



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-866-246-6893
 Bid E-mail Address: soumissionsouest-bidswest@canada.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting 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 bid documents will not be accepted.

REQUEST FOR PROPOSAL

Proposal to: Parks Canada Agency

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

Comments:

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Calgary, AB

Title: Waste Management and Hauling Services – Jasper National Park	
Solicitation No.: 5P420-20-0428/A	Date: May 14, 2021
Client Reference No.: N/A	
GETS Reference No.: PW-21-00956230	

Solicitation Closes: At: 14:00 On: June 15, 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: Jasper National Park	

TO BE COMPLETED BY THE BIDDER

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.:
5P420-20-0428/A

Amendment No.:
00

Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Waste Management and Hauling Services – Jasper National Park

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL

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

The only acceptable email address for responses to the bid solicitation is soumissionsouest-bidswest@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

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

The Bidder 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 Bidder should send the bid 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 bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

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

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

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

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

1.3. Optional Site Visit

1.3.1. There will be an optional site visit on **May 21, 2021 at 13:00 MDT**. Interested bidders are to meet at the Jasper Transfer Station which is located on the Yellowhead Highway 16, 8km west of the Jasper Townsite.

1.3.2. Please be advised that there will be a limit of two (2) representatives per bidder attending the site visit. Bidders are requested to RSVP to the contracting authority by **May 20, 2021 at 12:00 PM MDT**. Should there be sufficient interest in site visit attendance, Parks Canada may assign time slots to bidders in an effort to maintain social distancing protocols and outdoor gathering measures.

1.3.3. In accordance with provincial health regulations, interested bidders must be symptom free and observe social distancing from others on site. Face masks are mandatory. Question and answer session will be held outdoors during or after site visit.

1.3.4. Bidders are requested to communicate with the Contracting Authority before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

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

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

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

The only acceptable email address for responses to bid solicitations is soumissionsouest-bidswest@canada.ca.

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

The Bidder 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 Bidder should send the bid 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 bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

2.4. Applicable Laws

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

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

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.

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Contracting Authority:
Kirsten Sage

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Client Reference No.:
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Title:
Waste Management and Hauling Services – Jasper National Park

PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

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

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders 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

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex E to Part 4 of the Bid Solicitation**.

4.1.1.2. Point Rated Technical Criteria

Technical bids will be evaluated against the point rated technical evaluation criteria at **Annex E to Part 4 of the Bid Solicitation**.

4.1.2. Financial Evaluation

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

4.2. Basis of Selection – Highest Combined Rating of Technical Merit (70%) and Price (30%)

4.2.1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria;
- (c) obtain the required minimum of 16 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 40 points.

4.2.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.

4.2.3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

4.2.4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

4.2.5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

4.2.6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000.

Basis of Selection – Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, 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 F to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds.

In order to comply with Treasury Board policies and directives on contracts awarded to Former Public Servants, the Bidder must provide the information requested at **Annex G to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. There is no security requirement applicable to the Contract.

6.2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at **Annex A** and the Contractor's technical bid entitled *(insert at time of contract award)*, dated *(insert at time of contract award)*.

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

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

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

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from July 01, 2021 to March 31, 2022 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period being as follows: April 01, 2022 to March 31, 2023 inclusive and April 01, 2023 to March 31, 2024 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

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Waste Management and Hauling Services – Jasper National Park

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Kirsten Sage
A/Advisor
Parks Canada Agency
National Contracting Services
Calgary, AB

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

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

6.5.2. Project Authority

The Project Authority for the Contract is:

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

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

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is:

To be completed by the Bidder

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:		

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual clause A3025C to be inserted at contract award, if applicable* ***

6.7. Payment

6.7.1. Basis of Payment: Cost Reimbursable – Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in **Annex “B”**, to a limitation of expenditure of \$ *(insert at time of contract award)*. Customs duties are included and Applicable Taxes are extra.

6.7.2. Limitation of Expenditure

6.7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ *(insert at time of contract award)*. Customs duties are included and Applicable Taxes are extra.

6.7.2.2 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.

6.7.2.3 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.

6.7.3. Monthly Payment

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

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

6.8. Invoicing Instructions

6.8.1. 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.

Each invoice must be supported by:

- a. A copy of the monthly hauling and disposal report, showing number of bins collected and volume/weight of waste disposed.

6.8.2. Invoices must be distributed as follows:

- a. The invoice must be forwarded electronically to the address shown on page 1 of the Contract for certification and payment.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2020-05-28), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

- [A1009C](#) (2008-05-12) Work Site Access
 - [A9068C](#) (2010-01-11) Government Site Regulations
 - [B6802C](#) (2007-11-30) Government Property
 - [B9028C](#) (2007-05-25) Access to Facilities and Equipment
 - [A9039C](#) (2008-05-12) Salvage
-

6.13. Insurance Requirements

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.

6.14. Inspection and Acceptance

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

ANNEX A

STATEMENT OF WORK

1. Background

Jasper, Alberta is a community of approximately 5200 residents in Jasper National Park. Due to environmental considerations, all residential and commercial waste must be transported from the existing Transfer Station to the West Yellowhead Regional Waste Management Authority (WYRWMA) located near Hinton - approximately 70 kms from Jasper.

Most of Jasper's municipal solid waste (MSW) is collected in bins in town, hauled to the Transfer Station and then hauled to WYRWMA. This contract is for the hauling of unsorted, non MSW.

Parks Canada, Jasper National Park is the current operator of the Transfer Station.

The Transfer Station is currently set up with a bin system as follows:

- Residential Waste and recyclables are collected around town and transported to the WYRWMA.
- Recovery piles for sorting other recyclable materials such as metal, tires and clean wood.
- Compost facility for restaurant and bio-solids.
- Hazardous materials depot for used oil, paint, electronics, batteries, etc.
- Clean, inert fill (pit run, rock, concrete) is accepted as backfill for the now closed waste pit.
- Wildlife carcasses collected in a special bin (approx. 120 annually). Bin specifications below.
- Large commercial loads are not accepted. These are hauled directly to WYRWMA by the waste generator.
- Smaller loads (pickup trucks and utility trailers) are placed in large roll-off bins.
- Contaminated waste is not accepted at the Transfer Station.

2. Objective

To provide roll-off waste collection bins at the Transfer Station for collection of commercial and residential waste to be hauled to the WYRWMA on an 'as and when needed basis". Separate specialty bins for mattresses and animal carcasses.

3. Scope of Work

The Contractor is responsible for the following:

- 3.1 Contractor to determine the required bin sizes based on the historic waste weight data provided and site characteristics for each bin location to:
 - 3.1.1 Develop hauling schedule based on historical data provided and supply the required number of bins to ensure waste does not over accumulate within the transfer station
 - 3.1.2 Minimize number of hauling trips such that they are maximizing the weight hulled per trip
 - 3.1.3 Ensure the appropriate number of bins are on site to collect waste
 - 3.1.4 Ensure no bins become overloaded
 - 3.1.5 Monitor bins to ensure waste does not exceed bin limitations

- 3.1.6 Ensure that all waste can be contained within all bins at all times
 - 3.1.7 Provide replacement bins when hauling full bins
 - 3.1.8 Contractor to haul away any bins at Parks Canada's request, as deemed necessary by the Parks Canada Agency Representative
 - 3.1.9 Parks Canada reserves the right to request the removal of the bins when it has reached at least 80% of its size by volume. The contractor is to respond to this request within 48 hours.
 - 3.2 Work includes the delivery, placement and maintenance of:
 - 3.2.1 Provide at least three (3) roll-off waste collection bins in appropriate sizes as determined by the contractor best fits the characteristics of the transfer station locations and type of waste being collected; and
 - 3.2.2 Provide one (1) covered leak-proof bin for animal carcasses; and
 - 3.2.3 Provide one (1) covered container for mattress collection.
 - 3.3 During Transfer Station operating hours there must always be three or more miscellaneous waste bins on-site with capacity to accept waste. The number of bins required to achieve this will depend on volume of waste generated and Contractor's frequency of hauling. Bins will accept mixed residential and commercial waste and must be hauled on an "as and when needed" basis. Contractor must monitor bin fullness on a regular basis and ensure necessary empty bins are in place at all times. It is the Contractor's responsibility to determine the hauling schedule in order that the bins do not overflow and that full bins are immediately replaced with empty ones. Bins will be no less than $\frac{3}{4}$ full when hauled to avoid unnecessary hauling.
 - 3.4 A leak-proof and covered bin must be provided by the Contractor for animal carcasses. Bin shall be covered to prevent access by scavengers and leak proof to contain liquid waste from decomposing animals. Parks Canada will be responsible for notifying Contractor when this bin is ready to be hauled. Historically, this is two-three (2-3) times per year. Within forty-eight (48) hours of request by Parks Canada, bin must be hauled and replaced.

WYRWMA requires written approval on the appropriate form twenty-four (24) hours in advance for this "special waste".
 - 3.5 To provide a covered bin for mattress collection. Bin must be covered to prevent mattresses from being waterlogged. Bin must have a door or open end to allow customers to load mattresses into the bin. In the event that mattresses are left outside the bin, it will be contractor's responsibility to load mattresses into the bin. The Contractor must keep mattress container area neat and load bin to maximize the number of mattresses per load. Historically, mattresses are hauled fifteen-twenty (15-20) times per year.

WYRWMA requires written approval on the appropriate form twenty-four (24) hours in advance for this "special waste".
 - 3.6 From time to time Contractor may be requested to place bins at alternate locations within the Park - i.e. town clean-up days.
-

- 3.7 Contractor must visually inspect mixed waste bin contents before hauling. If mattresses, vehicle tires or other special wastes are visible, the Transfer Station operator will be notified immediately and provided an opportunity to remove said items.

4. Contractor Responsibilities

- 4.1 Contractor must implement environmental measures.
- 4.2 Contractor must ensure bins are fully contained (covered) when hauling to prevent escape of any waste while in transit.
- 4.3 Contractor must manage all repairs/replacements of garbage bins.
- 4.4 Contractor must ensure all equipment is in good working order and free of leaks or drips.
- 4.5 Contractor must ensure that bin loading area remains clean and that any debris resulting from bin overflow is collected and placed in bins each time bins are moved.

5. Parks Canada Agency's Responsibilities

- 5.1 To provide a suitable location for placement of bins.
- 5.2 To provide ongoing instruction to residential and commercial waste generators on acceptable waste materials.
- 5.3 To advise Contractor when unusually large waste volumes are expected or received (i.e. town/Parks clean-up days, special occasions)
- 5.4 To maintain facility security.
- 5.5 To maintain and operate the Transfer Station scale house.
- 5.6 To maintain the Transfer Station access road.
- 5.7 Payment of tipping fees for waste deposited at WYRWMA.
- 5.8 If available, to assist the Contractor by tamping bins to allow for increased capacity and tarp placement.

6. Transfer Station Operating Hours

The Contractor will have twenty-four (24) hour site access to the Transfer Station.

The Transfer Station is a fenced compound and public access is limited.

Public Hours of Operation are currently:

8:00 a.m. – 5:00 p.m.: Tuesday- Friday

8:30a.m. - 12:30 p.m.: Saturday.

Closed: Saturday afternoon, Sunday and Monday

Appendix A – Waste Weight Data for April 2019 – March 2020

Summary Info

Total bins Apr 2019 - Mar 2020: 250
Total Weight (kg/tons): 763,380 kg / 763.38 tons
Average Monthly # Bins: 20.83
Average Weight (kg/ton) trip: 2,687.40 kg / 2.67 tons

Month	Tipping/ Wt(kg)	Hauling Trips	Avg Wt(kg)/trip
Apr 2019	74,480	31	2,402.58
May 2019	77,760	30	2,592.00
June 2019	36,340	13	2,795.83
July 2019	68,550	23	2,980.43
Aug 2019	71,810	24	2,992.08
Sep 2019	67,990	22	3,090.45
Oct 2019	83,320	25	3,332.80
Nov 2019	57,080	23	2,481.73
Dec 2019	40,580	11	3,689.09
Jan 2020	42,430	18	2,357.22
Feb 2020	25,730	15	1,715.33
Mar 2020	27,320	15	1,821.33

Solicitation No.:
5P420-20-0428/A

Amendment No.:
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Contracting Authority:
Kirsten Sage

Ver.02.08.21

Client Reference No.:
N/A

Title:
Waste Management and Hauling Services – Jasper National Park

Appendix B – Bin Hauling Record for April 2020 to March 2021

Summary Info

Total bins Apr 2020 – Mar 2021: 237
Total Weight (kg/tons): 629,270 kg / 629.27 tons
Average Monthly # Bins: 19.75
Average Weight(kg)/trip: 2,723.77 kg

Month	Tipping/Wt (kg)	Hauling Trips	Mattresses	Avg Wt (kg)/Trip
Apr 2020	51,650	24	82	2,152.08
May 2020	68,910	23	56	2,996.09
June 2020	67,420	25	35	2,696.80
July 2020	47,850	19	34	2,518.42
Aug 2020	50,240	18	20	2,791.11
Sep 2020	53,900	18	54	2,994.44
Oct 2020	62,420	20	22	3,121.00
Nov 2020	46,620	17	20	2,742.35
Dec 2020	37,440	14	32	2,674.29
Jan 2021	44,070	17	25	2,592.35
Feb 2021	44,250	15	29	2,950.00
Mar 2021	66,320	27	27	2,456.30

ANNEX B

BASIS OF PAYMENT

****To be completed by the Bidder****

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) The Bidder must submit their financial bid 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) Total Combined Evaluated Estimated Bid Price Calculation:

For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table C.

1. Firm Unit Price(s) - Contract

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.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
1.1	Mixed Waste, Mattresses and Animal Carcasses Hauling	Per Ton	800	\$	\$
A	Combined Estimated Total Firm Unit Bid Price(s) (excluding applicable tax)				\$

2. Firm Unit Price(s) – Option Year One (1)

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.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
2.1	Mixed Waste, Mattresses and Animal Carcasses Hauling	Per Ton	800	\$	\$
B	Combined Estimated Total Firm Unit Bid Price(s) (excluding applicable tax)				\$

3. Firm Unit Price(s) – Option Year Two (2)

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.

Item No.	Description	Unit of Measurement	Estimated Quantity (EQ)	Firm Unit Price(s) (PU)	Extended Total(s) (EQ x PU)
3.1	Mixed Waste, Mattresses and Animal Carcasses Hauling	Per Ton	800	\$	\$
C	Combined Estimated Total Firm Unit Bid Price(s) (excluding applicable tax)				\$

4. Estimated Total Combined Evaluated Bid Price

The total evaluated bid price is the sum of Tables A through C.

ESTIMATED TOTAL COMBINED <u>Evaluated</u> BID PRICE (A + B + C) (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.

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.

ANNEX D

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

*** to be completed after contract 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
--

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 BID SOLICITATION

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 propose a Project Manager with a minimum of five (5) years of experience within the last ten (10) years in managing waste removal services.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.2	The Bidder must identify key partners and sub-contractors that will be assigned to the project, if any.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	
2.3	The Bidder must submit a detailed report highlighting their proposed methodology including: 1. How the proposed methodology will address the service scope as specified in Annex A: Statement of Work; 2. Site plan stating size of bins used, placement of location relative to each material being sorted, placement of locator signs and site signs for	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

	best sorting, additional measures being put into place to provide the most efficient and effective service; and 3. The expected outcome of using the specified methodology in the above point.			
2.4	The Bidder must submit a detailed environmental plan which includes details on how they will achieve at least a 10% diversion rate, 25% waste volume reduction and at least 25% of all haul trips as multi bin trips.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met	

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no 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.

A.	Environmental Considerations		40
Item No.	Evaluation Criteria	Weight	Points Awarded <i>**To Be Completed by Evaluation Team**</i>
A.1	<p>Waste sorting and separation at source The Bidder should clearly demonstrate their plan for removal of recyclable or reusable materials from the waste bins prior to disposal. This measure could include Contractor’s staff sorting the waste, or providing assistance and direction to waste generators as they dispose of materials at the waste bins. The environmental advantages are: resource recovery; reduction in number of trips made and reducing the amount of material requiring burial in the WYRL. It is estimated that up to 65% of Jasper’s waste could be diverted.</p> <p>0 points: 0-9% diversion rate 4 points: 10-15% diversion rate</p>	1.5	<p>/10 x 1.5 = /15</p>

	<p>6 points: 16-30% diversion rate</p> <p>8 points: 31-45% diversion rate</p> <p>10 points: 46+ % diversion rate</p>		
<p>A.1</p> <p>**To Be Completed by Evaluation Team**</p>	Reference(s):		
	Strengths:		
	Weaknesses:		
<p>A.2</p>	<p>Waste compaction/tub grinder The Bidder should clearly demonstrate their plan for how mixed waste load volume can be reduced by 25% to 500% through compaction or grinding. While not eliminating waste, compaction or grinding of waste does reduce the number of trips to WYRL and reduce the landfill space required. To receive these points, bidders must propose how they will achieve at least a 25% waste volume reduction.</p>	<p>1.5</p>	<p>/10 x 1.5 = /15</p>
	<p>0 points: 0-24% waste volume reduction</p>		
	<p>4 points: 25-75% waste volume reduction</p>		
	<p>6 points: 76-125% waste volume reduction</p>		
	<p>8 points: 126-175% waste volume reduction</p> <p>10 points: 176+ % waste volume reduction</p>		
<p>A.2</p> <p>**To Be Completed by Evaluation Team**</p>	Reference(s):		
	Strengths:		
	Weaknesses:		
<p>A.3</p>	<p>Multi Bin Hauling (More than 1 haul per trip) The Bidder should clearly demonstrate their plan for hauling of waste to WYRL. Hauling uses fossil fuels, increases truck traffic on Hwy 16 and generates green house gas emissions. Use of a truck or truck/trailer combination that allows multiple bins to be hauled at once will reduce these environmental impacts. To receive these points, bidders must propose how they will achieve at least 25% multi- bin trips.</p>	<p>1.0</p>	<p>/10 x 1.0 = /10</p>
	<p>0 points: 0-24% multi bin trips</p>		
	<p>4 points: 25-45% multi bin trips</p>		

Solicitation No.:
5P420-20-0428/A

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Ver.02.08.21

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Title:
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	6 points: 46-55% multi bin trips 8 points: 56-65% multi bin trips 10 points: 66+ % multi bin trips		
A.3 **To Be Completed by Evaluation Team**	Reference(s):		
	Strengths:		
	Weaknesses:		
		Total Points Scored **To Be Completed by Evaluation Team**	/40
		Minimum Points Required for Point Rated Criteria	16

Bids that do not obtain the required minimum of 16 points for the point rated technical criteria will be given no further evaluation.

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Declaration

I, _____, (*name*)

_____, (*position*) of

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

Signature

Date

ANNEX G TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

****To be completed by the Bidder****

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Bidder must provide the following information, for all 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.

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By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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