



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
 Parks Canada Agency Bid Receiving Unit  
 National Contracting Services

**Bid Fax:** 1-855-983-1808  
**Bid Email:** [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca)

This is the only acceptable email address for responses to 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. Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

**INVITATION TO TENDER**  
**APPEL D'OFFRES**

**Tender 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 to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Soumission à: l'Agence Parcs Canada**  
 Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office - Bureau de distribution

**Parks Canada Agency**  
**Calgary, AB**

<b>Title-Sujet</b> Johnston Canyon Rail Extension – Banff National Park		
<b>Solicitation No. - No. de l'invitation</b> 5P468-21-0263/A	<b>Date:</b> April 20, 2022	
<b>GETS Reference No. – No de référence de SEAG</b> PW-22-00993376	<b>Client Ref. No. – No. de réf du client.</b>	
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> May 17, 2022	<b>Time Zone - Fuseau horaire</b> MDT – HAR
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Jen Maheu <a href="mailto:jennifer.maheu@pc.gc.ca">jennifer.maheu@pc.gc.ca</a>		
<b>Telephone No. - No de téléphone</b> (587) 432-8458	<b>Fax No. – No de FAX:</b> 1-855-983-1808	
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b> See Herein – Voir aux présentes		

**TO BE COMPLETED BY THE BIDDER**  
**À ÊTRE COMPLÉTÉ PAR LE SOUMISSIONNAIRE**

<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>Name of person authorized to sign on behalf of the Vendor/Firm</b> <b>Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur</b>	
<b>Titale - Titre</b>	
<b>Telephone No. - N° de téléphone:</b> _____	
<b>Facsimile No. - N° de télécopieur:</b> _____	
<b>Signature</b>	<b>Date</b>

## INVITATION TO TENDER

### IMPORTANT NOTICE TO BIDDERS

#### COVID-19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as required precedent to contract award will render the bid non-responsive.

This requirement provides arrangements for a site visit that is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Bidders who do not confirm attendance, provide the name(s) of the person(s) who will attend, or who do not complete and submit the requested certification as required will not be allowed access to the site.

SI03 Mandatory Site Visit has changed

SI12 COVID-19 Vaccination Requirement and Certification has been added

SC04 Compliance with on-site measures, standing orders, policies, and rules has been added

APPENDIX 5 - COVID-19 Site Visit Vaccination Requirement Certification has been added

APPENDIX 6 - COVID-19 Vaccination Requirement Certification has been added

**BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

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

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

The only acceptable facsimile for responses to bid solicitations is **1-855-983-1808**.

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.

#### REVISIONS TO BID AND CONTRACT SECURITY

Bidders are advised that the requirement for the submission of bonds has been revised. Bidders should submit their bonds in accordance with these revised instructions as identified below.

GI08 of R2710T has changed, see SI06 Bid Security Requirements.

GC9.2.2 of R2890D has changed, see SC05 Types and Amounts of Contract Security

## **TWO-SUBMISSION BID**

This Bid shall be submitted following a “two-submission” procedure. Refer to SI05 Submission of Bid of the Special Instructions to Bidders.

## **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 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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### **R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2021-04-01)**

The following GI's are included by reference and are available at the following Web Site

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

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## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### SI01 BID DOCUMENTS

1. The following are the Bid Documents:
  - a. Invitation to Tender - Page 1;
  - b. Special Instructions to Bidders;
  - c. General Instructions - Construction Services - Bid Security Requirements R2710T (2021-04-01)
  - d. Clauses & Conditions identified in "Contract Documents";
  - e. Drawings and Specifications;
  - f. Bid and Acceptance Form and related Appendix(s); and
  - g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

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.

3. **Bids received by fax and email will be accepted as official. Bids received in-person or by courier will not be accepted.**

R2710T section GI09, add following paragraph;

5. Bids received by fax and email will be accepted as official and must meet the following requirements:

- a. Must be completed on the Bid and Acceptance Form
- b. Must indicate
  - Project number
  - Solicitation number
  - Bidder's name
  - Closing Date and Time
- c. Bidder must provide an electronic copy of their bid security. PCA will verify the validity of the bid security after closing.
- d. Must be received before tender closing time at fax number **1-855-983-1808** or by email at [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca).

### SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 at e-mail address [jennifer.maheu@pc.gc.ca](mailto:jennifer.maheu@pc.gc.ca). Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PCA will examine the content of the enquiry and will decide whether or not to issue an amendment.

3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed **ONLY** to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the bid being declared non-compliant.

### **SI03 MANDATORY VISIT**

1. There will be a mandatory site visit on **May 5, 2022 at 2:00 PM MDT**. Interested bidders are to meet at Johnston Canyon Day Use Area Parking Area P2 (south side of Bow Valley Parkway, across from the Johnston Canyon P1 main parking lot). There may still be snow and ice on the access to the trail so appropriate footwear and clothing will be required.
2. The site visit for this project is **MANDATORY**. The representative of the Bidder must sign the Site Visit Attendance Sheet at the site visit. Bids submitted by **Bidders who have not signed the attendance sheet will be rejected.**
3. Bidders are requested to communicate with the Contracting Authority before the mandatory site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet.
4. This site visit is subject to the COVID-19 Vaccination Policy for Supplier Personnel. The person(s) who attend must be fully vaccinated against COVID-19 with a Health Canada-approved COVID-19 vaccine(s), or, for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada.

Bidders must communicate with the Contracting Authority no later than **May 4, 2022 at 12:00 PM MDT** to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders must also complete and submit the Certification "**APPENDIX 5**" prior to the Site Visit.

### **SI04 BIDDERS' CONFERENCE**

A bidders' conference will be held via teleconference on **May 10, 2022**. The conference will begin at **2:00 PM MDT**. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid participate.

**Bidders are requested to communicate with the Contracting Authority before the conference to confirm participation and obtain the dial-in coordinates.** Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues they wish to table no later than May 9, 2022 at 12:00 PM MDT.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not participate will not be precluded from submitting a bid.

### **SI05 SUBMISSION OF BID**

Section GI09 of R2710T is replaced by the following:

1. The bid shall be submitted following a "two-submission" procedure.
2. The bid shall be addressed and submitted to the bid fax or email designated on the Front Page "Invitation to Tender" for the receipt of the bids. The bid must be received on or before the date and time set for solicitation closing.
3. Submission Requirements and Evaluation (SRE) - Appendix 3 and any required associated document(s), shall be labeled "Submission 1". The Bid and Acceptance Form (BA), Combined Price Form, and Bid Security shall be labeled "Submission 2".

Bidders submitting their documents via fax: please put a cover page in front of each submission labeled "Submission 1" and "Submission 2". Bidders submitting their documents via email: please attach 2 separate files each labeled "Submission 1" and "Submission 2".

4. Timely and correct delivery of bids is the sole responsibility of the Bidder.

## **SI06 BID SECURITY REQUIREMENTS**

R2710T - General Instructions - Construction Services - Bid Security Requirements is modified as follow:

Delete GI08.2 and replace with the following:

2. A bid bond (form PWGSC-TPSGC 504) shall be in an approved form, properly completed, with valid and enforceable signatures and sealed by the approved bonding company whose bonds are acceptable to Canada either at the time of solicitation closing or as identified in Treasury Board Appendix L, Acceptable Bonding Companies.
- 2.1 A bid bond must be submitted in an electronic format if it meets the following criteria:
  - a. The version submitted by the Bidder should be an electronic encrypted file with embedded digital certificate verifiable by Canada with respect to the totality and wholeness of the bond form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
  - b. The version submitted must be viewable, printable and storable in standard electronic file formats compatible with Canada, and in a single file, allowable format pdf.
  - c. The verification may be conducted by Canada immediately or at any time during the life of the Bond and at the discretion of Canada.
  - d. Verification will be confirmed by the Surety Company, or an approved verification service provider of the Surety Company
  - e. Failure to submit an original or verifiable bond will render the bid non-compliant. Non-compliant bids will be given no further consideration.
- 2.2 Bonds failing the verification process will NOT be considered valid.
- 2.3 Bonds passing the verification process will be treated as original and authentic.

## **SI07 REVISION OF BID**

A bid may be revised by facsimile or email in accordance with GI10 of R2710T. The facsimile number for receipt of revisions is **1-855-983-1808** and email is [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca).

## **SI08 OPENING OF BIDS / EVALUATION**

1. There will be no public opening at bid deposit time.
2. Submission 1 –Submission Requirements and Evaluation (SRE) will be evaluated privately. This submittal will be evaluated first to evaluate the submittal requirements. Requirements for Submission Requirements and Evaluation (SRE) will be evaluated on a Pass or Fail basis. Failure to meet any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.

Submission 2 - Price: Only those submissions from Bidder's that meet the mandatory requirements of the Submission Requirements and Evaluation (SRE) shall be evaluated. Submission 2 submittals will be evaluated against the mandatory requirements, failure to comply with any or all of the mandatory requirement(s) will render the bid non-compliant and no other consideration will be given to the bid.

In Submission 2, bidders must provide:

- The Bid and Acceptance Form (BA)



- Combined Price Form
- Bid Security

3. The responsive bid carrying the lowest price will be recommended for contract award.

Bid results may be obtained from the Contracting Officer named on the cover page of the Invitation to tender following completed evaluation

### **SI09 COMPLETION OF SUBMISSION**

The Bidder shall base the Bid on the applicable bid documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

### **SI10 INSUFFICIENT FUNDING**

- 1) In the event that the lowest compliant bid exceeds the amount of funding Canada has allocated for the work
  - (a) by 15% or less, Canada, at its sole discretion, shall either
    - (i) Cancel the solicitation; or
    - (ii) Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
    - (iii) Revise the scope of the work accordingly and negotiate, with the Bidder submitting the lowest compliant bid, a corresponding reduction in its bid price.
  - (b) by more than 15%, Canada, at its sole discretion, shall either
    - (i) Cancel the solicitation; or
    - (ii) Obtain additional funding and, subject to the provisions of GI11 of the General Instructions to Bidders, award the Contract to the Bidder submitting the lowest compliant bid; or
    - (iii) Revise the scope of the work accordingly and invite those who submitted compliant bids at the original solicitation to re-bid the work.
- 2) If negotiations or a re-bid are undertaken as is contemplated in subparagraphs 1)(a)(iii) or 1)(b)(iii) above, Bidders shall retain the same subcontractors and suppliers as they carried in their original bids.
- 3) If Canada elects to negotiate a reduction in the bid price as is contemplated in subparagraph 1)(a)(iii) herein and the negotiations fail to reach an agreement, Canada shall then exercise either of the options referred to subparagraphs 1)(a)(i) or 1)(a)(ii)

### **SI11 DEBRIEFINGS**

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

### **SI12 COVID-19 VACCINATION REQUIREMENT AND CERTIFICATION**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification (Appendix 6) as required precedent to contract award will render the bid non-responsive.

### **SI13 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. above is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.

3. If the extension referred to in paragraph 1. above is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

#### **SI14 CONSTRUCTION DOCUMENTS**

The successful Contractor will be provided **with one electronic copy** of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Obtaining physical copies will be the responsibility of the Contractor including costs.

#### **SI15 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appl>

Buy and Sell

<https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions

<http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Bid Bond (form PWGSC-TPSGC 504)

[https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504\\_2017.pdf](https://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504_2017.pdf)

Performance Bond (form PWGSC-TPSGC 505)

[http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505\\_eng.pdf](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf)

Labour and Material Payment Bond (form PWGSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-iff/formulaire-form-eng.html>

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

## CONTRACT DOCUMENTS (CD)

1. The following are the Contract Documents:

- a. Contract Page when signed by Canada;
- b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- c. Drawings and Specifications;
- d. General Conditions and clauses

GC1	General Provisions – Construction Services	<u>R2810D</u>	(2021-12-02);
GC2	Administration of the Contract	<u>R2820D</u>	(2016-01-28);
GC3	Execution and Control of the Work	<u>R2830D</u>	(2019-11-28);
GC4	Protective Measures	<u>R2840D</u>	(2008-05-12);
GC5	Terms of Payment	<u>R2850D</u>	(2019-11-28);
GC6	Delays and Changes in the Work	<u>R2865D</u>	(2019-05-30);
GC7	Default, Suspension or Termination of Contract	<u>R2870D</u>	(2018-06-21);
GC8	Dispute Resolution	<u>R2880D</u>	(2019-11-28);
GC9	Contract Security	<u>R2890D</u>	(2018-06-21);
GC10	Insurance	<u>R2900D</u>	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	<u>R2950D</u>	(2015-02-25);
	Supplementary Conditions		
- e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

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.

3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 SECURITY RELATED REQUIREMENTS**

There is no document security requirement applicable to this Contract.

### **SC02 INSURANCE TERMS**

#### **1) Insurance Contracts**

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) 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.

#### **2) Period of Insurance**

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

#### **3) Proof of Insurance**

- (a) Before commencement of the Work, and no later than thirty (30) days after contract award, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### **4) Insurance Proceeds**

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

#### **5) Deductible**

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

### **SC03 CHANGES TO THE GENERAL CONDITIONS**

**ADD** the following to GC8.4 of R2880D (2019-11-28)

GC8.4.5. The time periods for commencing and completing negotiations set out in GC8.4.1, GC8.4.2, and GC8.4.3 may be extended by Canada for a period of up to 30 days, if, in the sole opinion of Canada, an extension is required for any of the following reasons:

- a) the dispute is complex such that an assessment of the claim by a third party or other professional is required;
- b) during the course of negotiations, the Contractor raises new issues or items that were not identified in the notice of dispute;

c) if Canada or the Contractor requires additional time to consult or otherwise engage legal representation to advise on the dispute; and

d) if Canada or the Contractor is unable to commence or participate in negotiations due to circumstances that are unforeseen and beyond the control of Canada or the Contractor, as the case may be.

#### **SC04 COMPLIANCE WITH ON-SITE MEASURES, STANDING ORDERS, POLICIES, AND RULES**

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

#### **SC05 TYPES AND AMOUNTS OF CONTRACT SECURITY**

Remove and Replace GC9.2.2. with the following

A performance bond (form PWGSC-TPSGC 505) and a labour and material payment bond (form PWGSC-TPSGC 506) referred to in subparagraph 1)(a) of GC9.2 shall be in a form and be issued by a bonding or surety company (see Treasury Board Appendix L, Acceptable Bonding Companies) that is approved by Canada. They are to be in the form of Signed and Sealed electronic digital version.

Electronic digital versions must meet the following;

1. A performance bond and a labour and material payment bond may be submitted in an electronic or digital format if it meets the following criteria:
  - 1.1. The versions submitted by the Contractor must be verifiable by Canada with respect to the totality and wholeness of the bonds form, including: the content; all digital signatures; all digital seals; with the Surety Company, or an approved verification service provider of the Surety Company.
  - 1.2. The versions submitted must be viewable, printable and storable in standard electronic file formats compatible with Canada, and in a single file. Allowable formats include pdf.
  - 1.3. The verification may be conducted by Canada immediately or at any time during the life of the bonds and at the discretion of Canada with no requirement for passwords or fees.
  - 1.4. The results of the verification must provide a clear, immediate and printable indication of pass or fail regarding Item 1.1.
2. Bonds failing the verification process will NOT be considered to be valid.

#### **SC06 REPLACEMENT OF SPECIFIC INDIVIDUALS**

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the same level of qualifications and experience as the individual who is being replaced. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Departmental Representative may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with paragraph 2. The fact that the Departmental Representative does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

## BID AND ACCEPTANCE FORM (BA)

### BA01 IDENTIFICATION

5P468-21-0263/A Johnston Canyon Rail Extension – Banff National Park

Parks Canada requires a Contractor to supply and install approximately 1047m of new railing along the Johnston Canyon Trail. Work zone is remote and will require helicopter support.

See specifications and drawings for further details on the requirement of this project.

### BA02 BUSINESS NAME AND ADDRESS OF BIDDER

Legal Name: \_\_\_\_\_

Operating Name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### BA03 THE OFFER

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **TOTAL BID AMOUNT INDICATED IN APPENDIX 1**.

Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications.

### BA04 BID VALIDITY PERIOD

The bid must not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

### BA05 ACCEPTANCE AND CONTRACT

Upon acceptance of the Bidder's offer by Canada, a binding Contract will be formed between Canada and the Bidder. The documents forming the Contract will be the Contract Documents identified in "Contract Documents (CD)" section.

### BA06 CONSTRUCTION TIME

The Contractor must perform and complete the Work by November 30, 2022.

### BA07 BID SECURITY

The Bidder must enclose bid security with its bid in accordance with GI08 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

### BA08 SIGNATURE

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX 1 - COMBINED PRICE FORM**

- 1) The prices per unit will govern in establishing the Total Extended Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

Note: Bidders are reminded that it is their responsibility to include in their bid all work as described in the drawings and specifications. Pricing for work not accounted for in the Unit Price Table including but not limited to Mobilization, De-Mobilization, etc. is to be included in the Lump Sum Table.

**LUMP SUM**

The Lump Sum Amount designates Work to which a Lump Sum Arrangement applies.

- (a) Work included in the Lump Sum Amount represents all work not included in the unit price table.

Item No.	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Extended amount applicable tax(es) extra
3.1.1	01 29-01	Mobilization and Demobilization	Lump Sum	\$
3.1.2	01 25 20.10	Use of Helicopter	Lump Sum	\$
3.1.3	02 41 16.09 05 50 00	Repair Existing Railing on Catwalk 6	Lump Sum	\$
3.1.4	31 11 00	Tree Removal	Lump Sum	\$
3.1.5	01 35 43	Decompaction of Soil	Lump Sum	\$
3.1.6	01 35 43	Site Restoration, reseeding and non-native vegetation control	Lump Sum	\$
3.1.7	01 29 01	All other scope not otherwise noted in bid table	Lump Sum	\$
<b>LUMP SUM AMOUNT (LSA)</b> Excluding applicable tax(es)				\$

**UNIT PRICE TABLE**

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(es) extra (PU)	Extended amount (EQ x PU) applicable tax(es) extra
3.1.8	03 30 00.09 05 50 00 31 23 33.01	Post & Footing - Type 1	Each	289		
3.1.9	03 30 00.09 05 50 00 31 23 33.01	Post & Footing - Type 2	Each	174		

Item	Specification Reference	Class of Labour, Plant or Material	Unit of Measurement	Estimated Quantity (EQ)	Price per Unit applicable tax(s) extra (PU)	Extended amount (EQ x PU) applicable tax(s) extra
3.1.10	03 30 00.09 05 50 00 31 23 33.01	Post & Footing - Type 3	Each	16		
3.1.11	03 30 00.09 05 50 00 31 23 33.01	Post & Footing - Type 4	Each	2		
3.1.12	31 23 33.01	Competent Bedrock Embedment	Linear Metre	53		
3.1.13	31 23 33.01	Disposal of Surplus Excavation Material	Cubic Metre	10		
3.1.14	02 41 16.09 05 50 00	Steel Railing - Standard	Linear Metre	1,059		
3.1.15	05 50 00	Steel Railing - Section 5 Bridge	Linear Metre	5		
3.1.16	02 41 16.09 05 50 00	Steel Railing - Section 8 Replacement	Linear Metre	10		
3.1.17	32 12 16.01	Cold Patch Asphalt	Square Metre	125		
<b>TOTAL EXTENDED AMOUNT (TEA)</b> Excluding applicable tax(s)						

<b>TOTAL BID AMOUNT (LSA +TEA)</b> Excluding applicable tax(s)	
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## **APPENDIX 3 – SUBMISSION REQUIREMENTS AND EVALUATION (SRE) - SUBMISSION 1**

- 1 General Information
  - 2 Proposal Requirements
  - 3 Submission Requirements and Evaluation (SRE)
  - 4 Submission Requirements – Checklist
- 

### **1 GENERAL INFORMATION**

#### **1.1 REFERENCE TO THE SELECTION PROCEDURES**

An overview of the selection procedure can be found in SI08 Opening of Bids / Evaluation

### **2 PROPOSAL REQUIREMENTS**

#### **2.1 REQUIREMENTS FOR PROPOSAL FORMAT**

The following proposal format information should be implemented when preparing the proposal.

- Submit one (1) electronic copy
- Paper size should be - 216mm x 279mm (8.5" x 11")
- Minimum font size - 11 point Times or equal
- Minimum margins - 12 mm left, right, top, and bottom
- One (1) 'page' means one side of a 216mm x 279mm (8.5" x 11") sheet of paper
- 279mm x 432 mm (11" x 17") fold-out sheets for spreadsheets, organization charts etc. will be counted as two pages.
- The order of the proposals should follow the order established in the SUBMISSION REQUIREMENTS AND EVALUATION (SRE)

#### **2.2 SPECIFIC REQUIREMENTS FOR PROPOSAL FORMAT**

The maximum number of pages (including text and graphics) to be submitted for the SRE 3.2 RATED REQUIREMENTS is twelve (12) pages.

The following are not part of the page limitation mentioned above;

- Covering letter
- Table of Contents and section dividers
- Integrity Provisions
- Front page of the ITT
- Front page of revision(s) to the ITT
- BA Form & Appendix 1 Combined Price Form
- Resumes

***Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the proposal and will not be forwarded to the PCA Evaluation Board members (including third party consultant evaluator(s)) for evaluation.***

### **3 SUBMISSION REQUIREMENTS AND EVALUATION (SRE)**

#### **3.1 MANDATORY REQUIREMENTS**

To be considered compliant, a submission must meet all of the mandatory evaluation criteria.

**Submissions not meeting all of the mandatory requirements will be given no further consideration. The Bidder must:**

##### **3.1.1 CONTRACTOR'S AND PERSONNEL'S EXPERIENCE - RESUMES**

###### **3.1.1.1 Helicopter Sub-Contractor Company Resume**

The bidder must provide with their bid, the Helicopter Sub-Contractor company resume that demonstrates the following experience;

1. Successful completion (as contractor or sub-contractor) of three (3) construction projects within the last five (5) years. Each project example must demonstrate the helicopter contractor provided long-lining delivery of loads to the construction project, and;
2. A minimum of 2 (two) of the projects must demonstrate experience in long-lining loads in mountain terrain.

###### **3.1.1.2 Site Superintendent Resume**

The bidder must provide with their bid the professional resume for the Site Superintendent. The Owner expects the Site Superintendent to be assigned for the duration of the Project. The Site Superintendent's resume must demonstrate the following experience;

1. A minimum of five (5) years of experience in the role of Site Superintendent, and;
2. Operational experience as Site Superintendent successfully completing a minimum of two (2) projects that included coordination of multiple disciplines with a total value of at least \$1,000,000 including remote or back-country work within the last five (5) years.

#### **3.2 RATED REQUIREMENTS**

##### **3.2.1 ACHIEVEMENTS OF BIDDER (CORPORATE EXPERIENCE) ON PROJECTS – BACK-COUNTRY AND HELICOPTER SUPPORTED CONSTRUCTION PROJECTS**

Select two (2) projects undertaken within the last five (5) years and now substantially complete, that demonstrate operational experience in delivery of projects with similar scope and scale to this project. The projects identified must have been completed by the bidding entity directly, acting as the prime contractor. Only the first two projects listed in sequence will receive consideration and any others will receive none as though not included.

Bidders should demonstrate the following for both of their example projects:

1. Title and location of project, the bidder company name, and a description of the work;
2. Name of Project Manager and Site Superintendent;
3. Demonstrate experience working and coordinating with helicopter company to sling materials and equipment to the work site;
4. Demonstrate complexity of remote or back-country (limited access) project work with limited vehicle access;
5. Demonstrate experience of completing projects work of similar climatic zone in September through November;
6. Provide the substantial completion date and final value of all work;
7. Provide a client reference with significant knowledge of how the example project was delivered. (name of client, name of client representative and their position, contact information) for each project. The client references will be used for fact verification only.

##### **3.2.2 UNDERSTANDING THE PROJECT – WORK PLAN**

The bidder must provide a detailed breakdown of their proposed work activities required to successfully complete the

project according to the contract drawings and specifications.

In the Work Plan, the bidder must identify the methodology for how the bidder will complete all aspects of the Project in accordance with the contract drawings and specifications. This is to include a focus on how the bidder intends to meet the site services and site access requirements, work through winter conditions while meeting the quality requirements and complete the entirety of the project scope within the project timeline. PCA reserves the right to require the successful bidder operate according to the Work Plan submitted with their proposal. This includes all pre and post award modifications requested and approved by the Departmental Representative required to amend the proposed Work Plan in accordance with requirements established in the drawings and specifications. This amended submission becomes the **Approved Work Plan** and once accepted by PCA, forms part of the resulting contractual requirements.

The Work Plan submitted with the bid is intended to verify the bidder's understanding of the Project scope as set out in the contract drawings and specifications and their ability to complete the work.

The following three documents must be submitted for the Work Plan:

### **3.2.2.1 SUMMARY OF WORK**

- This written summary should be no more than two-pages in length and is intended to provide all relevant details which are not otherwise contained in the Helicopter Work Plan or Project Schedule.
- Should detail all equipment the contractor proposes to be used in the project and how it will be supplied from the laydown areas to the work site.
- Should outline the contractor's proposed methodology for setting out rail alignment, tree removal, excavating post footings, placing concrete footings, installing steel railing and site cleanup as per the contract drawings and specifications.
- Should outline the contractor's proposed methodology to protect and restore vegetated areas according to the contract specifications.

### **3.2.2.2 HELICOPTER WORK PLAN**

This written summary should be no more than two-pages in length and is intended to summarize the contractor's proposed methodology for helicopter use, including but not limited to;

- Type of helicopter proposed
- Proposed pick and drop locations
- Equipment and material to be transported by helicopter
- Approximate number of lifts and frequency of use
- Describe methodology for load sizing and securing
- Safety, traffic control and environmental considerations.

### **3.2.2.3 PROJECT SCHEDULE**

- The project schedule must be a Gantt chart or similar format with sufficient detail to demonstrate the contractor's understanding of the key project milestones and provide assurance to evaluators that the contractor will complete the project within the project timeline set out in the contract specifications.
- The schedule must identify critical path milestones and provide a high level outline schedule with realistic estimates for lead times, durations, floats, and dependencies according to the requirements of Section 01 32 16.19 Construction Progress Schedule – bar (Gantt) chart in the contract specifications

### 3.3 EVALUATION AND RATING

In the first instance, price submissions will remain unopened and only the technical components of the proposals which are responsive will be reviewed, evaluated and rated by a PCA Evaluation Board (including third party consultant evaluator(s)) in accordance with the following to establish Technical Ratings:

CRITERION	TECHNICAL RATING	PASS CRITERIA
<b>3.1 MANDATORY REQUIREMENTS</b>		
<b>3.1.1 Contractor's and Personnel's Experience - Resumes</b>		
3.1.1.1 Helicopter Sub-Contractor Company Resume	Pass/Fail	Pass
3.1.1.2 Site Superintendent Resume	Pass/Fail	Pass
<b>3.2 RATED REQUIREMENTS</b>		
<b>3.2.1 Achievements of Bidder (corporate experience) on Projects – Back-country and helicopter supported construction projects</b>		
Project 1	0 - 10	
Project 2	0 - 10	
3.2.1 Total	0 - 20	12 or above = Pass
<b>3.2.2 Understanding the Project - Project Work Plan</b>		
3.2.2.1 Summary of Work	0 - 10	6 or above = Pass
3.2.2.2 Helicopter Work Plan	0 - 10	6 or above = Pass
3.2.2.3 Project Schedule	0 - 10	6 or above = Pass

**To be considered further, proponents must achieve a 'Pass' under each criterion specified above. No further consideration will be given to proponents not achieving a 'Pass' under each criterion.**

### 3.4 GENERIC EVALUATION TABLE

The following table will be used in the evaluation of submittals for 3.2.1 Achievements of Bidder (corporate experience) on Projects – Back-country and helicopter supported construction projects, and 3.2.2 Understanding the Project – Project Work Plan.

PCA Evaluation Board members (including third party consultant evaluator(s)) will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below.

	<b>INADEQUATE</b>	<b>WEAK</b>	<b>ADEQUATE</b>	<b>FULLY SATISFACTORY</b>	<b>STRONG</b>
<b>0 point</b>	<b>2 points</b>	<b>4 points</b>	<b>6 points</b>	<b>8 points</b>	<b>10 points</b>
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

## 4 SUBMISSION REQUIREMENTS - CHECKLIST

The following list of documents and forms is provided with the intention of assisting the bidder in ensuring a complete submission. The bidder is responsible for meeting all submission requirements.

Please follow detailed instructions in R2710T General Instructions – Construction Services, GI09 Submission of Bid, as amended in SI05 Submission of Bid.

All mandatory requirements identified in Appendix 3 should be completed and submitted prior to bid closing with sufficient detail to demonstrate compliance. Failure to demonstrate compliance with all mandatory requirements via the original submission, may result in the bid being deemed non-responsive. At anytime in the bid evaluation stage should PCA officials identify any minor irregularities or omissions the Contract Authority may inform the bidder of a time frame within which to provide a clarification or missing information. Failure to comply with the request of the Contracting Authority within the time frame provided will render the bid non-responsive.

Please be advised that PCA reserves the right to contact the person named for project reference to verify the information contained herein.

### SUBMISSION 1

#### 3.1 MANDATORY REQUIREMENTS

##### 3.1.1 Contractor and Personnel's Experience - Resumes

- 3.1.1.1 Helicopter Sub-Contractor Company Resume
- 3.1.1.2 Site Superintendent Resume

#### 3.2 RATED REQUIREMENTS

##### 3.2.1 Achievements of Bidder (Corporate Experience) on Projects - Back-country and helicopter supported construction projects

- 3.2.1.1 Project 1
- 3.2.1.1 Project 2

##### 3.2.2 Understanding the Project – Project Work Plan

- 3.2.2.1 Summary of Work
- 3.2.2.2 Helicopter Work Plan
- 3.2.2.3 A Project Schedule

### SUBMISSION 2

- The Bid and Acceptance Form (BA)
- Combined Price Form
- Bid Security

## APPENDIX 4 - LISTING OF SUBCONTRACTORS AND SUPPLIERS

The Bidder must submit the list of Subcontractors and Suppliers for any division of the Work as listed in the table below. If “own forces” of the General Contractor are planned to be used to execute certain division(s) of work it must also be indicated in the table below.

	Subcontractor and Suppliers	Specification reference
1		01 25 20.10
2		01 35 43
3		05 50 00
4		31 23 33.01



## APPENDIX 5 - SITE VISIT COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, \_\_\_\_\_ (*first and last name*), as the representative of

\_\_\_\_\_ (*name of business*) pursuant to

\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all personnel that will attend this site visit on the business' behalf are:

- (a) fully vaccinated against COVID-19; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act, subject to accommodation and mitigation measures that have been presented to and approved by Canada.

I certify that all personnel that will attend on behalf of \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the

\_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the site visit. I understand that the certifications provided to Canada are subject to verification at all times. Canada reserves the right to request additional information to verify the certifications at all times. I also understand that Canada will declare a bid non-responsive or a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

## APPENDIX 6 - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

(Not required at solicitation closing)

I, \_\_\_\_\_ (**first and last name**), as the representative of  
\_\_\_\_\_ (**name of business**) pursuant to  
\_\_\_\_\_ (**insert solicitation number**), warrant and certify that all personnel  
that  
\_\_\_\_\_ (**name of business**) will provide on the resulting Contract who access  
federal government workplaces where they may come into contact with public servants will be:

**(check the applicable option[s] below)**

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada;  
or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (**name of business**) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the

\_\_\_\_\_ (**name of business**) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Optional**

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

**Initials:** \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

**ANNEX A - CERTIFICATE OF INSURANCE** (Not required at solicitation closing)

**CERTIFICATE OF INSURANCE**

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
------------------------------	-----------------------	------	----------	-------------

Additional Insured  
***Her Majesty the Queen in right of Canada as represented by the Minister of the Environment for the purposes of the Parks Canada Agency***

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b> <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)	Telephone number
Signature	
	Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

**General**

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of the Environment for the purposes of the Parks Canada Agency.

The Policy shall be endorsed to provide the Owner with not less than 30 days' notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

**Commercial General Liability**

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

## ANNEX B - ATTESTATION FORM

### 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.

	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 \_\_\_\_\_