
1	14:00	14:05	14:08	14:11	14:15	14:18	14:21	14:25
1	14:30	14:35	14:38	14:41	14:45	14:48	14:51	14:55
1	15:00	15:05	15:08	15:11	15:15	15:18	15:21	15:25
1	15:30	15:35	15:38	15:41	15:45	15:48	15:51	15:55
1	16:00	16:05	16:08	16:11	16:15	16:18	16:21	16:25
1	16:30	16:35	16:38	16:41	16:45	16:48	16:51	16:55
1	17:00	17:05	17:08	17:11	17:15	17:18	17:21	17:25
1	17:30	17:35	17:38	17:41	17:45	17:48	17:51	17:55
1	18:00	18:05	18:08	18:11	18:15	18:18	18:21	18:25
1	18:30	18:35	18:38	18:41	18:45	18:48	18:51	18:55
1	19:00	19:05	19:08	19:11	19:15	19:18	19:21	19:25
1	19:30	19:35	19:38	19:41	19:45	19:48	19:51	19:55
1	20:00	20:05	20:08	20:11	20:15	20:18	20:21	20:25

- Shuttle runs every 30 minutes
- Shuttle runs from the Lake Louise Park and Ride lot to the Village of Lake Louise then the Lake Louise Campground from 08:00 to 20:00 (25 inbound trips)
- Shuttle runs from the Lake Louise Campground and the Village of Lake Louise to the Lake Louise Park and Ride lot from 08:15 to 20:15 (25 outbound trips)
- Passengers without proof of shuttle bus reservations for the lakes should not travel past the village stops.

Note that the total distance in between the Lake Louise Park and Ride and the Lake Louise Campground is 7.75 km and that uninterrupted travel time is approximately 8 minutes one way. Based on statistics from previous years, at least an additional 10 minutes each way be estimated to account for pickup and drop-off times, and possible traffic congestion. Parks Canada estimates 2 buses (with a minimum seating capacity of 40 passengers, and additional buses on long weekends as described in **2.2.6 Level of Service**.

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Appendix C – Moraine Lake Shuttle Service Schedule – May 22 to October 12, 2020

Lake Moraine Bus from Lake Louise Park and Ride				
Shuttle to run from Park and Ride 0800 to 2030. 5 buses, 1480 inbound passenger capacity				
Bus #	Park and Ride Depart	Moraine Arrive	Moraine Depart	Park and Ride Arrive
ML1	8:00	8:35	8:50	9:10
ML2	8:15	8:50	9:05	9:20
ML3	8:30	9:05	9:20	9:35
ML4	8:45	9:20	9:35	9:50
ML5	9:00	9:35	9:50	10:05
ML1	9:15	9:50	10:05	10:20
ML2	9:30	10:05	10:20	10:35
ML3	9:45	10:20	10:35	10:50
ML4	10:00	10:35	10:50	11:05
ML5	10:15	10:50	11:05	11:20
ML1	10:30	11:05	11:20	11:35
ML2	10:45	11:20	11:35	11:50
ML3	11:00	11:35	11:50	12:05
ML4	11:15	11:50	12:05	12:20
ML5	11:30	12:05	12:20	12:35
ML1	11:45	12:20	12:35	12:50
ML2	12:00	12:35	12:50	13:05
ML3	12:15	12:50	13:05	13:20
ML4	12:30	13:05	13:20	13:35
ML5	12:45	13:20	13:35	13:50
ML1	13:00	13:35	13:50	14:05
ML2	13:15	13:50	14:05	14:20
ML3	13:30	14:05	14:20	14:35
ML4	13:45	14:20	14:35	14:50
ML5	14:00	14:35	14:50	15:05
ML1	14:15	14:50	15:05	15:20
ML2	14:30	15:05	15:20	15:35
ML3	14:45	15:20	15:35	15:50
ML4	15:00	15:35	15:50	16:05
ML5	15:15	15:50	16:05	16:20
ML1	15:30	16:05	16:20	16:35
ML2	15:45	16:20	16:35	16:50
ML3	16:00	16:35	16:50	17:05
ML4	16:15	16:50	17:05	17:20
ML5	16:30	17:05	17:20	17:35
ML1	16:45	17:20	17:35	17:50
ML2	17:00*	17:35	17:50	18:05
ML3	17:15	17:50	18:05	18:20
ML4	17:30	18:05	18:20	18:35
ML5	17:45	18:20	18:35	18:50
ML1	18:00	18:35	18:50	19:05
ML2	18:15	18:50	19:05	19:20
ML3	18:30	19:05	19:20	19:35
ML4	18:45	19:20	19:35**	19:50
ML5	19:00	19:35	19:50	20:05
ML1	19:15	19:50	20:05	20:20

\*Last inbound bus

\*\*Last advertised return bus

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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- Shuttle runs every 15 minutes
- Shuttle runs from the Lake Louise Park and Ride to Moraine Lake parking lot from 08:00 to 17:00 (37 inbound trips)
- Shuttle runs from Moraine Lake parking to the Lake Louise Park and Ride lot from 08:50 to 19:35 (44 outbound trips)

## Appendix D – Early Bird Moraine Lake Shuttle Service – June 22 to September 20, 2020

Moraine Lake Early Bird from Lake Louise Park and Ride				
Shuttle to run from Park and Ride 06:00 to 08:20. 2 buses, 160 inbound passenger capacity				
Bus	Park and Ride	Moraine Lake		Park and Ride
#	Depart	Arrive	Depart	Arrive
EB1	6:00	6:25	6:30	6:50
EB2	6:30	6:55	7:00	7:20
EB1	7:00	7:25	7:30	7:50
EB2	7:30	7:55	8:00	8:20

- Shuttle runs every 30 minutes
- Shuttle runs from the Lake Louise Park and Ride from 06:00 to 07:30 (4 inbound trips)
- Shuttle runs from Moraine Lake parking to the Lake Louise Park and Ride lot from 06:30 to 08:00 (4 outbound trips)

**Appendix E – Lake Link (Moraine Lake/ Upper Lake Louise) Shuttle Service Schedule – May 22 to October 12, 2020**

Lake Link Bus						
Shuttle to run from Lake Louise parking area to Moraine Lake parking lot, and then from Moraine Lake parking area to Lake Louise Campground, back up to Lake Louise parking area. 3 buses, 760 passenger capacity Lake Louise to Moraine Lake, 720 passenger capacity Moraine Lake to Lake Louise						
Bus #	Lake Louise Depart	Moraine Lake Arrive	Moraine Lake Depart	LLCG Arrive	LLCG Depart	Lake Louise Arrive
1	9:00	9:25	9:35	10:00	10:05	10:20
2	9:30	9:55	10:05	10:30	10:35	10:50
3	10:00	10:25	10:35	11:00	11:05	11:20
1	10:30	10:55	11:05	11:30	11:35	11:50
2	11:00	11:25	11:35	12:00	12:05	12:20
3	11:30	11:55	12:05	12:30	12:35	12:50
1	12:00	12:25	12:35	13:00	13:05	13:20
2	12:30	12:55	13:05	13:30	13:35	13:50
3	13:00	13:25	13:35	14:00	14:05	14:20
1	13:30	13:55	14:05	14:30	14:35	14:50
2	14:00	14:25	14:35	15:00	15:05	15:20
3	14:30	14:55	15:05	15:30	15:35	15:50
1	15:00	15:25	15:35	16:00	16:05	16:20
2	15:30	15:55	16:05	16:30	16:35	16:50
3	16:00	16:25	16:35	17:00	17:05	17:20
1	16:30	16:55	17:05	17:30	17:35	17:50
2	17:00	17:25	17:35	18:00	18:05	18:20
3	17:30	17:55	18:05*	18:30	18:35	18:50
1	18:00**	18:25	18:35	19:00	19:05	19:20
These 3 buses will assist with end of day clean up						

\*Last Link bus from Moraine to Louise

\*\*Last Link bus from Louise to Moraine

- Shuttle runs every 30 minutes
- Shuttle runs from the Lake Louise parking lot to Moraine Lake parking lot from 09:00 to 18:00 (19 trips)
- Shuttle runs from Moraine Lake parking to the Lake Louise parking lot, via the Lake Louise campground from 09:35 to 18:05 (18 trips)

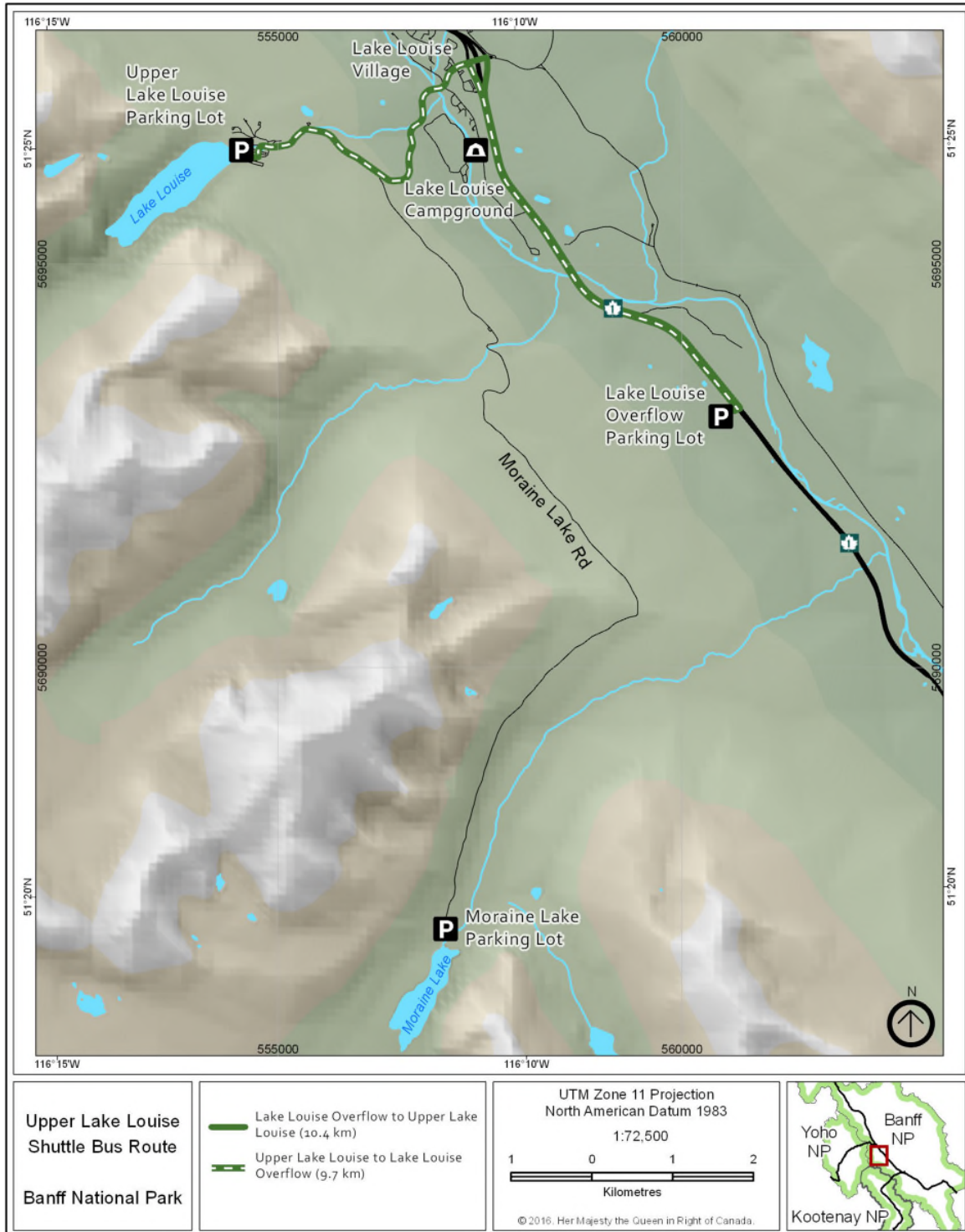
Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Appendix F – Shuttle Bus Routes

### Upper Lake Louise:



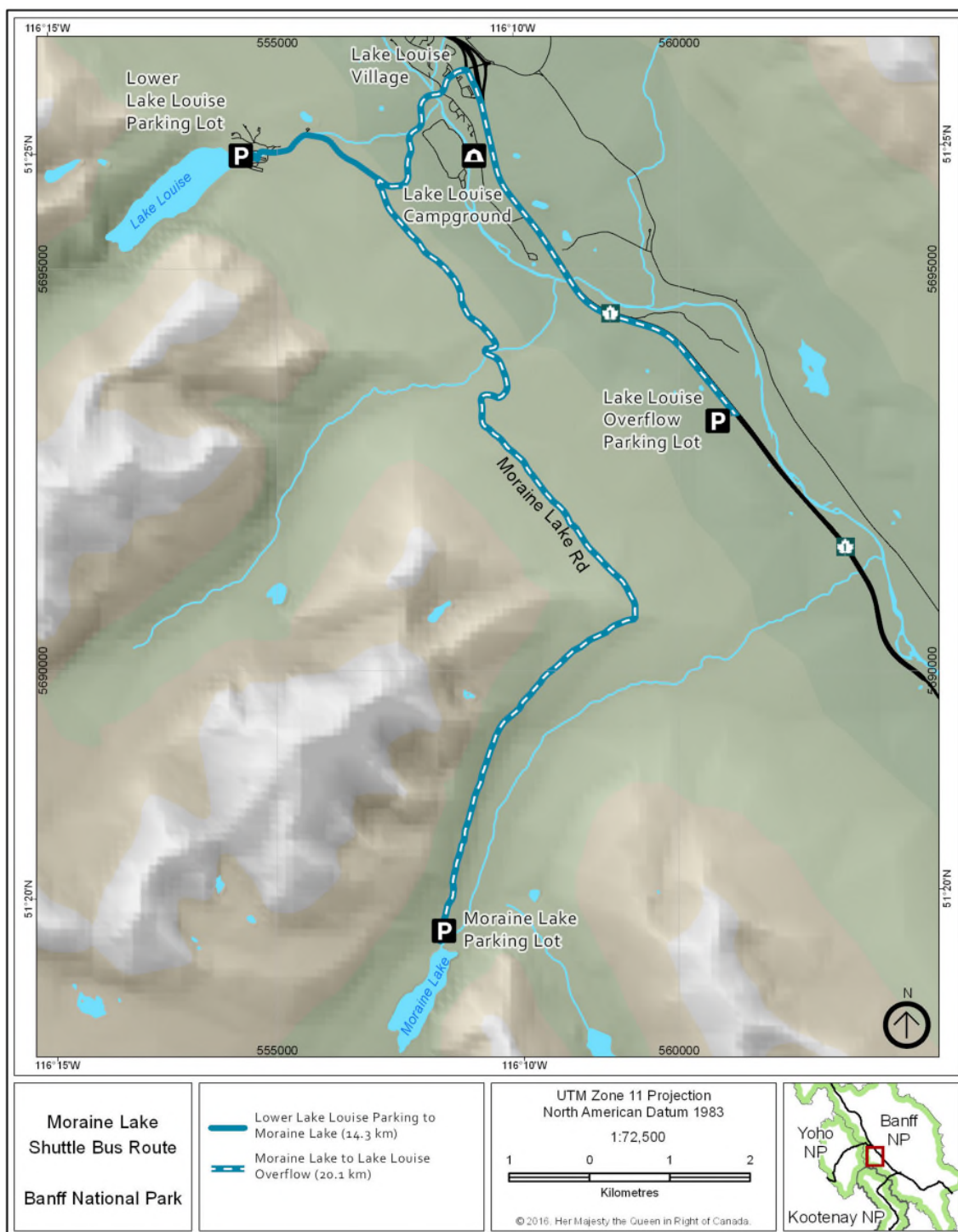


Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Moraine Lake:

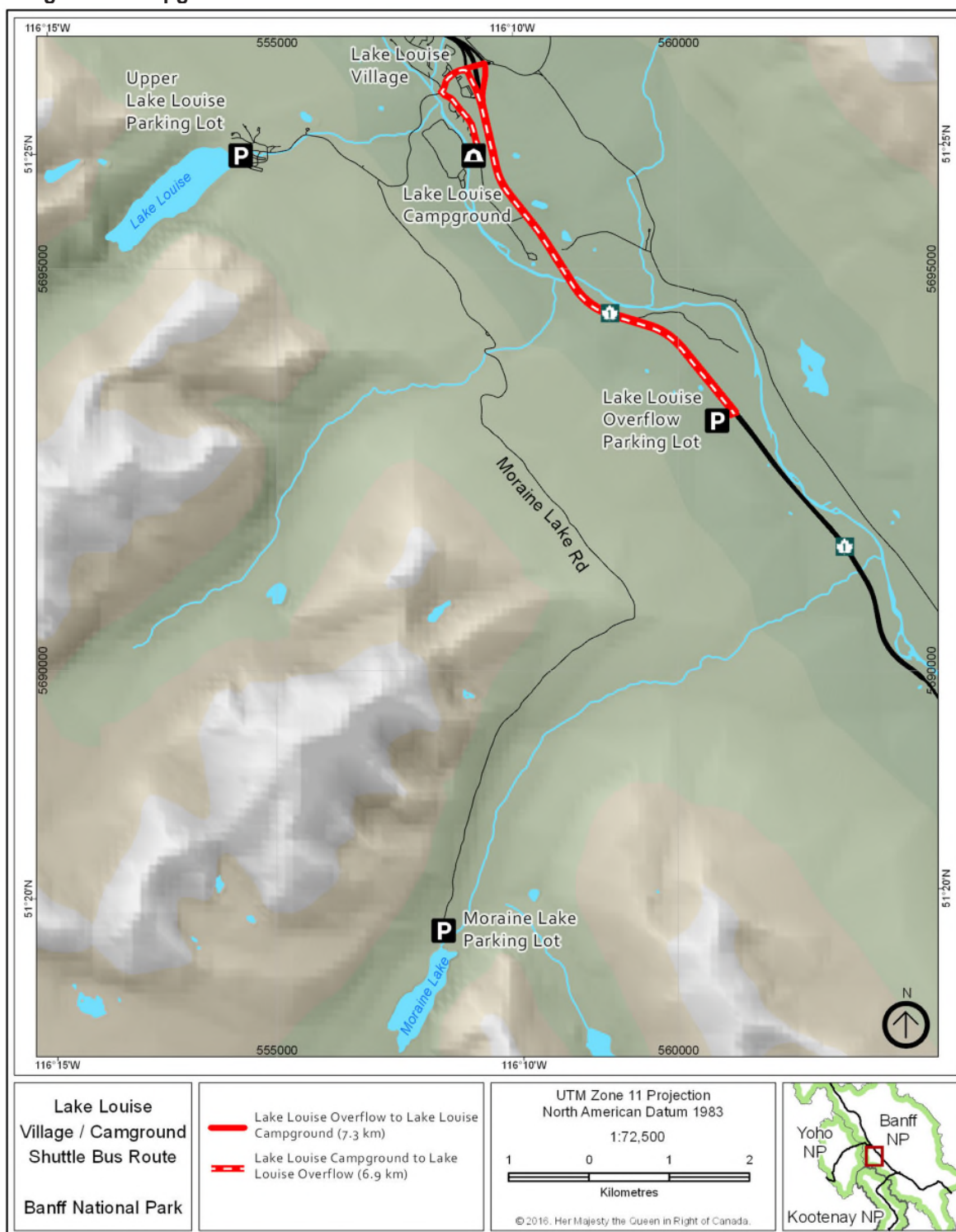


Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Village and Campground:

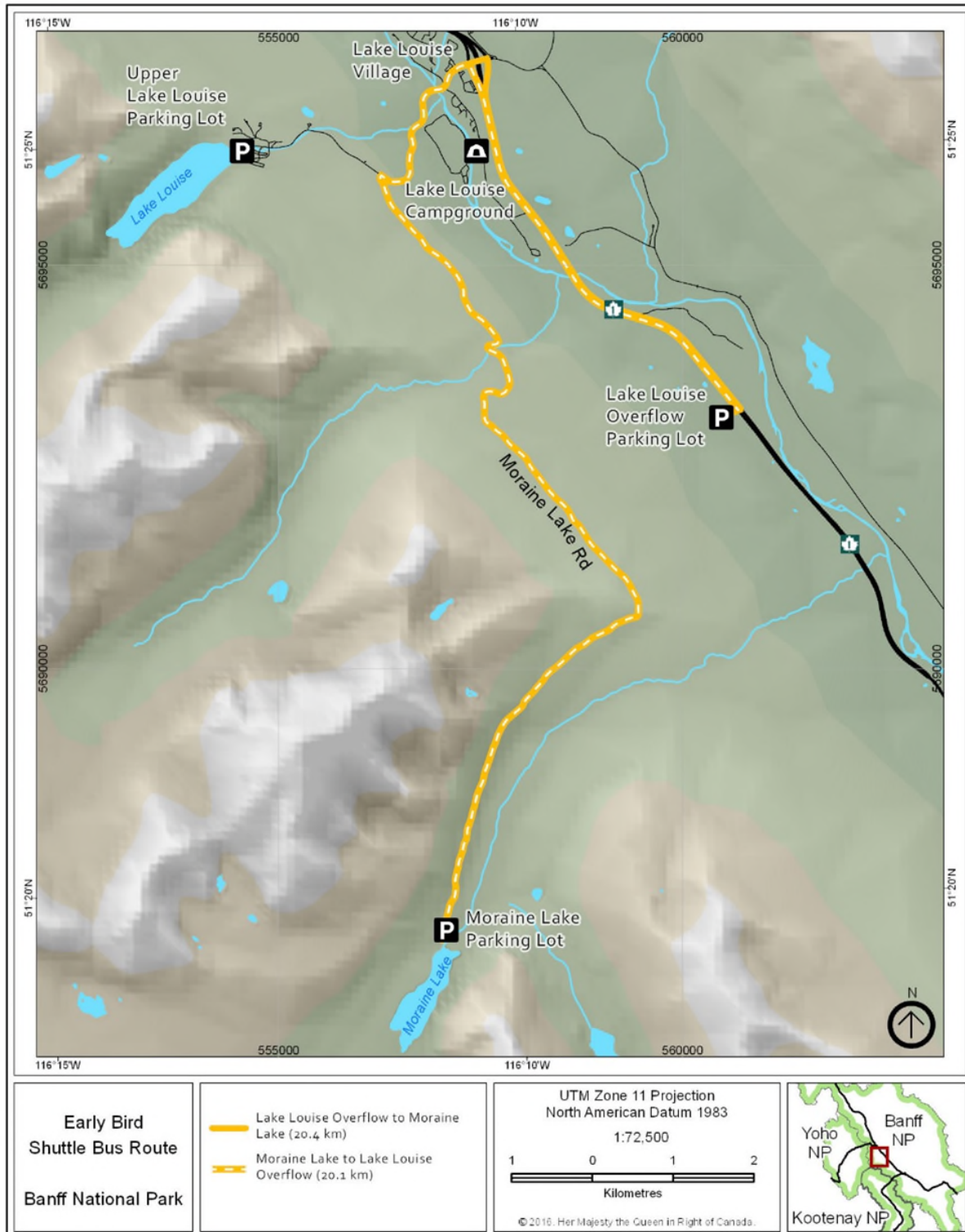


Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Early Bird Moraine Lake:



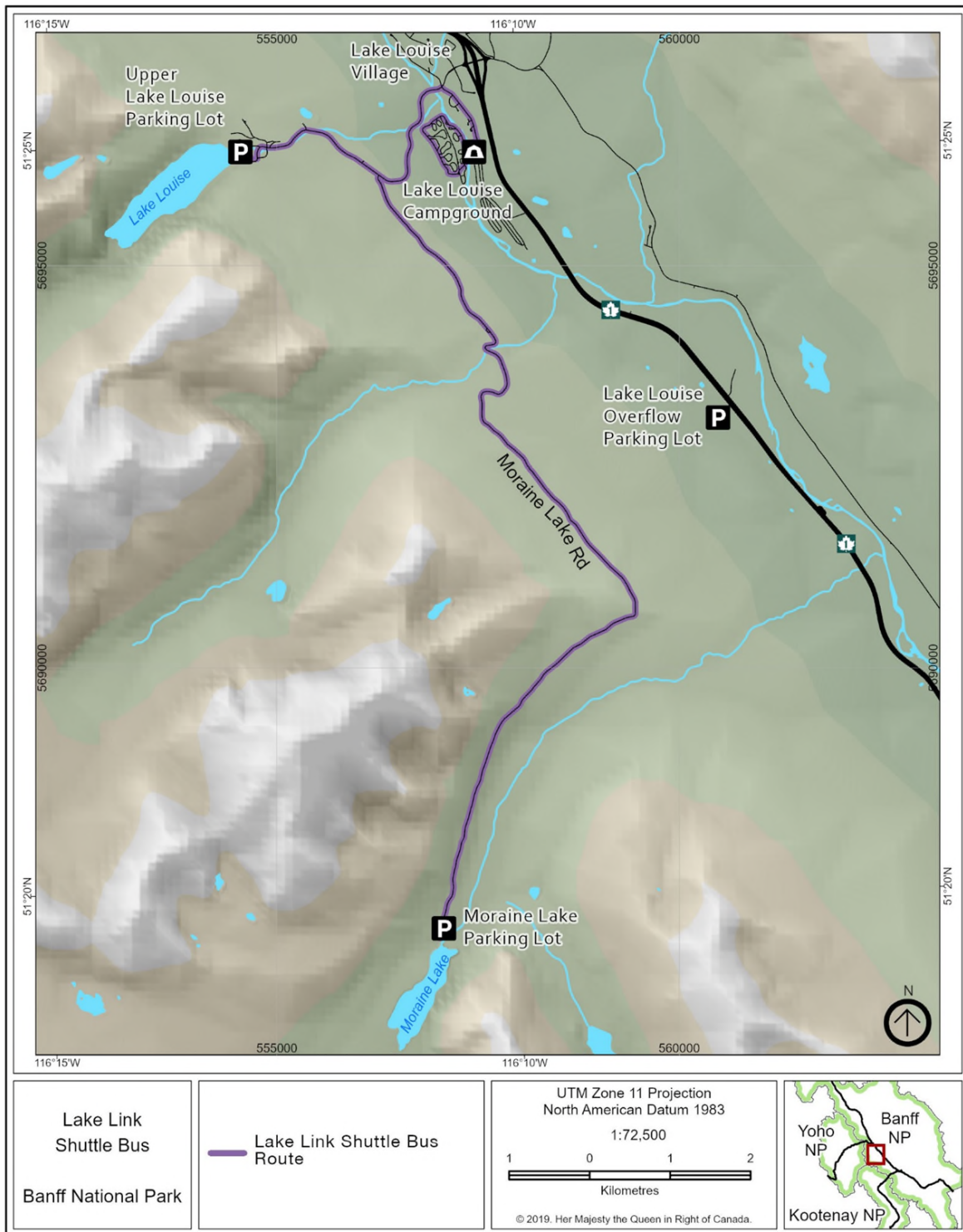


Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## Lake Link:



Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## Appendix G – Parking Lot Pictures

### A. Lake Louise Park and Ride



Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

## B. Upper Lake Louise Bus Parking Lot Pickup/Drop off Location





Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

**C. Moraine Lake Parking Lot Pickup/Drop-off Location (existing bus parking lot on the right of the road by the sidewalk)**



Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## D. Village and Campground





Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## E. Lake Louise Dr. / Moraine Lake Rd. Intersection



Refer to the Compliance Matrix for the complete performance specifications and instructions that must be satisfied in order for a bid to be deemed responsive.

## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the “Compliance Matrix”. Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered “meets” or “doesn’t meet”.
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Item #	Performance Specification	Status (M) Mandatory	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
1	Bidder must provide buses with a minimum seating capacity of 40 passengers;	M			

<b>2</b>	<p>Bidder must confirm they have the capacity to assign one (1) project lead and one (1) shift team lead and each must have at least two (2) years' experience managing a team similar in scope, nature and complexity to the requirements described in Annex A, Statement of Work;</p> <p>Please state 'yes' or 'no'.</p>	M			
<b>3</b>	<p>Bidder must confirm they have the capacity to provide adequate buses that are properly geared and have sufficient power to safely and effectively operate when fully loaded as well as drivers to meet the schedule requirements (including a spare bus on location in the event of a breakdown).</p> <p>Please include narrative indicating how this will be achieved and confirming this capacity;</p>	M			
<b>4</b>	<p>Bidder must confirm they will provide all bus drivers with matching uniforms that clearly identify them as the shuttle service drivers;</p>	M			
<b>5</b>	<p>Bidder must confirm that all bus drivers are able to communicate clearly in English in an effective, efficient and professional manner;</p>	M			
<b>6</b>	<p>Bidder must confirm that each bus driver will have a clean driving abstract and that they are appropriately licensed to drive a passenger bus;</p>	M			
<b>7</b>	<p>Bidder must confirm they operate in accordance with;</p> <p>a) Alberta Traffic Safety Act  b) Transport Canada's Motor Vehicle Transportation Act (1987), AND</p>	M			

Solicitation No. - N° de l'invitation  
5P424-190234/B  
Client Ref. No. - N° de réf. du client  
5P424-190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-9-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

	c) National Safety Code (NSC) Standards.  Must provide a copy of each certification.				
8	Bidder must confirm that buses will be approved for this service through the Commercial Vehicle Inspection Program (CVIP) and have a valid permit for the duration of the contract.  State 'yes' or 'no',				

## STAGE 2:

### 2.1 Point Rated Technical Criteria

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation at bid closing, will be rated accordingly. The rated requirements are as follows:

ID	Bid Deliverable Title	Weighting
1	Accessibility Plan and Accommodations	10
2	Green Initiatives, Policies and Procedures	10
Total		20

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## **1. Green Initiatives, Policies and Procedures**

Bidders are encouraged to provide company specific information demonstrating steps they are taking to reduce the environmental impact of daily operations.

Bidders should clearly describe how the information provided relates to the services to be delivered under the resulting Contract.

## **2. Accessible Transportation**

Bidders should provide an actionable plan to ensure accessibility for visitors with mobility limitations and other impairments, such as visual and hearing, that may result in challenges boarding and disembarking bus transportation.

Bidders should identify project challenges and propose solutions for improving accessibility for Parks Canada visitors and how the bidder would implement and ensure appropriate support.

This should also include notification timelines that detail how many days in advance Parks Canada would need to request specific accommodations.

This plan will be the basis for the approved accessibility plan that will form part of the resulting Contract.

## **3. Generic Evaluation Criteria**

Evaluation Board members will individually evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below. The Evaluation Board may award an odd number for evaluation criterion once consensus has been reached.

Solicitation No. - N° de l'invitation  
 5P424-190234/A  
 Client Ref. No. - N° de réf. du client  
 5P42190234

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 STN-0-42034

Buyer ID - Id de l'acheteur  
 STN205  
 CCC No./N° CCC - FMS No./N°

Non Responsive 0 Point	Inadequate 2 Points	Weak 4 Points	Adequate 6 Points	Fully Satisfactory 8 Points	Strong 10 Points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements	Some understanding of the requirements but lacks adequate understanding in some areas of the requirements	Demonstrates a good understanding of the requirements	Demonstrates a very good understanding of the requirements	Demonstrates an excellent understanding of the requirements
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent does not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team – has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

**CONTRACT YEAR: May 1, 2020 to April 30, 2021**

Provide a price for each item listed below including but not limited to all professional fees, labour, all related project expenses, mobilization/demobilization, fuel, administration costs and disbursements required for satisfactorily completing its obligations under the Contract in accordance with the Statement of Work at Annex "A".

**Required Services – Firm Price(s)** excluding taxes

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

Item	Description	Extended Price for season
1.1	<b>Upper Lake Louise Shuttle Service:</b> Four (4) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot., This shuttle will operate over 151 days in May, June, July, August, September, and October 2020. The shuttle service from 8:00 a.m. to 6:30 pm	\$
1.2	<b>Lake Louise Village Shuttle:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle will operate over 151 days in May, June, July, August, September, and October 2020. The shuttle service from 8:00 a.m. to 6:30 p.m.	\$
1.3	<b>Moraine Lake Shuttle:</b> Six (6) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle will operate over 144 days between May 22nd and October 12th, 2020 inclusive. The shuttle service from 8:30 a.m. to 6:30 p.m.	\$
1.4	<b>Early Bird to Moraine Lake:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to Moraine Lake parking lot. This shuttle will operate over 91 days in June, July, August, September 2020. The shuttle service must be offered from 06:00 to 08:20.	\$
1.5	<b>Lake Link Bus:</b> Three (3) buses with a minimum capacity of 40 passengers per bus per run, to provide service from the Lake Louise parking lot to Moraine Lake parking lot. This shuttle will operate over 144 days between May 22 <sup>nd</sup> and October 12 <sup>th</sup> , 2020 inclusive. The shuttle service must be offered from 09:00 to 20:00.	\$
A	<b>Combined Total Firm Price (1.1 + 1.2 + 1.3 + 1.4 + 1.5 = A)</b>	\$



Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

**Additional Services – Firm Unit Price(s) excluding applicable tax**

Any resulting cost adjustments to the contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Lake Louise Village, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot	Per Run Per Bus		\$	
2.2	Provide two (2) extra shuttles per day on: the July Long Weekend (June 28, 29, 30, and July 1), August Long Weekend (August 2, 3, 4, and 5), and September Long Weekend (August 30, 31, September 1, and 2) to help with higher visitation volumes.	Per Run Per Bus		\$	
B	<b>Combined Price (2.1 + 2.2 = B)</b>				\$

**As and When Requested Services – Firm Unit Prices excluding applicable taxes**

Item	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price (PU)	Extended Total(s) (EQ x PU)
C	Provision for additional buses as required outside of that described above.	Per Day Per Bus		\$	
	<b>C</b>				\$

<b>Contract Year One Total</b> excluding tax (Table A + B + C)	\$
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Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

**OPTION YEAR ONE: May 1, 2021 to April 30, 2022**

Provide a price for each item listed below including but not limited to all professional fees, labour, all related project expenses, mobilization/demobilization, fuel, administration costs and disbursements required for satisfactorily completing its obligations under the Contract in accordance with the Statement of Work at Annex "A".

**Required Services – Firm Price(s) excluding taxes**

Item	Description	Extended Price for season
3.1	<b>Upper Lake Louise Shuttle Service:</b> Four (4) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot., This shuttle will operate over 151 days in May, June, July, August, September, and October 2021. The shuttle service from 8:00 a.m. to 6:30 p.m	\$
3.2	<b>Lake Louise Village Shuttle:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle will operate over 151 days in May, June, July, August, September, and October 2021. The shuttle service from 8:00 a.m. to 6:30 p.m.	\$
3.3	<b>Moraine Lake Shuttle:</b> Six (6) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle will operate over 144 days between May 22nd and October 12th, 2021 inclusive. The shuttle service from 8:30 a.m. to 6:30 p.m.	\$
3.4	<b>Early Bird to Moraine Lake:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to Moraine Lake parking lot. This shuttle will operate over 91 days in June, July, August, September 2021. The shuttle service must be offered from 06:00 to 08:20.	\$
3.5	<b>Lake Link Bus:</b> Three (3) buses with a minimum capacity of 40 passengers per bus per run, to provide service from the Lake Louise parking lot to Moraine Lake parking lot. This shuttle will operate over 144 days between May 22nd and October 12th, 2021 inclusive. The shuttle service must be offered from 09:00 to 20:00.	\$
D	<b>Combined Total Firm Price (3.1 + 3.2 + 3.3 + 3.4 + 3.5 = D)</b>	\$

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

**Additional Services – Firm Unit Price(s)** excluding applicable tax

Any resulting cost adjustments to the contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Lake Louise Village, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot	Per Run Per Bus		\$	
4.2	Provide two (2) extra shuttles per day on: the July Long Weekend (July 1, 2, 3, and 4), August Long Weekend (July 31, August 1, 2 and 3), and September Long Weekend (September 3, 4, 5, and 6) to help with higher visitation volumes.	Per Run Per Bus		\$	
E	<b>Combined Price (4.1 + 4.2 = E)</b>				\$

**As and When Requested Services – Firm Unit Prices** excluding applicable taxes

Item	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price (PU)	Extended Total(s) (EQ x PU)
F	Provision for additional buses as required outside of that described above.	Per Day Per Bus		\$	
	<b>F</b>				\$

<b>OPTION YEAR ONE Total</b> excluding tax (Table D + E + F)	\$
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Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

**OPTION YEAR TWO: May 1, 2022 to April 30, 2023**

Provide a price for each item listed below including but not limited to all professional fees, labour, all related project expenses, mobilization/demobilization, fuel, administration costs and disbursements required for satisfactorily completing its obligations under the Contract in accordance with the Statement of Work at Annex "A".

**Required Services – Firm Price(s) excluding taxes**

Item	Description	Extended Price for season
5.1	<b>Upper Lake Louise Shuttle Service:</b> Four (4) buses and one (1) spare bus with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Upper Lake Louise parking lot., This shuttle will operate over 151 days in May, June, July, August, September, and October 2022. The shuttle service from 8:00 a.m. to 6:30 p.m	\$
5.2	<b>Lake Louise Village Shuttle:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Village of Lake Louise at Samson Mall parking lot. This shuttle will operate over 151 days in May, June, July, August, September, and October 2022. The shuttle service from 8:00 a.m. to 6:30 p.m.	\$
5.3	<b>Moraine Lake Shuttle:</b> Six (6) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to the Moraine Lake parking lot. This shuttle will operate over 144 days between May 22nd and October 12th, 2022 inclusive. The shuttle service from 8:30 a.m. to 6:30 p.m.	\$
5.4	<b>Early Bird to Moraine Lake:</b> Two (2) buses with a minimum capacity of 40 passengers per bus per run, to provide return shuttle service from the Lake Louise Overflow parking lot to Moraine Lake parking lot. This shuttle will operate over 91 days in June, July, August, September 2022. The shuttle service must be offered from 06:00 to 08:20.	\$
5.5	<b>Lake Link Bus:</b> Three (3) buses with a minimum capacity of 40 passengers per bus per run, to provide service from the Lake Louise parking lot to Moraine Lake parking lot. This shuttle will operate over 144 days between May 22nd and October 12th, 2022 inclusive. The shuttle service must be offered from 09:00 to 20:00.	\$
G	<b>Combined Total Firm Price (5.1 + 5.2 + 5.3 + 5.4 + 5.5 = G)</b>	\$

Solicitation No. - N° de l'invitation  
 5P424-190234/A  
 Client Ref. No. - N° de réf. du client  
 5P42190234

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 STN-0-42034

Buyer ID - Id de l'acheteur  
 STN205  
 CCC No./N° CCC - FMS No./N°

**Additional Services – Firm Unit Price(s)** excluding applicable tax

Any resulting cost adjustments to the contract shall be in accordance with the all-inclusive firm unit prices specified below.

Item	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
6.1	Provide extra runs at or after 6:30 p.m., if required, to return all passengers waiting in line for the last pickup at either the Lake Louise Village, Upper Lake Louise parking lot or Moraine Lake parking lot to their vehicles at the Lake Louise Overflow parking lot	Per Run Per Bus		\$	
6.2	Provide two (2) extra shuttles per day on: the July Long Weekend (July 1, 2, 3 and 4), August Long Weekend (July 29, 30, 31 and August 1), and September Long Weekend (September 2, 3, 4 and 5) to help with higher visitation volumes.	Per Run Per Bus		\$	
H	<b>Combined Price (6.1 + 6.2 = H)</b>				\$

**As and When Requested Services – Firm Unit Prices** excluding applicable taxes

Item	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price (PU)	Extended Total(s) (EQ x PU)
I	Provision for additional buses as required outside of that described above.	Per Day Per Bus		\$	
	<b>I</b>				\$

<b>OPTION YEAR TWO Total</b> excluding tax (Table G + H + I)	\$
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Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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**ANNEX "C"**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶	

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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**ANNEX 'D'**

**TASK AUTHORIZATION USAGE REPORT FORM**

**Return to:**

Public Works and Government Services Canada  
Acquisition Branch  
Facsimile: (306) 975-5397  
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

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

SUPPLIER:

CONTRACT NUMBER: **5P424-190234**

DEPT OR AGENCY:

Item No.	Task Number Description	Value of the Task (GST/HST excluded)
(A) Total Dollar Value of Tasks for this reporting period		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

**PREPARED BY:**

NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## ANNEX 'E'

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by 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.

- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## 2. Automobile Liability Insurance

- 1. The Contractor must obtain Automobile 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.
- 2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. 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.
  - e. OPCF/ SEF/ QEF #6c - Public Passenger Vehicles Endorsement
  - f. OPCF/ SEF/ QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
    - 8 to 12 Passengers: \$5,000,000
    - 13 or more Passengers: \$8,000,000

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## **ANNEX “F” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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## ANNEX "G" to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

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

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

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

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

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

<b>Location of Work</b>
-------------------------

<b>General Description of Work to be Completed</b>
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Solicitation No. - N° de l'invitation  
5P424-190234/A  
Client Ref. No. - N° de réf. du client  
5P42190234

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-0-42034

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N°

**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**