



RETURN ARRANGEMENTS TO:

Parks Canada Agency Bid Receiving Unit

National Contracting Services

Arrangement E-mail Address:

pc.rouge.SA-AMA.pc@canada.ca

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REQUEST FOR A SUPPLY ARRANGEMENT

DEMANDE POUR UN ARRANGEMENT EN MATIÈRE D'APPROVISIONNEMENT

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Supply Arrangement on behalf of the identified users herein.

Le Canada, représenté par le ministre de l'Environnement aux fins de l'Agence Parcs Canada, autorise par la présente, un arrangement en matière d'approvisionnement au nom des utilisateurs identifiés énumérés ci-après.

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, Ontario, K6H 6S2

Title: Request for Supply Arrangement - General Contracting Services for Rouge National Urban Park	
Solicitation No.: 5P468-21-0037/A	Date: July 21, 2021
Client Reference No.: n/a	
GETS Reference No.: PW-21-00963788	

Solicitation Closes: At: 2:00 pm On: March 31, 2026	Time Zone: EST - HNE
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Sheldon Lalonde	
Telephone No.: (343) 585-3836	Fax No.: n/a
Email Address: sheldon.lalonde@canada.ca	
Destination of Goods, Services, and Construction: See Herein	

TO BE COMPLETED BY THE SUPPLIER

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.:
5P468-21-0037/A
Client Reference No.:

Amendment No.:
00
Title:

Contracting Authority:
Sheldon Lalonde

Request for Supply Arrangement - General Contracting Services for Rouge National Urban Park

IMPORTANT NOTICE TO SUPPLIERS

The email address for responses to the Request for Supply Arrangement (RFSA) is pc.rouge.SA-AMA.pc@canada.ca.

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

The Supplier 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 Supplier should send the arrangement in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Direct Deposit

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

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

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Solicitation No.:
5P468-21-0037/A
Client Reference No.:

Amendment No.:
00
Title:
Request for Supply Arrangement - General Contracting Services for Rouge National
Urban Park

Contracting Authority:
Sheldon Lalonde

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PART 1 – GENERAL INFORMATION

1.1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;

Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement 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 arrangement, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and

Part 6 6A. Supply Arrangement, 6B. Bid Solicitation, and 6C. Resulting Contract Clauses:

6A. includes the Supply Arrangement (SA) with the applicable clauses and conditions;

6B. includes the instructions for the bid solicitation process within the scope of the SA;

6C. includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Terms of Reference, the Basis of Payment, and any other annexes.

1.2. Summary

Parks Canada Agency requires the services of General Contractors in Rouge National Urban Park to provide services related to, but not limited to, inspection, assessment, maintenance, repairs, replacement, upgrades and/or demolition services on buildings components, systems, grounds and exterior structures;

1.2.1. Duration of the Supply Arrangement

The Supply Arrangement may be issued for a specific period as set out in the Supply Arrangement or until such time as Canada no longer considers it to be advantageous to use the Supply Arrangement to award contracts under the Supply Arrangement framework.

1.2.2. Value of the Supply Arrangement

Contracts resulting from the SA will have a maximum limitation of expenditure of \$200,000.00 (Applicable Taxes and fees are included).

1.2.3. Indigenous Procurement

PCA reserves the right to employ various strategies to enhance Indigenous opportunities. Under this agreement, PCA may employ strategies which include, but are not limited to, the Procurement Strategy for Aboriginal Business (PSAB), Indigenous Benefits Plans (IBP) and setting aside packages of work to Indigenous Supply Arrangement holders.

1.3. Security Requirements

1.3.1. New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Suppliers who require personnel security

clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

1.3.2. Before issuance of a Supply Arrangement, the following conditions must be met:

(a) The Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6A – Supply Arrangement;

1.3.3. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a Supply Arrangement to allow the successful Supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.

1.4. Debriefings

Suppliers may request a debriefing on the results of the Request for Supply Arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the Request for Supply Arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 – SUPPLIER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The [2008](#) (2020-05-28), Standard Instructions – Request for Supply Arrangements – Goods or Services, are incorporated by reference into and form part of the RFSA.

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 [2008](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Arrangements

Arrangements 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 Supply Arrangements (RFSA).

The only acceptable email address for responses to the RFSA is pc.rouge.SA-AMA.pc@canada.ca.

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

The Supplier 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 Supplier should send the arrangement 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 arrangement documents will not be accepted. Arrangement documents must be sent as email attachments.

2.3. Former Public Servant – Notification

Service 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. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4. Federal Contractors Program for Employment Equity – Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) – Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [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>).

2.5. Enquiries – Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers 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 Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

2.6. Applicable Laws

The Supply Arrangement and any contract awarded under the Supply Arrangement must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 Suppliers.

2.7. Bid Challenge and Recourse Mechanisms

- 2.7.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- 2.7.2. 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)
- 2.7.3. 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.

PART 3 – ARRANGEMENT PREPARATION INSTRUCTIONS

3.1. Arrangement Preparation Instructions

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

Section I: Qualification Arrangement (1 electronic copy in PDF format)
Section II: Certifications (1 electronic copy in PDF format)

Section I: Qualification Arrangement

In their qualification arrangement, Suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Certifications

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

PART 4 – QUALIFICATION PROCEDURES AND BASIS OF SELECTION

4.1. Qualification Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the qualification criteria;
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1. Qualification Evaluation

4.1.1.1. Mandatory Qualification Criteria

Arrangements will be evaluated against the mandatory qualification criteria identified in **Annex “B” Qualification Package**.

4.1.2. Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory qualification criteria to be declared responsive. Responsive arrangements will be recommended for award of a Supply Arrangement.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a Supply Arrangement.

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any Supply Arrangement arising from this RFSA and any resulting contracts.

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

5.1. Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1. Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all Suppliers must provide with their arrangement, 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 Supply Arrangement and Additional Information

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

The Supplier, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex “C” Integrity Verification Form** prior to issuance of a Supply Arrangement.

PART 6 – SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1. Arrangement

The Supply Arrangement covers the Work described in the Terms of Reference at **Annex “A”**.

6.2. Security Requirements

6.2.1. The following security requirements apply and form part of the Supply Arrangement.

Stream of Service	Security Requirement
Stream 1 - HVAC Services	Reliability Status
Stream 2 - Plumbing Services	Reliability Status
Stream 3 - Electrical Services	Reliability Status
Stream 4 - Powerline Services	No security requirements
Stream 5 - General Carpentry Services	Reliability Status
Stream 6 - Roofing Services	No security requirements
Stream 7 - Masonry Services	Reliability Status
Stream 8 - Foundation Services	Reliability Status
Stream 9 - Demolition Services	No security requirements
Stream 10 - Insulation Services	Reliability Status
Stream 11 - Pest Control Services	Reliability Status
Stream 12 - Fire Safety Equipment Services	Reliability Status
Stream 13 - EnerGuide energy efficiency	Reliability Status
Stream 14 - Locksmith Services	Reliability Status
Stream 15 - General Contracting Services for architectural work	Reliability Status
Stream 16 - General Contracting Services for civil work	No security requirements
Stream 17 - Laborers Services	Reliability Status
Stream 18 - Landscaping Services	No security requirements
Stream 19 - Arborist Services	No security requirements
Stream 20 – Snow Removal Services	No security requirements
Stream 21 - Trails Services	No security requirements
Stream 22 - Septic Systems Services	Reliability Status
Stream 23 - Wells Services	Reliability Status
Stream 24 - Earthworks Services	No security requirements
Stream 25 – Junk/Debris Removal Services	No security requirements

6.2.1.1. Reliability Status

For streams where a security requirement has been identified, the following security requirements apply and form part of the Supply Arrangement:

The Contractor/Offeror's personnel as well as their subcontractors that require unescorted access to work site(s) as well as access to sensitive assets* or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

**Sensitive assets may include: Cash, artifacts, firearms, explosives, keys, vehicles, Historic sites and buildings, electronic equipment, IT networks, Critical installations and systems, etc.*

The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.)

6.2.1.2. No security requirements

For streams where a security requirement has not been identified, the following security requirements apply and form part of the Supply Arrangement:

There are **no security requirements** as long as the contractor has no access to protected or classified information or sensitive assets* and is treated as a visitor and **MUST BE escorted at all times** if work must be performed inside operational zones or restricted non-public areas such as PCA compounds or buildings.

**Sensitive assets may include: Cash, artifacts, firearms, explosives, keys, vehicles, Historic sites and bldgs, electronic equipment, IT networks, Critical installations and systems, etc.*

The Contractor/Offeror's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

6.3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement 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.

6.3.1. General Conditions

[2020](#) (2020-07-01), General Conditions – Supply Arrangement – Goods or Services, apply to and form part of the Supply Arrangement.

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 Supply Arrangement

6.4.1. Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

6.4.2. PCA Obligation

A Supply Arrangement does not commit PCA to authorize the utilization of a Supply Arrangement or to pay any cost incurred in the submission of proposals, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PCA reserves the right to reject or authorize for utilization any proposal in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the Supply Arrangement at any time.

6.5. Authorities

6.5.1. Supply Arrangement Authority

The Supply Arrangement Authority is:

Sheldon Lalonde

Contracting Advisor (acting), National Contracting Services
Chief Financial Officer Directorate
Parks Canada Agency - 111 Water Street East, Cornwall, Ontario K6H 6S2
Email: sheldon.lalonde@canada.ca
Telephone: 1-343-585-3836

www.parkscanada.gc.ca / Government of Canada

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2. Supplier's Representative

The Supplier's Representative for the Supply Arrangement is:

To be identified upon issuance of Supply Arrangement

6.6. Identified Users

The Identified User(s) are:

- Parks Canada, Rouge National Urban Park
- Parks Canada, National Contracting Services

6.7. On-going Opportunity for Qualification

An on-going Opportunity for Qualification is posted on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified.

6.8. 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 the Supply Arrangement;
- (b) The general conditions [2020](#) (2020-07-01), General Conditions – Supply Arrangement – Goods or Services;
- (c) Annex "A", Terms of Reference;
- (d) Annex "D", Request for Quotation (RFQ) estimated under \$25,000.00;
- (e) Annex "E", Invitation to Tender Estimated under \$100,000.00;
- (f) Annex "F", Invitation to Tender Estimated over \$100,000.00;
- (g) Annex "C" - Integrity Verification Form;
- (h) Annex "G" - Attestation and Proof of Compliance with Occupational Health and Safety (OHS)
- (i) The Supplier's arrangement dated *** to be inserted at issuance of a Supply Arrangement ***.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

6.11. Performance evaluation: Contract

[GC1.22 \(2017-08-17\) Performance evaluation: Contract](#) will apply. The Contractor Performance Evaluation Report Form (CPERF) will be used to record performance.

One (1) CPERF score below 25/100 will result in removal of the Contractor from the SA for the period of one (1) year, however they may reapply after the removal period has terminated.

The form [PWGSC-TPSGC 2913](#), Select - Contractor Performance Evaluation Report (CPERF), is used to record the performance.

B. BID SOLCITATION

6.1. Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Annex "D", Request for Quotation (RFQ) estimated under 25K;
- Annex "E", Invitation to Tender estimated under 100K;
- Annex "F", Invitation to Tender estimated over 100K;

Note: The bid solicitation templates in Parks Canada Agency Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) Security requirements, as applicable;
- (b) A complete description of the Work to be performed;
- (c) Standard Instructions and / or General Instructions presented in the bid solicitation template;
- (d) Bid preparation instructions;
- (e) Instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (f) Evaluation procedures and basis of selection;
- (g) Certifications;
- **Federal Contractors Program (FCP) for Employment Equity – Notification**
- SACC Manual [A3005T](#), [A3010T](#) for service requirements when specific individuals will be proposed for the work;
- **Integrity Provisions – Declaration of Convicted Offences**
- (h) Conditions of the resulting contract.

6.2. Bid Solicitation Process

Bids will be solicited for the specific requirements of each specified work stream within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

6.2.1 Selection Process

The responsibility of the bid solicitation process and award of contracts will depend on the estimated value of the proposed work as follows:.

- a. For each requirement, the Identified User will request a bid(s) from the SA holder(s), based on a list established under a specified work stream;
- b. For complex requirements, PCA may request bids from one or more streams.

6.2.1.1. For all requirements with an estimated value of less than \$10,000 (applicable taxes included).

Identified Users will select a minimum of one (1) SA Holder using a Rotational Basis, based on a list established under a specified work stream. The solicitation document will be distributed directly to selected Supply Arrangement (SA) holder by the Identified Users.

6.2.1.2. For all requirements with an estimated value of \$10,001 to \$25,000 (applicable taxes included).

Identified Users will select a minimum of two (2) SA Holders using a Rotational Basis, based on a list established under a specified work stream. The solicitation document will be distributed directly to selected Supply Arrangement (SA) holders by the Identified Users.

6.2.1.3. For all requirements with an estimated value of \$25,001 to \$100,000 (applicable taxes included).

Identified Users will select a minimum of three (3) SA Holders using a Rotational Basis, based on a list established under a specified work stream. The solicitation document will be distributed directly to selected Supply Arrangement (SA) holders by the Identified Users.

6.2.1.4. For all requirements with an estimated value of \$100,001 to \$200,000 (applicable taxes included).

The solicitation document will be distributed directly to all Supply Arrangement (SA) holders based on a list established under a specified work stream, by the Identified Users.

6.2.1.5. For all requirements with an estimated value greater than \$200,001

The Supply Arrangement (SA) will not be used. National Contracting Services will post a Bid Solicitation on the Government Electronic Tendering Service (GETS).

6.3. Indigenous Procurement

PCA reserves the right to employ various strategies to enhance Indigenous opportunities. Under this agreement, PCA may employ strategies which include, but are not limited to, the Procurement Strategy for Aboriginal Business (PSAB), Indigenous Benefits Plans (IBP) and setting aside packages of work to Indigenous Supply Arrangement holders.

6.4. Urgent Work

For urgent situations or work requiring immediate assistance, Rouge National Urban Park will contact suppliers on a first come first serve basis, based on the Stream of Work.

C. RESULTING CONTRACT CLAUSES

6.1. General Conditions

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

- (a) For requirements less than \$25,000, the below listed general conditions will apply to the resulting contract:
 - i. The General Conditions provided at Annex "D" will apply to and form part of a resulting Work Order.
 - ii. The General Conditions [2029](#) Goods or Services (Low Dollar Value) will apply to and form part of a resulting Contract. The most recent version of the above general conditions will be used at time of bid solicitation.

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

- (b) **ITT** (Invitation to Tender) for Projects with an estimated value of between **\$25,000.00 to \$100,000.00**, the below list clauses will apply.

GC1	General Provisions – Construction Services	R2810D
GC2	Administration of the Contract	R2820D
GC3	Execution and Control of the Work	R2830D
GC4	Protective Measures	R2840D
GC5	Terms of Payment	R2550D
GC6	Delays and Changes in the Work	R2865D
GC7	Default, Suspension or Termination of Contract	R2870D
GC8	Dispute Resolution	R2884D
GC10	Insurance	R2900D
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D

The most recent version of the above general conditions will be used at time of bid solicitation.

- (c) **ITT** (Invitation to Tender) for Projects with an estimated value of **\$100,000.00 or more** the below list clauses will apply

GC1	General Provisions – Construction Services	R2810D
GC2	Administration of the Contract	R2820D
GC3	Execution and Control of the Work	R2830D
GC4	Protective Measures	R2840D
GC5	Terms of Payment	R2850D
GC6	Delays and Changes in the Work	R2865D
GC7	Default, Suspension or Termination of Contract	R2870D
GC8	Dispute Resolution	R2880D
GC9	Contract Security	R2890D
GC10	Insurance	R2900D
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D

The most recent version of the above general conditions will be used at time of bid solicitation.

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Amendment No.:
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Title:

Contracting Authority:
Sheldon Lalonde

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ANNEX “A” – TERMS OF REFERENCE

The Terms of Reference document is included under separate attachment “**ANNEX A - TERMS OF REFERENCE.pdf**” and is included within attachment “**RFSA - ANNEX – EN – DAMA – ANNEXE - FR.zip**”.

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ANNEX “B” - QUALIFICATION PACKAGE

The qualification requirement is included under separate attachment **“ANNEX “B” QUALIFICATION PACKAGE.pdf”** and is included within attachment **“RFSA - ANNEX – EN – DAMA – ANNEXE - FR.zip”**.

ANNEX “C” - INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

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

List of Names

Name	Title

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Declaration

I, _____, (*name*)

_____, (*position*) of

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

Signature

Date

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ANNEX "D" – RFQ ESTIMATED UNDER \$25,000.00

Request for Quotation (RFQ) for projects estimated *under* \$25,000.00

A copy of the template entitled “**ANNEX D - REQUEST FOR QUOTATION ESTIMATED UNDER 25K**” is included under separate attachment “**RFSA - ANNEX – EN – DAMA – ANNEXE - FR.zip**”. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "E" – INVITATION TO TENDER ESTIMATED UNDER \$100,000.00

Invitation to Tender (ITT) for projects estimated *under* \$100,000.00

A copy of the template entitled “**ANNEX E – INVITATION TO TENDER ESTIMATED UNDER 100K**” is included under separate attachment “**RFSA - ANNEX – EN – DAMA – ANNEXE - FR.zip**”. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "F" – INVITATION TO TENDER ESTIMATED OVER \$100,000.00

Invitation to Tender (ITT) for projects estimated *over* \$100,000.00

A copy of the template entitled “**ANNEX F – INVITATION TO TENDER ESTIMATED OVER 100K**” is included under separate attachment “**RFSA - ANNEX – EN – DAMA – ANNEXE - FR.zip**”. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX “G” - ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

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

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

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

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

Location of Work

General Description of Work to be Completed

Mark “Yes” where applicable.

<input type="checkbox"/>	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)
<input type="checkbox"/>	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.
<input type="checkbox"/>	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.

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	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 _____