



RETURN OFFERS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Offer E-mail Address:
pc.receptiondessoumissions@pc.canada.ca

This is the only acceptable email address for responses to the Request for Standing Offers. Offers submitted by email directly to the Standing Offer Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to offer documents will not be accepted.

REQUEST FOR STANDING OFFERS

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

Comments:

Issuing Office:

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

Title: Bronze Plaque Fabrication - National Standing Offer	
Solicitation No.: 5P047-20-0055/A	Date: December 22, 2020
Client Reference No.: n/a	
GETS Reference No.: PW-20-00939292	

Solicitation Closes: At: 2:00 PM On: February 02, 2021	Time Zone: Eastern Time
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
Address Enquiries to: Patrick Alguire
Telephone No.: (873) 355-2516
Email Address: pat.alguire@canada.ca
Destination of Goods, Services, and Construction: Various locations across Canada.

TO BE COMPLETED BY THE OFFEROR

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Solicitation No.:
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Amendment No.:
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Contracting Authority:
Patrick Alguire

Ver.08.18.20

Client Reference No.:
n/a

Title:
Bronze Plaque Fabrication - National Standing Offer

IMPORTANT NOTICE TO OFFERORS

Comprehensive Land Claims Agreement

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

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. In order to receive payment, new vendors that are awarded a Standing Offer will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

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. Introduction

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

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

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

1.2. Summary

- 1.2.1.** Parks Canada, has a requirement for a National Individual Standing Offer (NISO) for the provision of Bronze Plaques (Bilingual and Trilingual), including material for plaque installation.
 - 1.2.2.** The work under the requirement will be on an “as and when” basis for an initial period of one (1) year starting February 14, 2021, with an option to extend the offer by four (4) additional period of one (1) year under the same terms and conditions.
 - 1.2.3.** The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Peru Free Trade Agreement, Canada-Columbia Free Trade, the Canada-Panama Free Trade, the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA).
 - 1.2.4.** The Request for Standing Offers (RFSO) is to establish one Standing Offer for the delivery of the requirement detailed in the RFSO, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements (CLCAs).
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1.3. Security Requirements

1.3.1. There is no security requirement associated with the Request for Standing Offer.

1.4. Debriefings

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

PART 2 – OFFEROR INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2020-05-28) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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.

Subsection 5.4 of [2006](#), Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1. SACC Manual Clauses

2.2. Submission of Offers

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

The only acceptable email address for responses to the RFSO is pc.receptiondessoumissions@pc.gc.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Offeror is responsible for any failure attributable to the transmission or receipt of the emailed offer due to file size.

Emails with links to offer documents will not be accepted. Offer documents must be sent as email attachments.

2.3. Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

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PART 3 – OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial bid in accordance with Attachment 002 to Part 4 of the Request for Standing Offer – Financial Proposal.

3.1.1. Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical offers will be evaluated against the mandatory technical evaluation criteria at **Attachment 001 to Part 4 of the Request for Standing Offers**.

Offerors must demonstrate their compliance with all technical evaluation criteria detailed in the Mandatory Technical Evaluation, by providing substantial information describing completely and in detail how each requirement is met or addressed. Simply repeating the statement contained in the solicitation is not sufficient.

4.1.2. Financial Evaluation

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

Financial evaluations will be evaluated based on **Attachment 002 to Part 4 of the Request for Standing Offers**.

4.1.3. Quality Technical Criteria

The top ranked Offeror will be required to provide one (1) pre-production sample for quality evaluation.

Sample product will be evaluated against the quality technical evaluation criteria at **Attachment 003 to Part 4 of the Request for Standing Offers**.

4.1.4. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be requested to provide a sample as per section 4.1.3 for quality evaluation. The responsive offer meeting the quality technical criteria will be recommended for issuance of a standing offer.

If an Offeror does not meet the quality technical criteria as per section 4.1.3 or does not provide a sample within the requested period, the offer will be deemed non-responsive and a sample for quality evaluation will be requested from the next responsive offer with the lowest evaluated offer.

Only one (1) Standing Offer will be awarded

Attachment 001 to Part 4 of the Request for Standing Offers

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

#	Description	Location in Proposal
MT1	<p>Ability to meet necessary timelines Offeror must demonstrate an ability to meet defined timelines:</p> <ul style="list-style-type: none"> ▪ Maximum of forty-two (42) calendar days between receipt of order to the time of delivery (to the location specified by Parks Canada) for regular orders, and ▪ Maximum of ten (10) calendar days between receipt of order to the time of delivery (to the location specified by Parks Canada) for rush orders. <p>Documentation provided by bidders to substantiate past examples of how comparable timelines, especially the rush order timelines, have been met or explanation of process to show how it can be accelerated if/as needed. Offeror will provide documentation of examples from past contracts, if applicable.</p>	
MT2	<p>Ability to produce necessary volume Offeror should demonstrate an ability to manage a volume of up to 50 plaques per year and 12 plaque orders at a time. Documentation provided by bidders to substantiate how many plaques at a time can be accommodated. Documentation should include examples from past contracts to be provided, if applicable.</p>	
MT3	<p>Previous Experience Offeror must demonstrate that they have previous experience in manufacturing bronze plaques. Offerors should provide a minimum of three (3) examples of similar bronze plaque fabrication contracts within the past three (3) years which should include, if possible, examples that demonstrate experience casting flat relief and bas-relief. Offeror must substantiate this experience by providing specific examples and documentation that includes (but is not limited to):</p> <ul style="list-style-type: none"> (a) Client name; (b) Client Contact details; (c) Number of bronze plaques delivered; (d) Timelines for plaque fabrication/delivery; (e) Photographs of plaques. <p>Client contact details (name, phone number, email address) to be provided for use as references.</p>	
MT4	Provide certification listed in section 5.2.4. Product Conformance	

Attachment 002 to Part 4 of the Request for Standing Offer – Financial Proposal

Bidders must provide pricing in the format specified for each component identified in this Attachment 002 to Part 4 of the Request for Standing Offer – Financial Proposal. **Failure to provide prices in the format specified will render the proposal non-responsive.**

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

The Bidder must submit firm all-inclusive unit prices in Canadian funds, Canadian customs duties and excise taxes included (if applicable), and applicable taxes extra. The all-inclusive unit prices must include all materials and operations to supply the complete quantities of the final products.

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

Financial Evaluation

Year 1: The first year of the Standing Offer February 14, 2021 to February 13, 2022.

Option Year 1: The first option year is from February 14, 2022 to February 13, 2023.

Option Year 2: The second option year is from February 14, 2023 to February 13, 2024.

Option Year 3: The third option year is from February 14, 2024 to February 13, 2025.

Option Year 4: The fourth option year is from February 14, 2025 to February 13, 2026.

Item 001 – Plaques 679mm by 768mm (26.75in by 30.25in) including coat of arms (Transportation costs excluded)

	Firm Unit Price per Plaque	Evaluated Quantity	Evaluated price
Regular Delivery			
Year 1	\$	35	\$
Option Year 1	\$	35	\$
Option Year 2	\$	35	\$
Option Year 3	\$	35	\$
Option Year 4	\$	35	\$
Urgent Delivery			
Year 1	\$	5	\$
Option Year 1	\$	5	\$
Option Year 2	\$	5	\$
Option Year 3	\$	5	\$
Option Year 4	\$	5	\$
Item 001 Sub-total:			\$

**Item 002 – Plaques 676mm by 1119mm (26.625in by 44.0625in) including coat of arms
(Transportation costs excluded)**

	Firm Unit Price per Plaque	Evaluated Quantity	Evaluated price
Regular Delivery			
Year 1	\$	6	\$
Option Year 1	\$	6	\$
Option Year 2	\$	6	\$
Option Year 3	\$	6	\$
Option Year 4	\$	6	\$
Urgent Delivery			
Year 1	\$	2	\$
Option Year 1	\$	2	\$
Option Year 2	\$	2	\$
Option Year 3	\$	2	\$
Option Year 4	\$	2	\$
Item 002 Sub-total:			\$

**Item 003 – Plaques 676mm by 1014mm (26.625in by 39.9375in) including coat of arms
(Transportation costs excluded)**

	Firm Unit Price per Plaque	Evaluated Quantity	Evaluated price
Regular Delivery			
Year 1	\$	2	\$
Option Year 1	\$	2	\$
Option Year 2	\$	2	\$
Option Year 3	\$	2	\$
Option Year 4	\$	2	\$
Urgent Delivery			
Year 1	\$	1	\$
Option Year 1	\$	1	\$
Option Year 2	\$	1	\$
Option Year 3	\$	1	\$
Option Year 4	\$	1	\$
Item 003 Sub-total:			\$

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Item 004 – Non-standard Plaques – minimum 5000cm² (775in²) excluding coat of arms (Transportation costs excluded)

	Price per cm ²	Evaluated Quantity (Cumulative total cm2 per year)	Evaluated price
Regular Delivery			
Year 1	\$	8,000 cm ²	\$
Option Year 1	\$	8,000 cm ²	\$
Option Year 2	\$	8,000 cm ²	\$
Option Year 3	\$	8,000 cm ²	\$
Option Year 4	\$	8,000 cm ²	\$
Urgent Delivery			
Year 1	\$	4,000 cm ²	\$
Option Year 1	\$	4,000 cm ²	\$
Option Year 2	\$	4,000 cm ²	\$
Option Year 3	\$	4,000 cm ²	\$
Option Year 4	\$	4,000 cm ²	\$
Item 004 Sub-total:			\$

Summary:

Item sub-total from tables above.	Total
Item 001 – Plaques 679mm by 768mm (incl coat of arms)	\$
Item 002 – Plaques 676mm by 1119mm (incl coat of arms)	\$
Item 003 – Plaques 676mm by 1014mm (incl coat of arms)	\$
Item 004 – Non-standard Plaques	\$
Evaluation total in CAD (taxes excluded):	\$

Attachment 003 to Part 4 of the Request for Standing Offers

Evaluation of plaque sample

The Offeror meeting 4.1.4. Basis of Selection must provide, upon request from the Contracting Authority, a sample plaque, transportation charges prepaid, and without charge to Canada, within 15 calendar days from the date of request.

The sample submitted by the Offeror will remain the property of Canada and will not be considered as part of the deliverables in any resulting contract. If the sample does not meet all the criteria as set out below or the Offeror fails to comply with the request of the Contracting Authority, the offer will be declared non-responsive.

Offeror must provide on standard plaque size with the coat of arms mounted; the plaque design will be provided to the Offeror described in section 4.1.4 Basis of Selection.

#	Category	Pass / Fail
Q1	<p>Size & Dimensions The dimensions of a standard bilingual plaque are 679 mm by 768 mm (26.75" by 30.25").</p> <p>All plaques regardless of size should be a minimum 20 mm ($\frac{3}{4}$") in thickness.</p> <p>The standard height of the letters and graphics is roughly 0.23cm (0.090", just under 1/8").</p>	
Q2	<p>Casting, Finishing & Anchoring</p> <p>Defects and Repairs The total background is to have a smooth uniform sand texture. Only 2mm sized holes or bumps are tolerable.</p> <p>Plaques with repairs to more than 10% of their surface will be rejected.</p> <p>Coat of Arms Bas-relief casting of Coat of Arms closely replicates the 3D digital file provided and exhibits a high level of detail.</p> <p>Border The raised border is to be straight and of a consistent width as specified. There is to be a minimum of filling-in at the radius between the border and the background;</p> <p>Raised Surfaces The surface of the letters and the raised borders and outside edges are to be lightly finished to maintain detail. The finishing is to be done only with a fine grit abrasive (400 grit), preferably by hand. The direction of the sanding on the letters will be horizontal, from side to side. Sanding on the raised borders and outside edges can follow their direction. Excessive grinding, recognizable by fatter, less clearly detailed letters, is unacceptable;</p> <p>Base The back of the plaque must be machined so it will lie flat when mounted on its base.</p>	

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Q3	Colour Specification for paint colour shall match one of these colour standards: Federal Standard 595B Colors No. 30076 or Munsell Colour System 10R 2/10 or Dupont Code 4864A-4	
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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

5.1. Certifications Required with the Offer

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the offer 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 Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

The Offeror, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Attachment 1 to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Offeror must provide the information requested at **Attachment 2 to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

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5.2.3. Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada – Labour's](https://www.canada.ca/en/employment-social-development/canada-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 an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.4. Product Conformance

The Offeror certifies that the plaques will conform, and will continue to conform throughout the duration of the Standing Offer and any resulting call-up to the details listed in Annex "A" Requirements and the technical specifications listed in Attachment 003 to Part 4 of the Request for Standing Offers.

This certification does not relieve the offer from meeting all mandatory technical evaluation criteria.

Offeror's authorized representative name

Offeror's authorized representative signature

Date

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ATTACHMENT 1 TO PART 5 OF THE REQUEST FOR STANDING OFFERS

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's 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

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

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List of Names

Name	Title

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.

Signature

Date

ATTACHMENT 2 TO PART 5 OF THE REQUEST FOR STANDING OFFERS

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? Yes (<input type="checkbox"/>) No (<input type="checkbox"/>)
--

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1. Security Requirements

6.1.1. There is no security requirement associated with the Request for Standing Offer.

6.2. Insurance Requirements

6.2.1. 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.

PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1. Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex “A” for Bronze Plaques.

7.2. Security Requirements

There is no security requirement applicable to the Standing Offer.

7.3. Comprehensive Land Claims Agreement

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

7.4. Standard Clauses and Conditions

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

7.4.1. General Conditions

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

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.

7.4.2. Standing Offer Reporting

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

The Offeror must provide this data, in electronic format (Excel spreadsheet format), in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a yearly basis to the Standing Offer Authority and Departmental Contact listed below:

Departmental Contact: **** to be inserted at Standing Offer Award ****

The yearly reporting periods are defined as follows:

- Year 1: The first year of the Standing Offer February 14, 2021 to February 13, 2022.
- Option Year 1: The first option year is from February 14, 2022 to February 13, 2023.
- Option Year 2: The second option year is from February 14, 2023 to February 13, 2024.
- Option Year 3: The third option year is from February 14, 2024 to February 13, 2025.
- Option Year 4: The fourth option year is from February 14, 2025 to February 13, 2026.

The reporting requirements includes, but is not limited to, the following information:

- (a) Standing Offer Number;
- (b) Call-up number
- (c) Invoice date
- (d) Invoice number
- (e) Province/Territory of delivery
- (f) Call-up requestor;
- (g) Project name;
- (h) Invoice total;
- (i) Cumulative total per year;
- (j) Cumulative total of the Standing Offer

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

7.5. Term of Standing Offer

7.5.1. Period of the Standing Offer

The period for making call-ups against the Standing Offer is from issuance of the standing offer is from February 14, 2021 to February 13, 2022.

7.5.2. Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for four (4) additional one (1) year period under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5.3. Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users, including areas subject to Comprehensive Land Claims Agreements (CLCAs).

7.5.4. Delivery Points

Delivery of the requirement will be made to delivery point(s) across Canada.

7.5.5. Plant Closing

The Contractor's plant closing for Christmas and Summer holidays are as follows. During this time there will be no shipments.

Summer 2021 Holiday	FROM _____	TO _____
Christmas 2021 Holiday	FROM _____	TO _____
Summer 2022 Holiday	FROM _____	TO _____
Christmas 2022 Holiday	FROM _____	TO _____
Summer 2023 Holiday	FROM _____	TO _____
Christmas 2023 Holiday	FROM _____	TO _____
Summer 2024 Holiday	FROM _____	TO _____
Christmas 2024 Holiday	FROM _____	TO _____
Summer 2025 Holiday	FROM _____	TO _____
Christmas 2025 Holiday	FROM _____	TO _____

7.6. Authorities

7.6.1. Standing Offer Authority

The Standing Offer Authority is:

Patrick Alguire
Contracting Advisor
Parks Canada Agency
30 Victoria Street, Gatineau, QC J8X 0B3

Telephone: (873) 355-2516
E-mail address: pat.alguire@canada.ca

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

7.6.2. Project Authority

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

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

7.6.3. Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Representative's Name:		
Representative's Title:		
Vendor/ Firm Name:		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:	Facsimile:	
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

7.7. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at issuance of a Standing Offer, if applicable ***

7.8. Identified Users

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

7.9. Call-up Procedures

- 7.9.1.** If the delivery is intended for a Comprehensive Land Claim Area (CLCA), the Identified User must follow the requirements of the applicable CLCA. If the requirements of the CLCA are met proceed to the next step.
- 7.9.2.** The Identified User will provide a description of the requested work/ tasks, the required completion date and indicate to the Standing Offer Holder if the request is non-urgent or urgent. For complex requests, the Identified User will provide a written Scope of Work to the Standing Offer Holder. The Standing Offer Holder must respond to the Identified User indicating their acceptance or refusal of the requested work within 48 hours for non-urgent requests or 24 hours for urgent requests.
- 7.9.3.** Once the Identified User and the Standing Offer Holder have reviewed the services to be performed, the Standing Offer Holder will provide an estimate of the cost of the goods and/or performing the work to the Identified User in accordance with the pricing provisions of the Standing Offer. The Identified User will review the quote and if acceptable a call-up against the standing offer will be awarded.

7.9.4. Once the call-up against the Standing Offer is issued, the Standing Offer Holder is considered to have entered into contract and must supply Parks Canada with the agreed upon goods and/or services. The Standing Offer Holder must not undertake any of the specified work unless and until a call-up against the Standing Offer is issued by the Identified User.

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

7.10. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified below.

7.10.1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.10.2. An equivalent form or electronic call-up document (Form 942) which contains at a minimum the following information:

- (a) Standing Offer number;
- (b) Statement that incorporates the terms and conditions of the Standing Offer;
- (c) Description and unit price for each line item;
- (d) Total value of the call-up;
- (e) Point of delivery;
- (f) Confirmation that funds are available under section 32 of the Financial Administration Act;
- (g) Confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.11. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 25,000.00, Applicable Taxes and delivery included.

7.12. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$2,500,000.00 unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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7.13. Priority of Documents

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

- (a) The call up against the Standing Offer, including any annexes;
- (b) The articles of the Standing Offer;
- (c) The general conditions [2005](#) (2017-06-21), General Conditions – Standing Offers – Goods or Services;
- (d) The general conditions [2029](#) (2020-05-28) General Conditions – Goods or Services (Low Dollar Value);
- (e) Annex “A”, Requirement;
- (f) Annex “B”, Pricing;
- (g) The Offeror's offer dated ***** to be inserted at issuance of a Standing Offer *****.

7.14. Certifications and Additional Information

7.14.1. Compliance

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

7.15. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at issuance of a Standing Offer *****.

B. RESULTING CONTRACT CLAUSES

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

7.16. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

7.17. Standard Clauses and Conditions

7.17.1. General Conditions

[2029](#) (2020-05-28) General Conditions – Goods or Services (Low Dollar Value), 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.

7.18. Term of Contract

7.18.1. Period of the Contract

The period of the contract will be based on the call-up against the Standing Offer.

7.18.2. Delivery Date

Normal Delivery

Delivery must be made within 42 calendar days from receipt of a call-up against the Standing Offer.

Urgent Delivery

When requested in a Call-up against the standing offer, delivery must be made within ten (10) calendar days from receipt of a call-up against the Standing Offer.

7.19. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual clause A3025C to be inserted at issuance of a standing offer, if applicable* ***

7.20. Payment

7.20.1. Basis of Payment – Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm Unit price(s), as specified in call-up. 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.

7.20.2. Basis of Payment - Shipping

The Contractor will be reimbursed the actual shipping cost from the Contractor's Canadian facility or the Contractor's Canadian distribution point to the final destination without any allowance for profit and/or administrative overhead, in Canadian dollars and Applicable Taxes extra.

7.20.3. Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

7.21. 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 on the invoice is completed.
1. An invoice for each plaque ordered must be forwarded to Parks Canada (one invoice per plaque) and must contain the same information as the acknowledgment of receipt and applicable taxes. Prepaid transportation costs must be shown as a separate item on the invoice.
2. Invoices must be distributed as follows:
 - (a) The original copy must be forwarded to the Project Authority identified on the call up to the Standing offer for certification and payment.

7.22. SACC Manual Clauses

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

7.23. Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

7.24. 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.

7.25. Shipping instructions

The Offeror must ship the goods prepaid DDP - Delivered Duty Paid (...named place of destination). Unless otherwise directed, delivery must be made by the most economical means. The Offeror is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.

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Contractor is in charge of delivery and will be reimbursed at cost.

The Contractor must deliver the goods by appointment only. The consignee may refuse shipment when prior arrangements have not been made. The complete address of the destination will be specified in the call-up against the standing offer.

ANNEX "A" REQUIREMENT

1. Plaque Dimensions

- Historic Sites and Monuments Board of Canada Bronze Plaques standard sizes:
 - Bilingual plaque are 679 mm by 768 mm (26.75" by 30.25").
 - Trilingual plaque are 678 mm by 1119 mm (26.69" by 44.0625").
 - District-sized plaques with longer texts are also cast, with the same dimensions as standard trilingual plaques. (See Appendix I)
- On some occasions, bilingual and trilingual plaque layouts may be vertical in design instead of horizontal. In such situations, the dimensions of the bilingual plaques will be the same as for those horizontal in design but reversed 768 mm by 679 mm (30.25" by 26.75") and the dimensions of the trilingual plaques will be 1119 mm by 678 mm (44.0625" by 26.69") (see Appendix I).
- All plaques regardless of size should be a minimum 3/4" or 20 mm in thickness.

3. General Description of Pre-Production Phase by Parks Canada

- The approved texts [an English, French and third-language version (if applicable)] are produced by Parks Canada;
- The texts are formatted by Parks Canada using a plaque template in standard graphic design software. Final artwork files are created by Parks Canada;
- Final artwork files, in EPS format, are forwarded to the Contractor by email. The Contractor must use the final artwork EPS files provided and must not modify them, unless requested by Parks Canada;
- Parks Canada reviews and approves final proof provided by the contractor before casting.

4. General Description of Production Phase by Contractor

- A full-sized film negative of the layout is made by the Contractor, using the EPS file provided by Parks Canada;
- A photo polymer plate is made from the negative;
- The photo polymer plate is mounted on the pattern base;
- The completed pattern is used to make a sand mould;
- Bronze is poured into the mould;
- All sand is cleaned from the casting after cooling and removal from the mould;
- Imperfections are removed or repaired by using a sand blaster as needed;
- Holes are drilled and threaded into the mounting bosses (see Appendix II);
- For HSMBC plaques, holes are drilled and threaded into the plaque to mount the Coat of Arms with #10-24 stainless steel threaded rod.
- The edge of the plaque is ground straight and square, and is lightly abraded to give it a satin finish;

- The plaque surfaces are chemically cleaned and degreased;
- The plaque is coated with a primer compatible to the paint system front and back;
- For HSMBC plaques, the bronze casting is painted front and back HSMBC maroon;
- All raised elements on the plaque are lightly abraded to reveal them in bronze, to give them a satin finish and to highlight them;
- For HSMBC plaques, the Coat of Arms, which is created separately, is affixed to the casting;
- The entire plaque (front, back and edges) is coated with a clear protective coating;
- After the coating has hardened, the plaque is wrapped in padded material and crated for shipping;
- The crated plaque with required mounting material (see Appendix IV) is shipped to Parks Canada, at an address to be determined at the time of the order.

5. Other Manufacturing Details for Plaques

5.1. Drawings

The following drawings issued by Parks Canada are applicable to the specifications:

- Standard HSMBC plaques (see Appendix I – 5 drawings);
- Back view of standard HSMBC bilingual plaque (see Appendix II);
- Vertical section through standard HSMBC bilingual plaque (see Appendix III);
- Required mounting material for plaque installation (see Appendix IV).

5.2. General Requirements

For purposes of procedural accuracy and effectiveness, the graphic layout of standard HSMBC plaques is prepared by Parks Canada using standard graphic design software. The Contractor will receive the artwork file in EPS format by email.

The Contractor, or a third party employed by the Contractor, makes the photo polymer patterns for the casting of plaques. The finished product will meet all specifications and will be subjected to an inspection by the Contractor. The design of the standard plaques will conform to the drawings in Appendix I, with respect to dimensions and appearance.

5.3 Preparation of the Photo Polymer Pattern

By email, Parks Canada provides the Contractor with a complete final approved artwork file ready to be made into a full-sized negative. The Contractor makes, or will have made by a service house, the negative and the photo polymer pattern. The Contractor is responsible for creating the pattern bases for the plaque casting process following the specifications provided in Appendix I.

5.4 Production of the Canada Coat of Arms

Parks Canada will supply a three dimensional (3D) electronic version (STL format) of the Coat of Arms. The Contractor is then responsible for producing a 3D pattern that best defines all of the details of the Coat of Arms.

5.5 Colour Reproduction

For HSMBC plaques, to ensure the compliance of the HSMBC maroon colour used on plaques, the Contractor produces a paint sample. See colour specification in 7.1. Approval of paint samples must be met prior to contractor beginning production.

For other, non-HSMBC plaques, colour to be specified and paint samples to be produced prior to contractor beginning production.

6. Casting and Finishing

6.1. Casting

The casting is to be done by a foundry specialized in detailed casting. Fresh, fine casting sand is to be used with the pattern to obtain maximum detail. A standard alloy bronze containing minimum 12% tin should be used.

- The standard height of the letters and graphics is roughly 00.23cm (0.090", just under 1/8").
- Once the casting is cooled and the mould is removed, all traces of sand are removed and imperfections are eliminated or corrected by using a sand blaster as needed;

6.2. Machining and Finishing of Metal

- All flash and moulding imperfections are to be removed;
- The total background is to have a smooth uniform sand texture. Only 2mm sized holes or bumps are tolerable. All blow holes, cracks, pits and heavy scratches must be repaired. Large uneven areas on the background surface are to be smoothed and the surface texture is to be restored to blend with the adjacent areas. Holes may be repaired with brazing rod made of the same alloy as the plaque;
- Plaques with repairs to more than 10% of their surface will be rejected and will have to be recast;
- On all raised areas (borders, letters, credits and Coat of Arms), holes are to be filled with brazing and treated in the same fashion;
- The raised border is to be straight and of a consistent width as specified. There is to be a minimum of filling-in at the radius between the border and the background;
- The surface of the letters and the raised borders and outside edges are to be lightly finished to maintain detail. The finishing is to be done only with a fine grit abrasive (400 grit), preferably by hand. The direction of the sanding on the letters will be horizontal, from side to side. Sanding on the raised borders and outside edges can follow their direction. Excessive grinding, recognizable by fatter, less clearly detailed letters, is unacceptable;
- The back of the plaque must be machined so it will lie flat when mounted on its base.

6.3. Bronze alloy

A standard alloy bronze containing minimum 12% tin should be used.

6.4. Anchoring

The 3/8-16 UNC anchoring studs should be silicon bronze. Anti-Seize compound should be applied in the threaded segment of the mounting bosses to allow dismantling and/or replacement. The silicone used to seal the top and both sides of the plaque should be silicone type II.

1. Colouring and Protective Coating

7.1 Colour Specification

For HSMBC plaques, specification for paint colour shall match one of these colour standards:

- Federal Standard 595B Colors No. 30076 or Munsell Colour System 10R 2/10 or Dupont Code 4864A-4

For other, non-HSMBC plaques, colour to be specified and paint samples to be produced prior to contractor beginning production.

7.2. Colour application

Once the steps to finish the metal of the plaque are complete, steps for coating follow. The background colouring is to be an evenly applied opaque coating.

The following guideline is applicable:

- Standard Specifications for Standard Environment for Conditioning and Testing Paint, Varnish, Lacquer and Related Materials [ASTM D3924-16(2019)]

7.3. Finish Coating

- Mask off the edges and borders;
- Spray on primer coat value shade 4;
- Spray two colour coats. Remove masking tape;
- Sand, with medium paper, raised letters, patterns to remove the colour coat. Finish surface with fine paper (400 grit) leaving a satin surface to promote adhesion;
- Clean the surface of the plaque with compressed air to remove filings;
- Degrease the borders and edges of the plaque;
- Apply a clear protective coating which is compatible with the paint system.

7.4. Paint system

- A high quality/heavy duty grade waterborne 2K paint system should be used. All the products used should be the same brand to insure compatibility.
- The surface should be cleaned and degreased prior to the application of the paint system. The solvent used should be the one recommended by the manufacturer of the paint system to insure compatibility.

7.5. Application

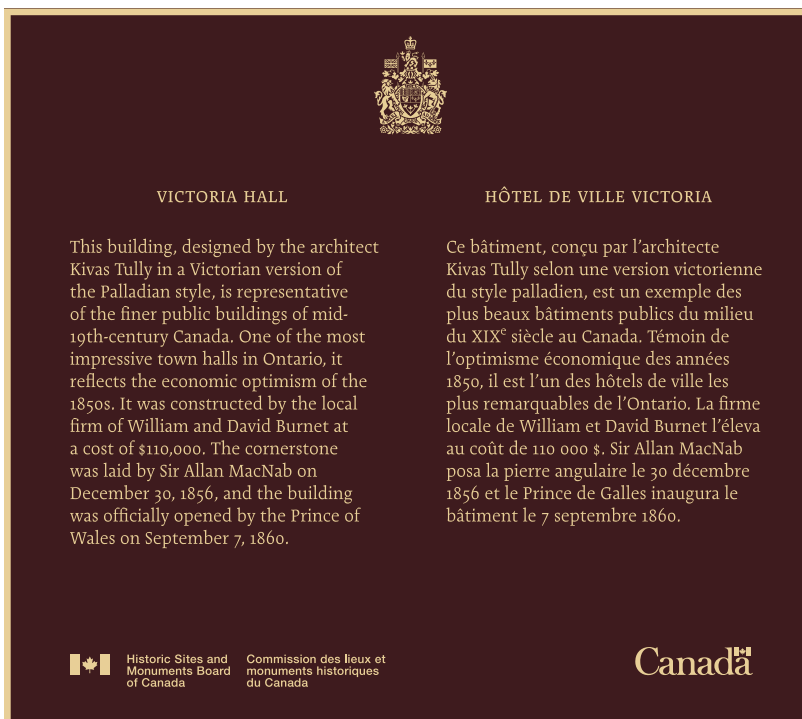
- Waterborne 2K primer Gray color. 1 wet coat applied to the manufacturer recommended film thickness over the complete surface, front and back.
- Waterborne 2K basecoat solid color, 2 wet coats applied to the manufacturer recommended film thickness over the complete surface, front and back.

- Waterborne 2K clearcoat, 2 wet coats applied to the manufacturer recommended film thickness over the complete surface, front, edges and back

Appendix I Standard HSMBC Plaques

Standard bilingual plaque

The dimensions of the standard bilingual plaque are 679 mm high by 768 mm wide by 20 mm thick (26.75" by 30.25" by .75").



Standard trilingual plaque

The dimensions for the standard trilingual plaque are 678 mm high by 1119 mm wide by 20 mm thick (26.69" by 44.0625" by .75").



District-sized plaque (longer text)

The dimensions for the standard plaque with longer text are 678 mm high by 1119 mm wide by 20 mm thick (26.69" by 44.0625" by .75").



ARVIDA

Fondée en 1926 pour accueillir les travailleurs du premier complexe de l'aluminium au Canada, Arvida est un exemple exceptionnel de ville mono-industrielle planifiée. L'Aluminum Company of America commanda à l'architecte H. B. Brainerd et à l'ingénieur H. E. Skougor les plans d'une cité devant refléter son idéal d'excellence et s'appeler Arvida, mot formé des deux premières lettres des noms de son président, Arthur Vining Davis. L'aménagement urbain, qui constitue une synthèse originale de théories urbanistiques et de principes contemporains de la planification des villes, vaut à Arvida une enviable réputation de cité modèle. Son tracé organique incorpore un réseau

ordonné de rues bordées d'arbres et agrémentées d'espaces verts. Le noyau originel, dit la « ville construite en 135 jours », s'articule autour du parc Oersted et représente la première des trois phases de construction échelonnées de 1926 à 1950. La grande variété des modèles de résidences, dont certains sont des exemples réussis d'architecture d'inspiration régionaliste, contribue à la richesse de l'environnement bâti. Fort bien conservée, cette communauté constitue un témoin privilégié de l'essor et de l'importance de l'industrie de l'aluminium au Canada au XX^e siècle.

ARVIDA

Founded in 1926 as a community for employees of Canada's first complex for aluminum production, Arvida is an outstanding example of a planned, single-industry town. Its name was derived from the first two letters of the three names of Arthur Vining Davis, president of the Aluminum Company of America. Architect H. B. Brainerd and engineer H. E. Skougor were commissioned to prepare plans for a city that would reflect the company's standards of excellence. The urban plan constitutes an original synthesis of a variety of town planning theories and contemporary principles of urbanism, which earned Arvida an

enviable reputation as a model city. The organic layout incorporates an ordered network of tree-lined streets enhanced by green spaces. Surrounding Oersted Park is the town's original nucleus, known as "The City Built in 135 Days," which speaks to the first of three construction phases extending from 1926 to 1950. The diversity of housing styles, some of which are successful examples of regionally inspired architecture, adds to the richness of the built environment. This well-preserved community illustrates the growth and importance of Canada's aluminum industry during the 20th century.



Historic Sites and
Monuments Board
of Canada

Commission des lieux et
monuments historiques
du Canada

Canada

Solicitation No.:
5P047-20-0055

Amendment No.:
000

Contracting Authority:
Patrick Alguire

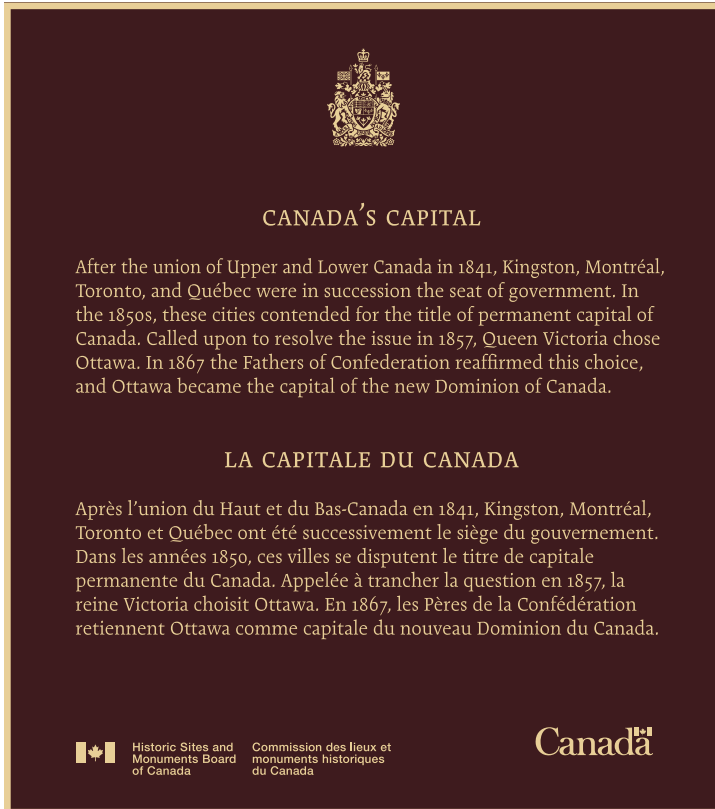
Ver.08.18.20

Client Reference No.:
n/a

Title:
Bronze Plaque fabrication

Bilingual plaque with vertical design

The dimensions for the bilingual plaque with vertical design are 768 mm high by 679 mm wide by 20 mm thick (30.25" by 26.75" by .75").



Trilingual plaque with vertical design

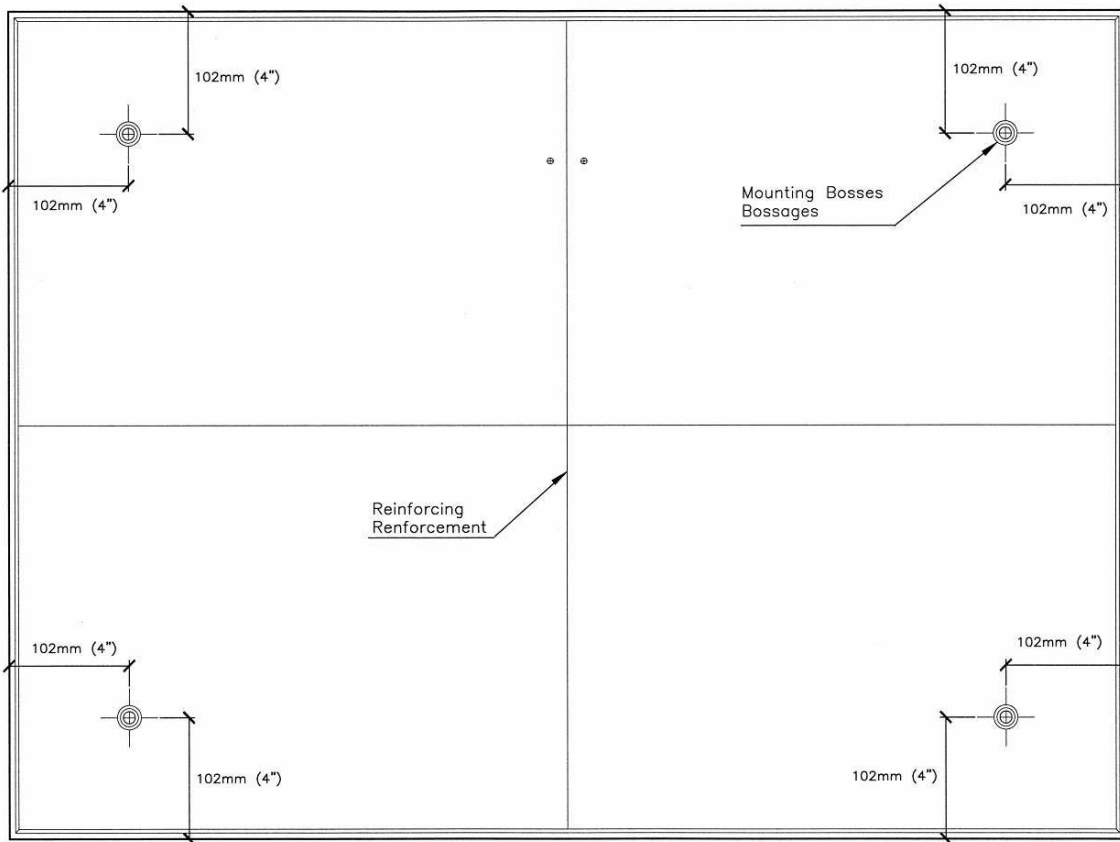
The dimensions for the trilingual plaque with vertical design are 1119 mm high by 678 mm wide by 20 mm thick (44.0625" by 26.69" by .75").



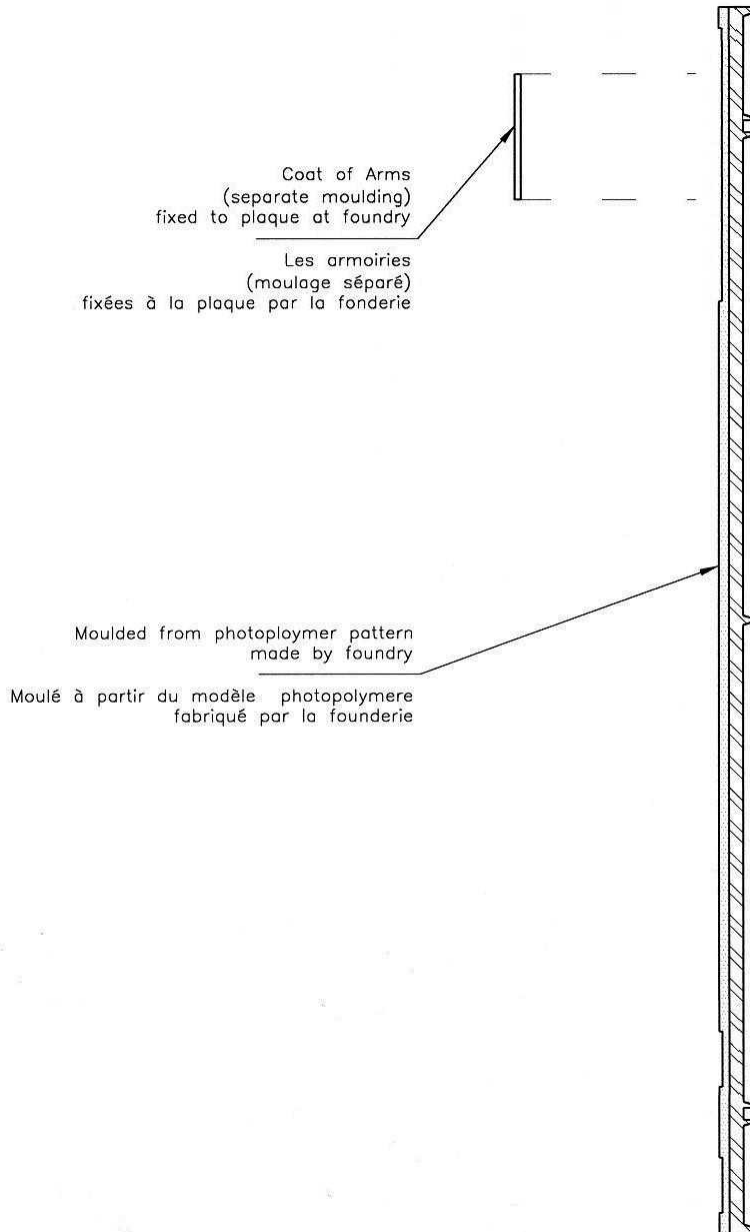
Appendix II

Back view of standard HSMBC bilingual plaque

NOTE : The standard trilingual plaques and the standard district-sized plaques (with longer texts), dimensions of which are 678 mm high by 1119 mm wide by 20 mm thick (26.69" by 44.0625" by .75"), as well as vertical design trilingual plaques, of which dimensions are 1119 mm high by 678 mm wide by 20 mm thick (44.0625" by 26.69" by .75"), must have two additional mounting bosses, located at 102 mm (4") from the center of each of the longer sides of the plaque, for a total of six mounting bosses.



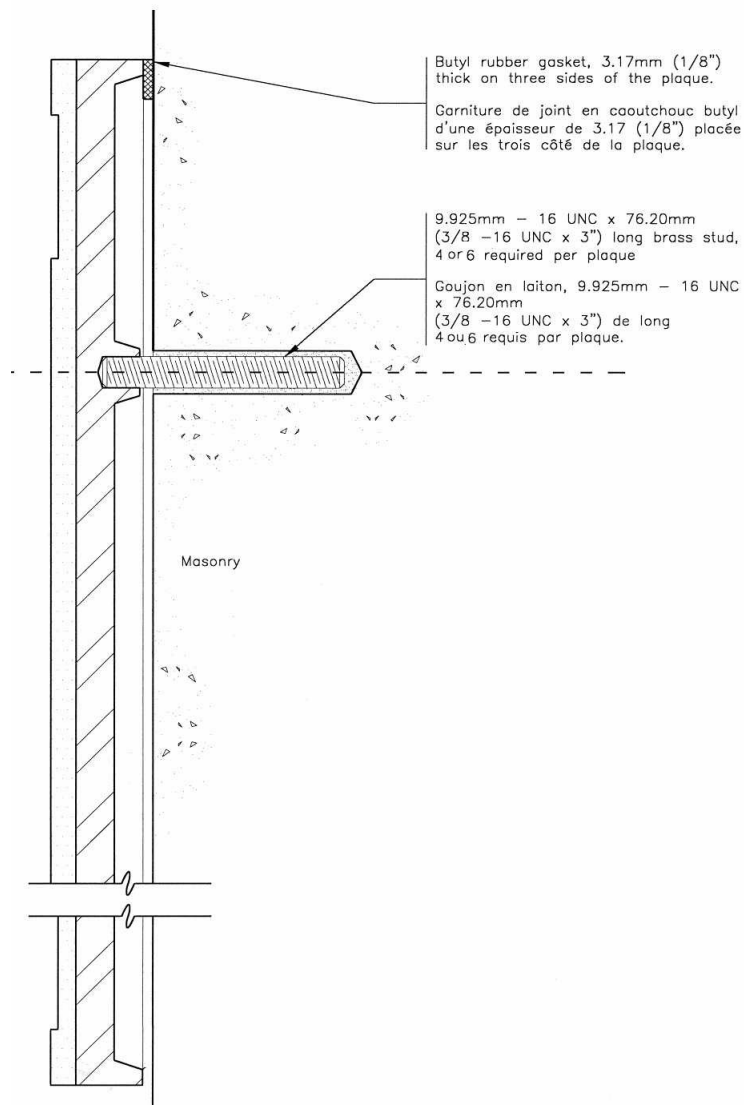
Appendix III Vertical section of standard HSMBC bilingual plaque



Appendix IV Required mounting material for plaque installation

Required mounting material:

- Butyl rubber gasket (clear silicone Type II) [approximately one (1) 100 ml tube]
- Depending on the plaque dimensions, four (4) or six (6) bronze studs (9.925 mm – 16 UNC X 76.20 mm) (3/8 – 16 UNC X 3")



Appendix V Example of non-standard plaque

Dimensions of non-standard plaques may vary. Casting and installation specifications for these plaques are identical to those of standard plaques. Non-standard plaques with dimensions larger than the standard bilingual plaques must have two additional mounting bosses, located at 102 mm (4") of the center of each of the longer sides of the plaque, for a total of six mounting bosses.



Appendix VI Coat of Arms images

Image of the bronze coat of arms:



Digital file sample image:



ANNEX "B" PRICING

****TO BE COMPLETE AT AWARD OF STANDING OFFER ****

Year 1: The first year of the Standing Offer February 14, 2021 to February 13, 2022.

Option Year 1: The first option year is from February 14, 2022 to February 13, 2023.

Option Year 2: The second option year is from February 14, 2023 to February 13, 2024.

Option Year 3: The third option year is from February 14, 2024 to February 13, 2025.

Option Year 4: The fourth option year is from February 14, 2025 to February 13, 2026.

Item 001 – Plaques 679mm by 768mm (26.75in by 30.25in) including coat of arms (Transportation costs excluded)

	Firm Unit Price per Plaque	Firm Unit Price per Plaque (Urgent Delivery)
Year 1	\$	\$
Option Year 1	\$	\$
Option Year 2	\$	\$
Option Year 3	\$	\$
Option Year 4	\$	\$

Item 002 – Plaques 676mm by 1119mm (26.625in by 44.0625in) including coat of arms (Transportation costs excluded)

	Firm Unit Price per Plaque	Firm Unit Price per Plaque (Urgent Delivery)
Year 1	\$	\$
Option Year 1	\$	\$
Option Year 2	\$	\$
Option Year 3	\$	\$
Option Year 4	\$	\$

Item 003 – Plaques 676mm by 1014mm (26.625in by 39.9375in) including coat of arms (Transportation costs excluded)

	Firm Unit Price per Plaque	Firm Unit Price per Plaque (Urgent Delivery)
Year 1	\$	\$
Option Year 1	\$	\$
Option Year 2	\$	\$
Option Year 3	\$	\$
Option Year 4	\$	\$

Item 004 – Non-standard Plaques – minimum 5000cm² (775in²) excluding coat of arms

	Price per cm ²	Price per cm ² (Urgent Delivery)
Year 1	\$	\$
Option Year 1	\$	\$
Option Year 2	\$	\$
Option Year 3	\$	\$
Option Year 4	\$	\$