



ANNEX A – STATEMENT OF WORK:

SECURE ARMOURED CAR SERVICES – LAKE LOUISE, YOHO AND KOOTENAY NATIONAL PARKS

A. TITLE

ARMOURED CAR SERVICE FOR LLYK FIELD UNIT

Secure armoured car pickup and transfer services to transport monies in the Lake Louise, Yoho & Kootenay National Parks Field Unit for Parks Canada.

B. BACKGROUND

Parks Canada's Visitor Experience Function requires secure pickup, transfer, and delivery services of monies to and from various Parks Canada locations in Alberta and British Columbia. Facilities include visitor centres, campgrounds, and administration centres.

The service is required two times per week in the busy summer months (from June 1st to October 31st) and less frequently (once per week) in the winter months.

The general areas include:

- Lake Louise, Alberta and Highway 93 North (Icefields Parkway) to Saskatchewan Crossing, Alberta
- Town of Field in Yoho National Park, British Columbia
- Village of Radium Hot Springs in Kootenay National Park, British Columbia

PICKUP OF MONIES

The contractor is required to pickup monies prepared for bank deposit from Parks Canada locations identified in 'C Scope of Work'.

TRANSFER OF MONIES

The contractor, while en route for bank deposits, is required to transport bags of monies (prepared in plastic deposit bags) from one Parks Canada location to another for preparation of bank deposit by Parks Canada.

- From Saskatchewan Crossing safe to Field Visitor Centre safe (Item #2).
- From Kootenay Administration safe in Radium Hot Springs to Field Visitor Centre safe (Item #7).

C. SCOPE OF WORK

- All pickups and transfers are to be made during regular business hours (900h-1630h local time) throughout the regular work week (Monday through Friday, excluding statutory holidays). Pickups & transfers must be made on the same days every week. Note: the Radium Hot Pool business hours change for winter from (1300h to 2100h local time)
- Pickups identified as transfers are for monies to be transferred between Parks Canada facilities in order to be prepared for bank deposits (Item #2 and Item #7 in Scope of Work).
- Excluding Items #2 and #7, pickups are monies prepared and ready for bank deposit to be delivered by the contractor to the Canadian Imperial Bank of Commerce in Calgary, Alberta.
- In the high season (June through October) pickups are to be made at the beginning of the week (Mondays or Tuesdays) and at the end of the week (Thursdays or Fridays). Pickups must be made on the same days every week.
- In the low season (November through May) pickups are to be made at the end of the week (Thursdays or Fridays). Pickups must be made on the same days every week.
- If the pickup day falls on a statutory holiday, pick up must be on the next scheduled date.

PICKUPS: LAKE LOUISE, AB

1. **Pickup of monies for bank deposit from Parks Canada owned safe in the Lake Louise Visitor Reception Centre in Lake Louise, Alberta.**
 - i. Pickup **two days per week** from May 01 to October 31
 - ii. Pickup **one day per week** from November 01 to April 30

PICKUPS & TRANSFER: HWY 93 NORTH, AB

2. **Pickup for bank deposit and for transfer of monies from Niblock Gate and from safe at Saskatchewan Crossing Warden Station, Banff National Park, along Highway 93 North (Icefields Parkway).**

Pickups of monies from Niblock Gate to be picked up en route to Saskatchewan Crossing. Monies identified for bank deposit from Niblock and David Thompson Gates must be for bank deposit by the contractor.

Pickups of monies identified for transfer must be delivered to the Visitor Reception Centre in Field, B.C. Transfers to be delivered to revenue clerk or other designated employee at the Field Visitor Centre.

- i. Pickup and transfer **two days per week** from Niblock Gate and from May 01 to October 31.
- ii. Pickup and transfer **one day per week** from Saskatchewan Crossing and from May 01 to October 31.

PICKUPS: FIELD, BC

3. **Pickup of monies for bank deposit from Parks Canada owned safe in the Visitor Reception Centre in Field, British Columbia.**
 - i. Pickup **two days per week** from June 01 to October 31.
 - ii. Pickup **one day per week** from May 01 to May 31.

PICKUPS: RADIUM, BC

4. **Pickup of monies for bank deposit from the Parks Canada owned safe in the Kootenay Administration Building, Radium Hot Springs, British Columbia.**
 - i. Pickup **two days per week** from June 01 to October 31.
 - ii. Pickup **one day per week** from November 01 to May 31.
5. **Pickup of monies for bank deposit from the Radium Hot Springs Pool in Radium Hot Springs, British Columbia.**
 - i. Pickup **two days per week** from June 01 to October 31.
 - ii. Pickup **one day per week** from November 01 to May 31- during this period a pick-up after 1300h is preferred as the winter operational hours change at this location from (1300h – 2100h).
6. **Pickup of monies for bank deposit from Kootenay Gate on Highway 93 South.**
 - i. Pickup **two days per week** from June 01 to October 31.
7. **Pickup of monies identified for transfer from safe at Kootenay Administration must be delivered to the Visitor Reception Centre in Field, B.C. Transfers to be delivered to revenue clerk or designated employee at the Visitor Centre.**
 - i. Pickup **two days per week** from June 01 to October 31.

D. RESPONSIBILITIES OF CONTRACTOR

1. Contractor must supply plastic deposit bags of various sizes and receipt books as required by location.
2. Contractor photo identification to be visible to Parks Canada employees at all times.
3. Each transfer, pickup and deposit must be completed in the presence of a Parks Canada employee and recorded using receipt booklets as supplied by contractor.
4. Monies identified in this scope of work as destined for bank deposit to be delivered to the Canadian Imperial Bank of Commerce in Calgary, Alberta.
5. The successful contractor is responsible for all Workman's Compensation and any related acts for the Province of Alberta for any and all workers that the contractor require for the fulfilment of this contract. Please note attached documentation.
6. The successful contractor must maintain liability insurance as described in the attached documents.
7. The Contractor must hold all permits and certifications required to conduct the services in both Alberta and British Columbia.
8. All Contractor personnel must be appropriately trained and certified to provide the required services.

E. DELIVERABLES

The contractor is responsible for:

- All items identified in 'C- Scope of Work';
- Identification of Contractor contact information for ordering deposit bags, change in service requirements or other operational issues.
- Communicating any requests for any information to the Parks Canada representative in a timely manner.
- Providing a Monthly schedule of pickups.
- Having valid employee identification visible at all times.
- Holding a current business license for each national park in which work is performed for the duration of the contract. Business licenses are available for a fee of approximately \$100 for each national park. The business license must be obtained before the successful contractor can begin work.
- Delivery of monthly invoices to Parks Canada upon completion of work as per contract.
- Supply deposit bags as required for the duration of the contract.

F. RESPONSIBILITIES OF PARKS CANADA

Parks Canada is responsible for:

- Identifying a Parks Canada point of contact for services.
- Having designated Parks Canada employees available at the pickup and transfer locations as scheduled in the contract.
- Having monies for transfer and for bank deposits ready for pickup at designated pickup and transfer locations.
- Responding to any subsequent questions from the Contractor in an equitable, transparent, and timely manner.
- Communicating any changes to schedules or pick up locations and suspension of services in a prompt and timely manner.
- Ensuring prompt payment upon completion of work outlined in 'C- Scope of Work' and submitted invoices as per contract.