



RETURN OFFERS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Offer Fax: 1-866-246-6893
 Offer E-mail Address: soumissionsouest-bidswest@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 Agency
 National Contracting Services
 Calgary, AB

Title: Standing Offer – Invasive Plant Management Services	
Solicitation No.: 5P420-20-0490/A	Date: May 03, 2021
Client Reference No.: N/A	
GETS Reference No.: PW-21-00955011	

Solicitation Closes: At: 14:00 On: June 02, 2021	Time Zone: MDT
---	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Kirsten Sage	
Telephone No.: 587-436-5795	Fax No.: 1-866-246-6893
Email Address: Kirsten.sage@canada.ca	
Destination of Goods, Services, and Construction: See Herein	

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.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

IMPORTANT NOTICE TO OFFERORS

OFFERS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

OFFERS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.

The only acceptable email address for responses to the Request for Standing Offers (RFSO) is soumissionsouest-bidswest@canada.ca. Offers submitted by email directly to the Standing Offer Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

The only acceptable facsimile for responses to the RFSO is 1-866-246-6893.

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.

The Offeror should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Offeror should send the offer in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

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

Set-Aside Under the Procurement Strategy for Aboriginal Business

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB). In order to be considered, the Offeror must certify that it qualifies as an Aboriginal business as defined under PSAB.

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>

TABLE OF CONTENTS

PART 1 – GENERAL INFORMATION	5
1.1. INTRODUCTION	5
1.2. SUMMARY.....	5
1.3. SECURITY REQUIREMENTS	6
1.4. DEBRIEFINGS.....	6
PART 2 – OFFEROR INSTRUCTIONS.....	7
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	7
2.2. SUBMISSION OF OFFERS	7
2.3. ENQUIRIES – REQUEST FOR STANDING OFFERS	7
2.4. APPLICABLE LAWS	8
2.5. BID CHALLENGE AND RECOURSE MECHANISMS.....	8
PART 3 – OFFER PREPARATION INSTRUCTIONS.....	9
3.1. OFFER PREPARATION INSTRUCTIONS.....	9
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION.....	10
4.1. EVALUATION PROCEDURES	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	11
5.1. CERTIFICATIONS REQUIRED WITH THE OFFER	11
5.2. CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	11
PART 6 – SECURITY AND INSURANCE REQUIREMENTS.....	13
6.1. SECURITY REQUIREMENTS	13
6.2. INSURANCE REQUIREMENTS.....	13
PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES.....	14
A. STANDING OFFER.....	14
7.1. OFFER	14
7.2. SECURITY REQUIREMENTS.....	14
7.3. STANDARD CLAUSES AND CONDITIONS	14
7.4. TERM OF STANDING OFFER.....	14
7.5. AUTHORITIES.....	15
7.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	16
7.7. IDENTIFIED USERS	16
7.8. CALL-UP PROCEDURES	16
7.9. CALL-UP INSTRUMENT	17
7.10. LIMITATION OF CALL-UPS.....	17
7.11. FINANCIAL LIMITATION.....	17
7.12. PRIORITY OF DOCUMENTS.....	17
7.13. CERTIFICATIONS AND ADDITIONAL INFORMATION	18
7.14. APPLICABLE LAWS	18
B. RESULTING CONTRACT CLAUSES	19
7.1. STATEMENT OF WORK	19
7.2. STANDARD CLAUSES AND CONDITIONS	19
7.3. TERM OF CONTRACT	19
7.4. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	19
7.5. PAYMENT	19

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

7.6.	INVOICING INSTRUCTIONS.....	20
7.7.	SACC MANUAL CLAUSES	20
7.8.	INSURANCE – SPECIFIC REQUIREMENT	21
7.9.	INSPECTION AND ACCEPTANCE	21
ANNEX A	22
	STATEMENT OF WORK	22
ANNEX B	28
	BASIS OF PAYMENT	28
ANNEX C	53
	INSURANCE REQUIREMENTS.....	53
ANNEX D	54
	ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS).....	54
ANNEX E TO PART 4 OF THE REQUEST FOR STANDING OFFERS	56
	TECHNICAL EVALUATION.....	56
ANNEX F TO PART 5 OF THE REQUEST FOR STANDING OFFERS	61
	SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS.....	61
ANNEX G TO PART 5 OF THE REQUEST FOR STANDING OFFERS	63
	LIST OF NAMES FOR INTEGRITY VERIFICATION FORM	63
ANNEX H TO PART 5 OF THE REQUEST FOR STANDING OFFERS	65
	FORMER PUBLIC SERVANT	65

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 Statement of Work, the Basis of Payment, the Attestation for Occupational Health and Safety (OHS) and any other annexes.

1.2. Summary

1.2.1. The RFSO covers two procurement streams:

- a. **5P420-20-0490/A - PSAB Stream:** Aboriginal suppliers as defined under the Procurement Strategy for Aboriginal Business (PSAB) that supply on a regional basis, except where Comprehensive Land Claim Agreements apply. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the Supply Manual.
- b. **5P420-20-0490/B - General Stream:** General stream suppliers supply on a regional basis, except where Comprehensive Land Claim Agreements apply.

1.2.2. Parks Canada Agency (PCA) Prairie National Parks and Historic Sites in Alberta, Saskatchewan and Manitoba require invasive plant management, using integrated pest management principals, of priority invasive plants. The period for making call-ups against the Standing Offer will be from the date of Standing Offer to April 30, 2022 inclusive with the irrevocable option for Canada to extend the term of the Standing Offer by up to three (3) additional one (1) year periods. The Standing Offer regions are as follows:

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

Region 1: Elk Island National Park
Region 2: Prince Albert National Park
Region 3: Grasslands National Park
Region 4: Riding Mountain National Park
Region 5: Batoche National Historic Site
Region 6: Motherwell Homestead National Historic Site
Region 7: Fort Battleford National Historic Site
Region 8: Fort Walsh National Historic Site

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 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2006](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Offers

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

Offers submitted in-person or by courier may not be accepted.

The only acceptable facsimile for responses to the RFSO is 1-866-246-6893.

The only acceptable email address for responses to the RFSO is soumissionsouest-bidswest@canada.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.

The Offeror should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Offeror should send the offer in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

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 seven (7) 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 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 Alberta.

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.

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

2.5.3. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

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

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

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 the Basis of Payment at **Annex B**.

3.1.1. Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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 **Annex E to Part 4 of the Request for Standing Offers**.

4.1.1.2. Point Rated Technical Criteria

Technical offers will be evaluated against the point rated technical evaluation criteria at **Annex E to Part 4 of the Request for Standing Offers**.

4.1.2. Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.3. Basis of Selection – Lowest Price Per Point

4.1.3.1. To be declared responsive, an offer must:

- a. comply with all the requirements of the Request for Standing Offers;
- b. meet all mandatory technical evaluation criteria;
- c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating

4.1.3.2. Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer(s) with the lowest evaluated price per point will be recommended for issuance of a standing offer. Up to four (4) standing offers will be awarded per region.

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. Set-aside for Aboriginal Business – Certification – For PSAB Suppliers Only

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. The Offeror must provide the information requested at **Annex F to Part 5 of the Request for Standing Offers** with its offer.

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 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 **Annex G to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

5.2.3. 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 **Annex H to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

5.2.4. 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/programs/employment-equity/federal-contractor-program.html) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare 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.

5.2.5. Additional Certifications Precedent to Issuance of a Standing Offer

5.2.4.1 Status and Availability of Resources - Offer

SACC Manual clause [M3020T](#) (2016-01-28) Status and Availability of Resources - Offer

5.2.4.2 Education and Experience

SACC Manual clause [M3021T](#) (2012-07-16) Education and Experience

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1. Security Requirements

6.1.1. There is no security requirement applicable to this Standing Offer.

6.2. Insurance Requirements

6.2.1. The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Annex C**.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1. Offer

7.1.1. The Offeror offers to perform the Work in accordance with the Statement of Work at **Annex A**.

7.2. Security Requirements

7.2.1. There is no security requirement applicable to the Standing Offer.

7.3. 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.

7.3.1. General Conditions

[2005](#) (2020-05-28), 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. Term of Standing Offer

7.4.1. Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of Standing Offer to April 30, 2022 inclusive.

7.4.2. Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional one (1) years period(s), from May 01, 2022 to April 30, 2023 inclusive, May 01, 2023 to April 30, 2024 inclusive and May 01, 2024 to April 30, 2025 inclusive 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

7.5. Authorities

7.5.1. Standing Offer Authority

The Standing Offer Authority is:

Kirsten Sage
Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Calgary, AB

Telephone: 587-436-5795
Facsimile: 1-866-246-6893
E-mail address: Kirsten.sage@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.

7.5.2. 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.

7.5.3. Offeror's Representative

The Offeror's Representative for the Standing Offer is:

To be completed by the Offeror

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:		

7.6. Proactive Disclosure of Contracts with Former Public Servants

*** [SACC Manual clause A3025C](#) to be inserted at issuance of a Standing Offer, if applicable ***

7.7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Parks Canada Agency.

7.8. Call-up Procedures

7.8.1. Services will be called-up as follows:

7.8.1.1 The Identified User will establish the scope of services to be performed. The location of the project/site will determine the geographic region standing offer to be used for call-up distribution. For each individual Call-Up, Standing Offer Holder will be considered using a computerized distribution system. This system will track all call-ups assigned to each consultant and will maintain a running total of the dollar value of business distributed.

The system will contain for each Standing Offer Holder an ideal business distribution percentage which has been established as follows;

i. If 4 Standing Offers are expected for be issued for the region:

35 % of the business for the top ranked Offeror, 30% for the 2nd ranked Offeror, 20% for the 3rd ranked Offeror, and 15% for the 4th ranked Offeror. In the event fewer than four (4) Offerors are successful, the undistributed % of business will be redistributed amongst the Offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{100 \text{ less the non-distributed \%}} \times 100$$

ii. If 2 Standing Offers are expected for be issued for the region:

60% of the business for the top ranked Offeror, and 40% for the 2nd ranked Offeror.

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other consultants will be selected for the next call-up.

7.8.1.2 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.

7.8.1.3 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.

7.8.1.4 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.

7.9. 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.

7.9.1. 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.

7.9.2. 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.

7.10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 80,000.00, Applicable Taxes included unless approved by the Standing Offer Authority.

7.11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$2,000,000.00 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.

7.12. 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](#) (2020-05-28), General Conditions – Standing Offers – Goods or Services;
- (d) The general conditions [2010C](#) (2020-05-28), General Conditions – Services (Medium Complexity);

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements;
- (h) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (i) The Offeror's offer dated ***** to be inserted at issuance of a Standing Offer *****.

7.13. Certifications and Additional Information

7.13.1. 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.

7.13.2. SACC Manual Clauses

[M3020C](#) (2016-01-28), Status and Availability of Resources – Standing Offer

7.14. 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.

7.1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2. Standard Clauses and Conditions

7.2.1. 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.

7.3. Term of Contract

7.3.1. Period of the Contract

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

7.4. Proactive Disclosure of Contracts with Former Public Servants

*** [SACC Manual clause A3025C](#) to be inserted at issuance of a standing offer, if applicable ***

7.5. Payment

7.5.1. Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in firm unit price(s), as specified in **Annex “B”** for a cost of \$ *** [To be identified in the call-up against the Standing Offer](#) ***. 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.

7.5.2. Limitation of Expenditure

7.5.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ *** [To be identified in the call-up against the Standing Offer](#) ***. Customs duties are included and Applicable Taxes are extra.

7.5.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not

perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

7.5.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.5.3. 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.

7.5.4. SACC Manual Clauses

[C0710C](#) (2007-11-30), Time and Contract Price Verification

7.6. Invoicing Instructions

7.6.1. 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.

7.6.2. Invoices must be distributed as follows:

- a. The invoice must be forwarded electronically to the Project Authority for certification and payment.

7.7. SACC Manual Clauses

[A1009C](#) (2008-05-12), Work Site Access

[A7017C](#) (2008-05-12), Replacement of Specific Individuals

[A9039C](#) (2008-05-12), Salvage

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

[B6802C](#) (2007-11-30), Government Property

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

7.8. Insurance – Specific Requirement

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

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

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

7.9. 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

1. Title

Invasive Plant Management (IPM) in Prairie National Parks and Historic Sites in AB, SK and MB.

2. Background

Invasive plants are recognized as a serious threat to native ecological communities and biodiversity. According to the International Union for the Conservation of Nature (IUCN), invasive species are the second most significant cause of global extinction following habitat loss (2011).

Invasive plants reduce biodiversity and compromise ecosystem function by out-competing native species, altering nutrient cycling, destabilizing soils and causing erosion, among other impacts (Pimentel et al. 2005, Zedler and Kercher 2004). Climate change may have synergistic effects on invasive plants, altering species distributions and local resilience to invasion (Zavalet and Royval 2002). Prevention and early action activities can prevent infestations before they become un-manageable in scope.

Invasive plants in the Prairie National Parks have been recognized as an important stressor to native biodiversity. Invasive Plant Management Plans or Integrated Pest Management Plans are to be developed, if not already in place, for each park or historic site to mitigate these impacts.

3. Objective

3.1. Management, using integrated pest management principals, of priority invasive plants and areas that could be considered vectors of spread within the parks at one or more of the following locations:

- Elk Island National Park, Alberta
- Prince Albert National Park, Saskatchewan
- Grasslands National Park, Saskatchewan
- Riding Mountain National Park, Manitoba
- Batoche National Historic Site, Saskatchewan
- Motherwell Homestead National Historic Site, Saskatchewan
- Fort Battleford National Historic Site, Saskatchewan
- Fort Walsh National Historic Site, Saskatchewan

4. Definitions

4.1. **First and Second Pass:** one or two visits to an invasive plant site to conduct invasive plant treatment.

4.2. **Inspection:** monitoring by the Parks Canada Agency (PCA) Representative or their designate which determines effectiveness of invasive plant treatment and that the activity complies with all legislative and contractual obligations.

4.3. **Invasive Plant Treatment:** chemically and/or manually treat as necessary to destroy all target plants on site and to prevent viable propagule spread. Propagules refer to reproductive plant parts that may include seeds, stolons, rhizomes, bulbs or stem or root fragments. Treatment should be completed by methodically traversing each site, on foot if necessary, in order to locate, survey, and treat each plant. Invasive plant treatment includes placing and removing

treatment notices, as directed by the PCA Representative. Signs will be supplied by Parks Canada.

- 4.4. Management effectiveness Monitoring:** a visit to a site to determine treatment compliance and efficacy; occurs the same season as the treatment.
- 4.5. Invasive Plant Treatment Site:** an area identified by a UTM coordinate that has target invasive plant species or multiple target species growing within 100 meters of the UTM coordinate. Target species that are greater than 100m from the coordinate are considered part of the original site if the gap between the last occurrence of a target species at the site and the newly found target species is less than 100 meters. A new site is created if there is greater than 100m between the last occurrence of a target species at the original site and another plant of the same target species.
- 4.6. Invasive Plant Management Area:** an area outlined by a clear UTM track or polygon shape file, in which one or multiple invasive plant species are to be managed. One Invasive Plant Management Area may contain multiple Invasive Plant Treatment Sites.
- 4.7. Monitoring:** either the initial/baseline visit to a site to determine species presence and relative abundance or a subsequent visit in succeeding years that measures change at that site.
- 4.8. Planting/Seeding:** the action of planting plugs or distributing seeds in a designated area, usually following Invasive Plant Treatment. Is done to promote the growth of desirable species at a site.
- 4.9. Target Species:** invasive plant species specifically listed for treatment.
- 4.10. Treatment Notices:** *Herbicide Application Signs* that are placed at the beginning of any public access route(s) that intersect the site prior to commencing herbicide treatments. Signage requirements will be posted in accordance with specifications laid out in the relevant IPMP or other site-level guidance.
- 4.11. Record of Treatment:** Each National Park or Historic Site will have its own methods of record-keeping, either digitally or hardcopy, but same for all is that records of treatment type, chemical used and area treated must be recorded.

5. Scope of Work

- 5.1. General Requirements** Following a call-up, the Contractor must submit a detailed work plan based on the Statement of Work provided. The Contractor must:
- 5.1.1.** Abide by park-specific IPMPs.
 - 5.1.2.** Prior to commencing work, the list of chemicals to be used must be approved by the PCA Representative.
 - 5.1.3.** Keep and deliver detailed treatment records to Parks Canada staff utilizing specific field unit reporting guidelines.
 - 5.1.4.** Participate in a pre-work meeting with the PCA Representative before commencing work.
 - 5.1.5.** Prior to conducting treatments, the contractor will meet with PCA Representative or their designate to participate in an environmental and safety briefing, and to inspect equipment

prior to entry to the park (in accordance with the site/park-specific IA requirements).

5.1.6. Ensure crew(s) have the following items on site at all times:

- 5.1.6.1. a copy of this Standing Offer;
- 5.1.6.2. Safety Data Sheet(s) for the chemical(s) being applied;
- 5.1.6.3. a copy of the Contractor's Spill Response Plan and Safety Plan;
- 5.1.6.4. a copy of the current park-specific IPMP(s);
- 5.1.6.5. the means to communicate with the PCA Representative;
- 5.1.6.6. the means to make arrangements with the PCA representative for unlocking gates on access required areas in advance of site visits;
- 5.1.6.7. site information and treatment history on each Invasive Plant Management Area; and
- 5.1.6.8. training and ability to enter all data onto field unit specific data management forms or platforms.

5.2. Regulatory Compliance

5.2.1. Complete all Services in accordance with all pertinent legislation including, the National Park Act, provincial Weed Control Acts and Regulations, Integrated Pest Management Act and Regulation, Transportation of Dangerous Goods Act, and the IPMP.

5.2.2. Complete all herbicide applications in accordance with the product label, provincial and federal regulations and protocols, and in a manner that minimizes the application of herbicide and the damage to non-target plants.

5.2.3. Ensure all herbicide applicators hold current, valid Vegetation and Noxious Weed Pesticide Applicators Certification (or equivalent) in the Province of AB, SK or MB.

5.3. Materials and Equipment

5.3.1. Provide all equipment, tools, materials, herbicide and traffic control devices needed to complete the Services that are not supplied by Parks Canada including:

- 5.3.1.1. Appropriate treatment equipment in good working order including, but not limited to, backpack sprayers, truck mounted sprayers, wick applicators, and manual treatment equipment;
- 5.3.1.2. Data capture equipment with capacity and ability to enter survey and treatment data into field unit specific-compatible forms while in the field, including GPS coordinates;
- 5.3.1.3. Legal, non-expired herbicide listed for use in the relevant IPMPs;
- 5.3.1.4. Appropriate safety equipment, including relevant PPE and means to communicate with park staff;
- 5.3.1.5. Sufficient firefighting hand tools to equip each crew member with a minimum of one firefighting hand tool, and each crew with at least one fire extinguisher;
- 5.3.1.6. Mechanical means to prevent spread of invasive plants on field vehicles and equipment, including the cleaning of under-carriages, tires, fenders, running boards, trailers and hitches, and personnel before leaving invasive plant sites;
- 5.3.1.7. GPS enabled navigation equipment; and
- 5.3.1.8. Spills response materials to be able to adequately respond to a spill as per approved Spill Response Plan.

5.4. Contractor Safety and Spill Response Plans

- 5.4.1. Contractor Safety and Spill Response Plans must be provided to the PCA Representative prior to commencing treatment and meet the requirements of Parks Canada Agency.
- 5.4.2. Provide each Invasive Plant Treatment and Inventory crew with the Contractor Safety Plan and Spill Response Plan which they will follow daily and carry with them at all times.
- 5.4.3. Ensure occupational health and safety regulations related to chemical and manual control of invasive plants in all site types are followed.
- 5.4.4. Minimize chemical exposure to all applicators including precautions outlined on the herbicide label(s) and in the relevant legislation.
- 5.4.5. Be solely responsible for any leaks and/or spills, and clean up and disposal of contaminated materials in accordance with provincial and federal laws.
- 5.4.6. Immediately report any violations of the above to the PCA Representative.

5.5. Traffic Control for Work on Roadways

- 5.5.1. Ensure that all staff and contractors conducting work on roadsides under this Agreement are trained and following safety procedures as required by the provincial regulations of the province where work is carried out.
- 5.5.2. Ensure the placement and use of traffic control devices is in accordance with the requirements for traffic accommodations in work zones in the province where work is carried out, and in consideration with the highway classification, number of traffic lanes, traffic operating speed, pedestrian traffic and sign distance.

5.6. Interactions with other Workers

- 5.6.1. Cease work if encountering an active construction project, forest fire and or prescribed burn, potential human / wildlife conflict situation, highway maintenance work area, or pit or quarry operations.
- 5.6.2. Make notes, move to a location beyond the area of work, and follow-up by contacting the PCA Representative to discuss the situation and determine an appropriate course of action for the issue.

5.7. Third Party Inquiries or Concerns

- 5.7.1. Refer all inquiries to the PCA.
- 5.7.2. Cease all activities if there is a conflict onsite and inform the PCA Representative. Work will not resume at the location until the PCA Representative has completed an investigation of the issue and provided written permission to continue.

5.8. Invasive Plant Treatment (Chemical or Mechanical)

- 5.8.1. The following treatment guidelines apply *unless otherwise stated in the Statement of Work or relevant IPMP*.

- 5.8.1.1. Complete first and second pass of Invasive Plant Treatment on the sites/areas listed and by the dates arranged with the PCA representative at the start-up meeting;
 - 5.8.1.1.1. For sites/areas where two or more priority species are found, the earliest treatment date shall be adhered to.
 - 5.8.1.1.2. For all sites/areas, the second pass visit must be completed no sooner than three weeks after the first pass visit.
- 5.8.1.2. Select and use the most efficacious, longest lasting, cost-effective and site suitable treatment method at each site in consultation with the PCA Representative.
 - 5.8.1.2.1. Use only herbicides listed for use in the relevant IPMP(s).
- 5.8.1.3. Communicate with the PCA Representative about the timing and appropriate weather conditions that will allow for complete coverage and suitable efficacy of the treatment, and of identified invasive plants indicated on the pesticide label.
- 5.8.1.4. Accurately complete a park-specific Records of Treatment (or other park-specific recording form) at each site before initiating first pass treatment, and following each treatment pass. All fields on the form(s) must be correctly filled.
- 5.8.1.5. Calibrate equipment and record results for all applicators prior to beginning herbicide treatment and once every ten (10) days of operations thereafter;
- 5.8.1.6. Re-treat sites within 7 days of notification from the PCA Representative that target plants missed exceeds 15% of total target plants within a treatment site. These retreatments will be solely at the Contractor's expense.
- 5.8.1.7. Install Treatment Notices prior to treatment and remove following the end of the posting period as stipulated by the PCA Representative.
- 5.8.1.8. Maintain and submit daily GPS track logs (.kmz) of all areas treated;
- 5.8.1.9. Accurately complete a park-specific Record of Treatment at each site prior to completing second pass treatment;
- 5.8.1.10. Completely and accurately enter or upload monitoring data and Treatment Records into field unit specified format (as provided by PCA Representative).

5.9. Monitoring

5.9.1. The following monitoring guidelines apply *unless otherwise stated in the Statement of Work or relevant IPMP*.

- 5.9.1.1. Complete a full pass of the site/area to detect any and all species to be monitored (as directed by the Project Authority)
- 5.9.1.2. Record each species encountered and its distribution/abundance
- 5.9.1.3. Accurately complete a park-specific Records of Monitoring (or other park-specific recording form) at each site/area. All fields on the form(s) must be correctly filled.
- 5.9.1.4. Maintain and submit daily GPS track logs (.kmz) of all areas monitored;
- 5.9.1.5. Accurately complete a park-specific Record of Monitoring at each site prior to completing second pass treatment;
- 5.9.1.6. Completely and accurately enter or upload monitoring data and Monitoring Records into field unit specified format (as provided by PCA Representative).

5.10. Planting/Seeding

5.10.1. The following planting/seeding guidelines apply *unless otherwise stated in the Statement of Work or relevant IPMP*.

- 5.10.1.1. Method and equipment to be used must be approved by the Project Authority prior to commencing

- 5.10.1.2. Only plugs/seed provided by the Project Authority is to be used
- 5.10.1.3. Density of planting and/or seeding rate must be discussed and approved by the Project Authority prior to commencing.
- 5.10.1.4. Only designated areas are to be planted/seeded, as directed by the Project Authority.
- 5.10.1.5. Maintain and submit daily GPS track logs (.kmz) of all areas planted/seeded;
- 5.10.1.6. Accurately complete a park-specific Record of Planting/Seeding at each site prior to completing second pass treatment;
- 5.10.1.7. Completely and accurately enter or upload monitoring data and Planting/Seeding Records into field unit specified format (as provided by PCA Representative).

5.11. Unknown Plant Species

5.11.1. Follow the procedures below if an unknown plant species is found:

- 5.11.1.1. Immediately report unknown species to the PCA Representative, and
- 5.11.1.2. Do Not Treat until site is verified by the PCA Representative.

5.12. Reports and Deliverables

5.12.1. The contractor is required to submit to the Project Authority, the following:

- 5.12.1.1. Detailed Records of Treatment (outlined in section 5.8 above) Monitoring Record (outlined in section 5.9 above) or Planting/Seeding Record (outlined in section 5.10 above)
- 5.12.1.2. GPS records of all treatment, monitoring or planting/seeding areas (.kmz)
- 5.12.1.3. Any photos taken during treatment, monitoring or planting/seeding

5.13. Government Furnished Support/Equipment/Information

5.13.1. Parks Canada will provide the following:

- 5.13.1.1. Access to Management Areas.
- 5.13.1.2. Meeting space for project start-up and debriefing.
- 5.13.1.3. Treatment Notices.
- 5.13.1.4. Forms:
 - 5.13.1.4.1. Park-specific Record of Treatment-forms or digital recording tool.
 - 5.13.1.4.2. Other park-specific forms, as stipulated by the PCA Representative
- 5.13.1.5. Staff to perform inspection of equipment in accordance with the park/site – specific IA requirements.

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

ANNEX B

BASIS OF PAYMENT

****To be completed by the Offeror****

Financial Offer Submission Requirements

- (a) Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.
- (b) The Offeror must submit their financial offer in accordance with the Basis of Payment.
- (c) All prices are in Canadian dollars, FOB destination.
- (d) Customs duties are included and Applicable Taxes are extra.
- (e) Offerors may submit firm prices for one or multiple regions. However, bidders must submit firm prices for all items listed in the region(s) for which they submit prices. The regions are as follows:

- Region 1: Elk Island National Park
- Region 2: Prince Albert National Park
- Region 3: Grasslands National Park
- Region 4: Riding Mountain National Park
- Region 5: Batoche National Historic Site
- Region 6: Motherwell Homestead National Historic Site
- Region 7: Fort Battleford National Historic Site
- Region 8: Fort Walsh National Historic Site

Region 1. Elk Island National Park

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

1.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.1.1	Round trip travel to Elk Island National Park	Per Round Trip Per Crew	4	\$	\$
1.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
1.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
A	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

1.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.2.1	Round trip travel to Elk Island National Park	Per Round Trip Per Crew	4	\$	\$
1.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

1.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
1.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
B	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

1.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.3.1	Round trip travel to Elk Island National Park	Per Round Trip Per Crew	4	\$	\$
1.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
1.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
C	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

1.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.4.1	Round trip travel to Elk Island National Park	Per Round Trip Per Crew	4	\$	\$

1.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
1.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
1.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
D	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

1.5 Travel and Living Expenses

For items 1.1.1, 1.2.1, 1.3.1, 1.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

1.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables A through Table D.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (A + B + C + D) (excluding applicable tax)	\$
--	----

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 2. Prince Albert National Park

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

2.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1.1	Round trip travel to Prince Albert National Park	Per Round Trip Per Crew	4	\$	\$
2.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
2.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
E	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

2.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.2.1	Round trip travel to Prince Albert National Park	Per Round Trip Per Crew	4	\$	\$
2.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

2.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
2.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
F	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

2.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.3.1	Round trip travel to Prince Albert National Park	Per Round Trip Per Crew	4	\$	\$
2.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
2.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
G	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

2.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.4.1	Round trip travel to Prince Albert National Park	Per Round Trip Per Crew	4	\$	\$

2.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
2.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
2.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
H	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

2.5 Travel and Living Expenses

For items 2.1.1, 2.2.1, 2.3.1, 2.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

2.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables E through Table H.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (E + F + G + H) (excluding applicable tax)	\$
---	----

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 3. Grasslands National Park

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

3.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.1.1	Round trip travel to Grasslands National Park	Per Round Trip Per Crew	4	\$	\$
3.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
3.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
I	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

3.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.2.1	Round trip travel to Grasslands National Park	Per Round Trip Per Crew	4	\$	\$
3.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

3.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
3.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
J	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

3.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.3.1	Round trip travel to Grasslands National Park	Per Round Trip Per Crew	4	\$	\$
3.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
3.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
K	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

3.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.4.1	Round trip travel to Grasslands National Park	Per Round Trip Per Crew	4	\$	\$

3.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
3.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
3.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
L	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

3.5 Travel and Living Expenses

For items 3.1.1, 3.2.1, 3.3.1, 3.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

3.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables I through Table L.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (I + J + K + L) (excluding applicable tax)	\$
---	----

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 4. Riding Mountain National Park

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

4.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.1.1	Round trip travel to Riding Mountain National Park	Per Round Trip Per Crew	4	\$	\$
4.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
4.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
M	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

4.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.2.1	Round trip travel to Riding Mountain National Park	Per Round Trip Per Crew	4	\$	\$
4.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

4.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
4.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
N	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

4.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.3.1	Round trip travel to Riding Mountain National Park	Per Round Trip Per Crew	4	\$	\$
4.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
4.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
O	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

4.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
4.4.1	Round trip travel to Riding Mountain National Park	Per Round Trip Per Crew	4	\$	\$

4.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
4.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
4.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
P	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

4.5 Travel and Living Expenses

For items 4.1.1, 4.2.1, 4.3.1, 4.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

4.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables M through Table P.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (M + N + O + P) (excluding applicable tax)	\$
---	-----------

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 5. Batoche National Historic Site

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

5.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
5.1.1	Round trip travel to Batoche National Historic Site	Per Round Trip Per Crew	4	\$	\$
5.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
5.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
Q	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

5.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
5.2.1	Round trip travel to Batoche National Historic Site	Per Round Trip Per Crew	4	\$	\$
5.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

5.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
5.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
R	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

5.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
5.3.1	Round trip travel to Batoche National Historic Site	Per Round Trip Per Crew	4	\$	\$
5.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
5.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
S	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

5.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
5.4.1	Round trip travel to Batoche National Historic Site	Per Round Trip Per Crew	4	\$	\$

5.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
5.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
5.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
T	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

5.5 Travel and Living Expenses

For items 5.1.1, 5.2.1, 5.3.1, 5.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

5.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables Q through Table T.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (Q + R + S + T) (excluding applicable tax)	\$
---	----

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 6. Motherwell Homestead National Historic Site

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

6.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
6.1.1	Round trip travel to Motherwell Homestead National Historic Site	Per Round Trip Per Crew	4	\$	\$
6.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
6.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
U	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

6.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
6.2.1	Round trip travel to Motherwell Homestead National Historic Site	Per Round Trip Per Crew	4	\$	\$
6.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

6.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
6.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
V	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

6.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
6.3.1	Round trip travel to Motherwell Homestead National Historic Site	Per Round Trip Per Crew	4	\$	\$
6.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
6.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
W	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

6.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
6.4.1	Round trip travel to Motherwell Homestead National Historic Site	Per Round Trip Per Crew	4	\$	\$

6.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
6.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
6.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
X	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

6.5 Travel and Living Expenses

For items 6.1.1, 6.2.1, 6.3.1, 6.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

6.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables U through Table X.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (U + V + W + X) (excluding applicable tax)	\$
---	----

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 7. Fort Battleford National Historic Site

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

7.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
7.1.1	Round trip travel to Fort Battleford National Historic Site	Per Round Trip Per Crew	4	\$	\$
7.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
7.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
Y	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

7.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
7.2.1	Round trip travel to Fort Battleford National Historic Site	Per Round Trip Per Crew	4	\$	\$
7.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

7.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
7.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
Z	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

7.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
7.3.1	Round trip travel to Fort Battleford National Historic Site	Per Round Trip Per Crew	4	\$	\$
7.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
7.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
AA	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

7.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
7.4.1	Round trip travel to Fort Battleford National Historic Site	Per Round Trip Per Crew	4	\$	\$

7.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
7.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
7.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
AB	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

7.5 Travel and Living Expenses

For items 7.1.1, 7.2.1, 7.3.1, 7.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

7.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables Y through Table AB.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (Y + Z + AA + AB) (excluding applicable tax)	\$
---	-----------

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

Region 8. Fort Walsh National Historic Site

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

The Standing Offer Holder will be paid for the actual hours worked at the firm unit prices indicated below. The Standing Offer Holder will be paid an initial half hour minimum charge calculated from the time that the Standing Offer Holder arrives on site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

8.1 Standing Offer Year - Firm Unit Prices: 2021

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
8.1.1	Round trip travel to Fort Walsh National Historic Site	Per Round Trip Per Crew	4	\$	\$
8.1.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.1.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
8.1.4	Monitoring/surveying as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.1.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
AC	Combined Estimated Total Firm Unit Price(s) - 2021 (excluding applicable tax)				\$

8.2 Option Year One (1) - Firm Unit Prices: 2022

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
8.2.1	Round trip travel to Fort Walsh National Historic Site	Per Round Trip Per Crew	4	\$	\$
8.2.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$

8.2.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
8.2.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.2.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
AD	Combined Estimated Total Firm Unit Price(s) - 2022 (excluding applicable tax)				\$

8.3 Option Year Two (2) - Firm Unit Prices: 2023

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
8.3.1	Round trip travel to Fort Walsh National Historic Site	Per Round Trip Per Crew	4	\$	\$
8.3.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.3.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
8.3.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.3.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
AE	Combined Estimated Total Firm Unit Price(s) - 2023 (excluding applicable tax)				\$

8.4 Option Year Three (3) - Firm Unit Prices: 2024

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
8.4.1	Round trip travel to Fort Walsh National Historic Site	Per Round Trip Per Crew	4	\$	\$

8.4.2	Chemical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.4.3	Mechanical Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	100	\$	\$
8.4.4	Manual Vegetation Control as described in Annex "A" – Statement of Work	Per Crew Per Hour	300	\$	\$
8.4.5	Planting/seeding as described in Annex A – Statement of Work	Per Crew Per Hour	500	\$	\$
AF	Combined Estimated Total Firm Unit Price(s) - 2024 (excluding applicable tax)				\$

8.5 Travel and Living Expenses

For items 8.1.1, 8.2.1, 8.3.1, 8.4.1 the following applies:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

8.6 Estimated Total Combined Evaluated Offer Price

The total offer evaluated price is the sum of Tables AC through Table AF.

ESTIMATED TOTAL COMBINED <u>EVALUATED</u> BID PRICE (AC + AD + AE + AF) (excluding applicable tax)	\$
---	-----------

Notes:

- (a) Unidentified costs will not be allowable under the Standing Offer unless there is a change to the work requirements and addressed by an amendment issued by the Standing Offer Authority;
- (b) Additional payment terms and conditions will not apply to the Standing Offer; and
- (c) Customs duties are included and Applicable Taxes are extra.

ANNEX C

INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

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

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

ANNEX D

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

*** to be completed after call-up award ***

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

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

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

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

Location of Work

General Description of Work to be Completed
--

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

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 E TO PART 4 OF THE REQUEST FOR STANDING OFFERS

TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Item No.	Evaluation Criteria	Met / Not Met		Remarks / Notes
		Remarks/Notes	Remarks / Notes	
		To Be Completed by Evaluation Team		
2.1	The Bidder must provide a minimum of three (3) relevant project examples in grasslands ecosystems, including a brief summary of each project no more than two (2) pages in length in demonstration of their experience. The bidder must provide the names of the species managed.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.2	The Bidder must have a minimum of five (5) years' invasive plant management related working experience in the Southern Boreal Plains and Plateau Natural Ecoregion.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.3	The Bidder must propose a field crew lead(s) that has minimum experience of the following: <ul style="list-style-type: none"> two (2) years experience with herbicide application for invasive plant management in grasslands ecosystems; 	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

	<ul style="list-style-type: none"> two (2) projects including invasive plant monitoring and surveying within the last five (5) years; and one (1) project in the relevant vegetation communities (i.e. grassland ecosystems of the Southern Boreal Plains and Plateau Natural Ecoregion) 			
--	--	--	--	--

Bids that do not demonstrate and meet all mandatory technical criteria will not receive further evaluation.

3. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must meet or exceed the total minimum weighted points required for the point rated technical criteria. Bids that do not meet or exceed the minimum weighted points required for the point rated technical criteria will be given no further evaluation.

Each point rated technical evaluation criterion has a weight that reflects its importance in the proposal submission. The degree to which the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned in accordance with the Evaluation Criteria. This score will then be multiplied by the weight indicated for that point rated evaluation criterion.

Item No.	Evaluation Criteria	Weight	Points Awarded <small>**To Be Completed by Evaluation Team**</small>
3.1	<p>Field crew lead(s) have previous experience in successfully executing invasive plant management projects in grassland ecosystems.</p> <p>0 Points: Less than three (3) invasive plant management projects in grassland ecosystems.</p> <p>4 Points: Three (3) to less than five (5) invasive plant management projects in grassland ecosystems.</p> <p>6 Points: Five (5) to less than seven (7) invasive plant management projects in grassland ecosystems.</p> <p>8 Points: Seven (7) to less than nine (9) invasive plant management projects in grassland ecosystems.</p> <p>10 Points: Nine (9) or more invasive plant management projects in grassland ecosystems.</p>	1.5	<p>/10 x 1.5 = /15</p>

3.1 **To Be Completed by Evaluation Team**	Reference(s):
	Strengths:
	Weaknesses:

3.2	<p>Field crew lead(s) have previous experience with herbicide application for invasive plant management in grasslands ecosystems.</p> <p>0 Points: Less than two (2) years' experience with herbicide application for invasive plant management in grasslands ecosystems.</p> <p>4 Points: Two (2) to less than three (3) years' experience with herbicide application for invasive plant management in grasslands ecosystems.</p> <p>6 Points: Three (3) to less than four (4) years' experience with herbicide application for invasive plant management in grasslands ecosystems.</p> <p>8 Points: Four (4) to less than five (5) years' experience with herbicide application for invasive plant management in grasslands ecosystems.</p> <p>10 Points: Five (5) or more years' experience with herbicide application for invasive plant management in grasslands ecosystems.</p>	2.5	/10 x 2.5 = /25
------------	---	------------	-----------------------

3.2 **To Be Completed by Evaluation Team**	Reference(s):
	Strengths:
	Weaknesses:

<p>3.3</p>	<p>Field crew lead(s) have previous experience with invasive plant monitoring and surveying within the last five (5) years.</p> <p>0 Points: Experience with less than two (2) projects including invasive plant monitoring and surveying within the last five (5) years.</p> <p>4 Points: Experience with two (2) to less than three (3) projects including invasive plant monitoring and surveying within the last five (5) years.</p> <p>6 Points: Experience with three (3) to less than four (4) projects including invasive plant monitoring and surveying within the last five (5) years.</p> <p>8 Points: Experience with four (4) to less than five (5) projects including invasive plant monitoring and surveying within the last five (5) years.</p> <p>10 Points: Experience with five (5) or more projects including invasive plant monitoring and surveying within the last five (5) years.</p>	<p>1.5</p>	<p>/10 x 1.5 = /15</p>
<p>3.3 **To Be Completed by Evaluation Team**</p>	<p>Reference(s):</p> <hr/> <p>Strengths:</p> <hr/> <p>Weaknesses:</p>		
<p>3.4</p>	<p>Field crew lead(s) have previous experience in the relevant vegetation communities (i.e. grassland ecosystems of the Southern Boreal Plains and Plateau Natural Ecoregion).</p> <p>0 Points: No experience in the appropriate vegetation communities.</p> <p>4 Points: Experience with one (1) project in the appropriate vegetation communities.</p> <p>6 Points: Experience with two (2) to five (5) projects in the appropriate vegetation communities.</p> <p>8 Points: Experience with six (6) to ten (10) projects in the appropriate vegetation communities.</p> <p>10 Points: Experience with more than ten (10) projects in the appropriate vegetation communities.</p>	<p>3.0</p>	<p>/10 x 3.0 = /30</p>

3.4 **To Be Completed by Evaluation Team**	Reference(s):		
	Strengths:		
	Weaknesses:		
3.5	<p>Field crew lead(s) have previous experience with plug planting and seeding projects.</p> <p>0 Points: No experience with plug planting and seeding projects.</p> <p>4 Points: Experience with one (1) plug planting and seeding projects.</p> <p>6 Points: Experience with two (2) to five (5) plug planting and seeding projects.</p> <p>8 Points: Experience with six (6) to ten (10) plug planting and seeding projects.</p> <p>10 Points: Experience with more than ten (10) plug planting and seeding projects.</p>	1.5	<p>/10 x 1.5 = /15</p>
3.5 **To Be Completed by Evaluation Team**	Reference(s):		
	Strengths:		
	Weaknesses:		
Total Points Available			100
Minimum Points Required			40

Bids that do not obtain the required minimum of 40 points overall for the point rated technical criteria will be given no further evaluation.

ANNEX F TO PART 5 OF THE REQUEST FOR STANDING OFFERS

SET-ASIDE PROGRAM FOR ABORIGINAL BUSINESS

To be completed by the Offeror

1. Set-aside for Aboriginal Business

1.1 This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.

1.2 The Bidder:

- i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
- ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
- iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

1.3 The Bidder must check the applicable box below:

- i. The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
- ii. The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

1.4 The Bidder must check the applicable box below:

- i. The Aboriginal business has fewer than six full-time employees.
OR
- ii. The Aboriginal business has six or more full-time employees.

1.5 The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

1.6 By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

2. Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (*insert "an owner" and/or "a full-time employee"*) of _____ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

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

ANNEX H TO PART 5 OF THE REQUEST FOR STANDING OFFERS

FORMER PUBLIC SERVANT

To be completed by the Offeror

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 () No ()
--

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.

Solicitation No.:
5P420-20-0490/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Standing Offer – Invasive Plant Management Services

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 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.