



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

Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
Attention: Céline Morin

**By email only:**

Bid E-mail address: [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca)

The only acceptable email address for responses to bid solicitations is [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca) may not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 25 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

**REQUEST FOR QUOTATION  
DEMANDE DE PRIX**

**Quotation to: Parks Canada Agency**

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

**Prix à : l'Agence Parcs Canada**

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

**Issuing Office - Bureau de distribution :**

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

<b>Title - Sujet :</b> Solid Waste Collection and Disposal - Prince Edward Island National Park	
<b>Solicitation No. - N° de l'invitation :</b> 5P300-20-0016-A	<b>Date :</b> June 19, 2020
<b>Client Reference No. - N° de référence du client :</b> 10192541	
<b>GETS Reference No.   N° de référence du SEAG :</b> To be confirmed	

<b>Solicitation Closes - L'invitation prend fin :</b> At - à : 2 :00 p.m. On - le : July 30, 2020	<b>Time Zone - Fuseau horaire</b> Eastern Daylight Time
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**F.O.B. - F.A.B. :**  
Plant - Usine :  Destination :  Other - Autre :

**Address Enquiries to - Adresser toutes demande de renseignements à :**  
Céline Morin

<b>Telephone No. - N° de téléphone :</b> 343-585-2927	<b>Fax No. -N° de télécopieur :</b> N/A	<b>Email Address – Courriel :</b> <a href="mailto:Celine.morin@gmail.com">Celine.morin@gmail.com</a>
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**Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :**  
Prince Edward Island National Park  
40 Dalvay Crescent, Dalvay PEI C0A 1P0

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

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

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Céline Morin

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10192541

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## IMPORTANT NOTICE TO BIDDERS

### **BIDS RECEIVED BY EMAIL WILL BE ACCEPTED.**

### **BIDS RECEIVED BY FAX, IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.**

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The maximum email file size that Parks Canada is capable of receiving is 25 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

#### **Direct Deposit**

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

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

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## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with the bid solicitation.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **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.

### **1.4 Trade Agreements**

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

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## PART 2 – BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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](#) (2020-05-28), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

The only acceptable email address for responses to bid solicitations is [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [pc.soumissionsest-bidseast.pc@canada.ca](mailto:pc.soumissionsest-bidseast.pc@canada.ca) will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 25 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

### 2.3 Enquiries – Bid Solicitation

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

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

### 2.4 Applicable Laws

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

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

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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separate attachments as follows:

Section I: Financial Bid

Section II: Certifications

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

#### **Section I: Financial Bid**

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

#### **Section II: Certifications**

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



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## **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

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

### **4.2 Basis of Selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Former Public Servant**

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

#### **5.2.2 Integrity Provisions – Required Documentation**

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

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

### **5.2.3 Federal Contractors Program for Employment Equity – Bid Certification**

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

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

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## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

2010C (2020-05-28), General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

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

### **6.4 Term of Contract**

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

The period of the Contract is from award of contract to March 31, 2023 inclusive.

#### **6.4.2 Option to Extend the Contract**

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

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

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### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified Appendix A of the Contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Céline Morin  
Contracting Advisor  
Parks Canada Agency  
111 Water Street E.  
Cornwall ON K6H 6S2

Telephone : 343-585-2927  
Celine.morin@canada.ca

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

#### 6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

#### 6.5.3 Contractor's Representative *(please include in your bid)*

The Contractor's Representative for the Contract is:

<b>Representative's Name:</b>		
<b>Title:</b>		
<b>Vendor/ Firm Name:</b>		
<b>Address:</b>		
	<b>Province /</b>	<b>Postal Code /</b>

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<b>City:</b>	<b>Territory:</b>	<b>ZIP Code:</b>
<b>Telephone:</b>	<b>Facsimile:</b>	
<b>Email Address:</b>		
<b>Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:</b>		

## 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 Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ \_\_\_\_\_ (*to be inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 Monthly Payment

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

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

## 6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices are to be submitted as per the following unit cost table:

Type of Dump	# of Dumps	Cost per Dump	Total
Scheduled			
Additional			
Roll-Off			
TOTAL			

3. The original 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.

### 6.10 Applicable Laws

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

### 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 [2010C](#) (2020.05.28), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS) ;
- (f) the Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

### 6.12 SACC Manual Clauses

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

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### **6.13 Insurance Requirements – No Specific Requirement**

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

### **6.14 Inspection and Acceptance**

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



## ANNEX A

### STATEMENT OF WORK

#### Solid Waste Collection and Disposal Prince Edward Island National Park May 2020

##### 1) General

- .1 In accordance with the contract terms and conditions, the Contractor agrees to supply all necessary labour, equipment, material, transportation, and supervision for the collection and disposal of all solid waste at Prince Edward Island National Park.
- .2 The Contractor shall comply with the National Park Act and Regulations, all applicable federal, provincial and municipal laws, regulations and ordinances including all those pertaining to health, sanitation and environmental pollution.
- .3 The contract price includes all disposal fees at current tippage rates. If the rate charged to the Contractor by the Province for tippage fees changes, the Contractor may adjust his prices charged under this contract to reflect those rate changes. It is the responsibility of the Contractor to provide to the Project Authority a written justification for the aforementioned rate change.
- .4 After the award of the contract, all communications in connection with the work shall be directed to:  
Parks Canada  
2 Palmers Lane  
Charlottetown, PEI  
C1A 5V8

##### 2) Hours of Work

- .1 All collection is to take place between the hours of 8:00 a.m. and 12:00 noon. Exceptions to this are Dalvay Hotel which is to be picked up between the hours of 10:00 a.m. and 12:00 Noon.
- .2 Any changes to these pick-up hours shall be submitted in writing to the Project Authority, or his/her representative for prior approval.
- .3 The Contractor shall provide the Project Authority or his/her representative with a copy of the routine pick-up schedule and shall maintain such schedule within a tolerance of 1 hour. This schedule is subject to change in dates for the opening and closing of facilities.
- .4 The Contractor agrees, upon request from the Project Authority, to adjust times of pick-up if service to the public or control of animals dictate that this should happen.

### 3) Collection & Disposal

- .1 All recyclables are to be taken to an approved site for sorting and processing, outside of PEI National Park.
- .2 All compostable organics are to be taken to the I.W.M.C. composting site in Brookfield, P.E.I.
- .3 All residual waste shall be taken to the Energy from Waste Plant in Charlottetown, P.E.I.
- .4 The Contractor shall be **solely** responsible for inspecting bins and containers to ensure contamination levels do not exceed 20%. If the Contractor deems the level of contamination to exceed 20%, the Project Authority must be contacted before the materials are taken to Energy from Waste Plant in Charlottetown.
- .5 If the Contractor is negligent in not inspecting the bins and containers for contamination, **the Contractor shall bear all surcharges in addition to tippage fees.**
- .6 The Contractor agrees to exercise proper care to ensure that the containers handled by him/her or his/her employees are not spilled. When emptied these containers are to be returned to their normal location.
- .7 The Contractor agrees to clean up all waste spilled or placed in the immediate area around the pick-up site and pick up all garbage lost or spilled while in transit between pick-up sites or on way to disposal site.

### 4) Materials

- .1 The Contractor agrees to provide and place on location 32 covered steel garbage containers with approximately 150 cubic feet of capacity. Sixteen (16) of these shall be painted green for compostable organics and sixteen (16) shall be painted black for residual waste. Lids shall be of plastic/rubber construction and fit tightly to the container.
- .2 The Contractor agrees to provide and place 2 roll-off containers, each with an approximate capacity of 1500 cubic feet. These shall be divided into two compartments with 25% in one and 75% in the other. Access doors, able to be used by children, must enter both compartments.
- .3 The Contractor agrees to provide and place one (1) construction dumpster with an approximate capacity of 540 cubic feet.

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- .4 Signage for containers will be supplied and installed by Parks Canada. All containers must be in a good state of repair, free of dents, scratches and tears. They must be in good condition, with no more than 5% of the exterior surface area showing rust.
- .5 Containers must be approved by the Project Authority prior to first pick-up.
- .6 Containers shall be cleaned and disinfected if conditions warrant and when directed by Project Authority.
- .7 The Contractor shall supply and install locks on covers of steel garbage containers in the off-season. Hooks are to be welded, one for each cover. Also a bolt is to be drilled in each plastic cover to be used for tie downs to keep the lids closed during the operating season.

#### 5) Vehicles

- .1 The Contractor shall use vehicles which are acceptable to the Project Authority or his/her representative in carrying out solid waste collection services.
- .2 The vehicles used by the Contractor in carrying out collection services of compost and waste described under this contract, shall be of standard type enclosed sanitary packer equipped for front-end hopper loading.
- .3 Vehicles used by the Contractor for the collection of the 1500 cubic foot containers shall be of standard type roll-off construction.
- .4 Vehicles used by the Contractor for the collection of the 540 cubic foot container shall be of standard type for construction dumpsters.
- .5 Before the first pick-up, all vehicles are to be inspected and approved by the Project Authority or his/her representative.
- .6 Vehicles used for solid waste collection must be in good repair, uniformly painted and kept clean. Vehicles must be registered and inspected.
- .7 If during the inspection it is deemed that the Contractor's vehicles are unsuitable for solid waste collection services, the Contractor agrees to take immediate action to correct noted defects prior to recommencement of service. Failure to do so constitutes a breach of contract agreement which may result in cancellation of the contract.

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#### 6) Pick-up Schedule

- .1 The Contractor agrees to pick up all garbage from collection points (sites) as indicated on attached Collection Schedule, Appendix "A", provided separately.
- .2 The Contractor agrees to action additional pickups as requested within 24 hours of request.
- .3 The 1500 cubic foot roll-off containers shall be dumped as per direction of Project Authority. These must be dumped and returned within 24 hours of notification.
- .4 The 540 cubic foot construction dumpster shall be dumped as per direction of Project Authority. The dumpster must be dumped and returned within 24 hours of notification.
- .5 The collection schedule will change slightly from year to year based on opening and closing dates of the facilities. Parks Canada shall provide the Contractor with a revised schedule covering the period May 1<sup>st</sup> to April 30<sup>th</sup> by March 1<sup>st</sup> in each of the years covered by this contract. The Contractor's charges will be determined by multiplying the number of scheduled dumps by the cost per dump quoted in Annex B – Basis of Payment.

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## ANNEX B

### BASIS OF PAYMENT

#### Waste Collection – PEI NP

Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

The Bidder must submit firm, all inclusive unit prices including all materials and operations (set-up charges, fuel, materials, products, tipping fees, etc.) to supply the complete quantities of the final products and services. **GST / HST extra**, if applicable.

**TABLE A. YEAR 1 – from award of contract to March 31, 2021**

	Item Details	*Estimated Quantity	Unit Price	Extended
1	Supply & deliver thirty-two (32) 150 cubic feet steel garbage containers	32	\$	\$
2	Supply & deliver two (2) 1500 cubic feet roll-off containers	2	\$	\$
3	Supply & deliver one (1) 540 cubic feet construction dumpster	1	\$	\$
4	Price per Lift (150 Cubic Foot Containers)	1038	\$	\$
5	Price per lift (Roll-Off Containers)	30	\$	\$
6	Price per lift (Construction Dumpster)	15	\$	\$
7	<b>Total (excluding taxes)</b> <b>INITIAL CONTRACT PERIOD</b>			

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**TABLE B. YEAR 2 - April 1, 2021 to March 31, 2022**

	Item Details	Estimated Quantity	Unit Price	Extended
1	Price per Lift (150 Cubic Foot Containers)	1038	\$	\$
2	Price per lift (Roll-Off Containers)	30	\$	\$
3	Price per lift (Construction Dumpster)	15	\$	\$
4	<b>TOTAL YEAR 2 (TAXES EXCLUDED)</b>			\$

**TABLE C. YEAR THREE - April 1, 2022 to March 31, 2023**

	Item Details	Estimated Quantity	Unit Price	Extended
1	Price per Lift (150 Cubic Foot Containers)	1038	\$	\$
2	Price per lift (Roll-Off Containers)	30	\$	\$
3	Price per lift (Construction Dumpster)	15	\$	\$
4	<b>TOTAL YEAR 3 (TAXES EXCLUDED)</b>			\$

**TABLE D. OPTION YEAR 1 - April 1, 2023 to March 31, 2024**

	Item Details	Estimated Quantity	Unit Price	Extended
1	Price per Lift (150 Cubic Foot Containers)	1038	\$	\$
2	Price per lift (Roll-Off Containers)	30	\$	\$
3	Price per lift (Construction Dumpster)	15	\$	\$
4	<b>TOTAL OPTION YEAR 1 (TAXES EXCLUDED)</b>			\$

**TABLE E. OPTION YEAR 2 - April 1, 2024 to March 31, 2025**

	Item Details	Estimated Quantity	Unit Price	Extended
1	Price per Lift (150 Cubic Foot Containers)	1038	\$	\$
2	Price per lift (Roll-Off Containers)	30	\$	\$
3	Price per lift (Construction Dumpster)	15	\$	\$
4	<b>TOTAL OPTION YEAR 2 (TAXES EXCLUDED)</b>			\$

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## SUMMARY PRICE TABLE

1	<b>TOTAL TABLE A- YEAR 1</b>	\$
2	<b>TOTAL TABLE B –YEAR 2</b>	\$
3	<b>TOTAL TABLE C –YEAR 3</b>	\$
<b>SUB-TOTAL – 3 YEAR CONTRACT</b>		\$
4	<b>TOTAL TABLE D –OPTION YEAR 1</b>	\$
5	<b>TOTAL TABLE E –OPTION YEAR 2</b>	\$
	<b>GRAND TOTAL OF BID TABLES A - E (HST EXTRA)</b>	\$

NAME OF BIDDING COMPANY: \_\_\_\_\_

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

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## ANNEX C

### 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)		

**Location of Work**

**General Description of Work to be Completed**



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**Mark “Yes” where applicable.**

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

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

**Name**

**Signature**

**Date**

## ANNEX D to PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

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

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

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

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?
---

Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

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

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## ANNEX E to PART 5 OF THE BID SOLICITATION

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

#### Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier Information

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> ( ) Corporate Entity ( ) Privately Owned Corporation ( ) Sole Proprietor ( ) Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code / ZIP Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

#### List of Names

Name	Title

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**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of

(supplier's name) \_\_\_\_\_, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

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**Signature**

**Date**

Please include with your bid or offer.