



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid Fax: 1-877-558-2349

Bid E-mail Address:

soumissionsest-bidseast@pc.gc.ca

Attention : Lorraine Fletcher

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

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

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

Title: Snow removal and sanding work – Operation Centre – St-Mathieu-du-Parc - UGMOQ	
Solicitation No.: 5P300-22-0119-A	Date: October 3, 2022
Client Reference No.: 10221310	
GETS Reference No.: N/A	

Solicitation Closes: At: 2:00 pm On: November 2, 2022	Time Zone: EDT
----------------------------------------------------------------------------------	--------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Lorraine Fletcher	
Telephone No.: 343-585-4712	Fax No.: N/A
Email Address: lorraine.fletcher@pc.gc.ca	
Destination of Goods, Services, and Construction: Parks Canada Agency 50 Lac Goulet Road, St-Mathieu-du-Parc, QC G0X 1N0	

TO BE COMPLETED BY THE BIDDER

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

IMPORTANT NOTICE TO BIDDERS

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 the bid solicitation is soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

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

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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Lorraine Fletcher

Ver.06.29.2022

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Title:
Snow removal and sanding work Operations Centre – St-Mathieu-du-Parc - UGMOQ

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FORMER PUBLIC SERVANT 36

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

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

1.2. Statement of Work

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

1.3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

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

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

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

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Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

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

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

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

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

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

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B.

Section II: Certifications

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

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

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

4.1.1. Financial Evaluation

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price – Bid

4.1.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex E to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

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

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

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

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

6.2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

[2010C](#) (2022-01-28), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

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

6.3.2. Supplemental General Conditions

6.3.2.1. 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.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to March 31, 2023 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Lorraine Fletcher
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East, Cornwall, Ontario, K6H 6S2

Telephone: 343-585-4712
E-mail address: lorraine.fletcher@pc.gc.ca

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

6.5.2. Project Authority

The Project Authority for the Contract is:

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

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

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is: (kindly submit with your bid)

Representative's Name:		
Representative's Title:		
Legal Vendor/ Firm Name:		
Operating Vendor/ Firm Name (if different than above):		
Physical Address:		
City:	Province/ Territory:	Postal Code:

Telephone:	Facsimile:
Email Address:	
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:	

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot prices as specified in Annex B for a cost of \$ _____ (to be provided at contract award). Customs duties are included, and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2. Monthly Payment

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

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

6.8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2022-01-28), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.13. Insurance Requirements

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

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

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

6.14. Inspection and Acceptance

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

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ANNEX A

STATEMENT OF WORK

**Snow Removal and Sanding Work
Operations Centre – St-Mathieu-du-Parc
Year 2022**

Parks Canada Agency
Mauricie and Western Quebec
Field Unit

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1. GENERAL INSTRUCTIONS

1.1. INTERPRETATION

- In this statement, “the Agency” refers to the Parks Canada Agency, Mauricie and Western Quebec Field Unit.
- Words, expressions and abbreviations with known technical or professional meaning shall be understood to have such meaning in this statement and these drawings.
- Any discrepancies between the statement and the drawings shall be submitted in writing to the Project Authority so that he or she can render a final decision, also in writing, in this respect.

1.2. WORK SCHEDULE

- All work or activities specified in this statement must be completed within the dates, times or days specified in section **2. WORK DESCRIPTION** in this document. If applicable, this requirement also applies to the start and completion dates of the work.

1.3. KNOWLEDGE OF THE SITE

- The bidders must be familiar with the site, vegetation and facilities and shall be responsible for obtaining, prior to the opening of bids, all information necessary for the assessment and performance of the work. They must carefully review all the contract documents and ask for further clarification if necessary.
- The bidders must make their own assessment of the difficulties to be considered during the performance of the work. They must enquire about the conditions of the land as it is. The Contractor shall have no recourse against Parks Canada or its representative if the Contractor obtains insufficient or incomplete information or misinterprets any information.

1.4. STANDARDS AND REGULATIONS

- Before the work begins, the Contractor must, at its own expense and risk, obtain from the competent authorities all permits required in accordance with applicable laws, regulations and standards. Without restricting the generality of the foregoing, on federal property, considering that certain permits do not have to be obtained, the Contractor must always obtain the written approval of Canada before taking any action to obtain a permit under a provincial or municipal law or regulation. However, this approval is not required if the work is being carried out on non-federal property.

1.5. CONTRACTOR'S USE OF THE SITE

- The site shall remain open during the work. The Contractor shall coordinate with the Project Authority regarding work areas to minimize the impact on site activities.
- Restrict use to areas identified by the Project Authority for performance of the work and for storage.
- Do not unduly clutter the premises with materials and equipment.

- The Contractor shall comply with all applicable Agency regulations, including, but not limited to, fire safety, parking and traffic control regulations.
- The Contractor shall comply with the speed limit on the site to prevent accidents among the many users (vehicles, pedestrians and cyclists) who have access to the site.
- The Contractor shall not operate, on the roads and engineering works, any loaded vehicles, machinery or tools for which the weight or dimensions exceed the established legal limits, without written authorization and directives from the Project Authority. Furthermore, no trucks loaded beyond the legal limits shall be allowed on the roads.
- Before the start and during the course of the work, the Contractor must, at its own expense, take the necessary measures (signage) to facilitate and direct the movement of vehicles, cyclists and pedestrians in the vicinity of the work (road, path, parking, etc.).

1.6. CONTRACTOR'S LIABILITY

- The work supervisor shall notify Parks Canada of any accident or incident that causes damage to Parks Canada or third-party property. The work supervisor must also immediately report any injuries caused to site users.
- If, during operations carried out by the Contractor, damage is caused to Agency property, the Contractor shall bear the cost of repairs.
- At the request of the Project Authority, the Contractor shall remove any supervisor who, in the opinion of the Project Authority, is incompetent or has engaged in improper conduct and shall promptly replace the supervisor by another supervisor.

1.7. ENVIRONMENTAL PROTECTION

- The Contractor must comply with environmental protection requirements in terms of natural resources (vegetation, flora and fauna) and Agency property (structures, etc.). This includes those requirements falling under the *Environment Quality Act* (R.S.Q., c. Q-2), the *Act respecting the conservation and development of wildlife* (R.S.Q., c. C-61.1), the *Forest Act* (R.S.Q., c. F-4.1) and their applicable regulations.

1.8. SAFETY

- The Contractor shall ensure compliance with all occupational safety requirements, including the clothing worn by its employees, the equipment used and the recommended work methods.
- The Contractor shall ensure that the work complies with the requirements of the *Canada Labour Code* and the *Commission de la santé et de la sécurité du travail du Québec* (CSST).
- The Contractor shall ensure, at its own expense, the health and safety of persons on the site, protect the assets on the site and, in areas adjacent to the site, protect persons and the environment insofar as they are affected by the work.

- The Contractor shall ensure safe access to the site for Agency staff, occupants and visitors for the duration of the work.
- It must also comply with the *Canada Labour Code* Part II:
<https://www.laws-lois.justice.gc.ca/eng/acts/L-2/>.

1.9. EQUIPMENT AND TOOLS

- Trucks and all machinery must be in good working order to prevent oil, grease and fuel leaks. Equipment that produces an above-normal level of noise or exhaust fumes must be repaired or modified to make it acceptable.
- At the Agency's request, the Contractor must prove that the equipment and tools it proposes to use are sufficient in number as well as suitable, safe and in good condition.

1.10. WASTE DISPOSAL

- All waste shall be disposed of outside of La Mauricie National Park in a recognized landfill site at the Contractor's expense.

1.11. CLEANING AND FINAL ADJUSTMENTS

Upon completion of the work, the Contractor shall: remove from the site not only its equipment, but also any unused materials, waste, scrap, rock, gravel, and wood debris, stumps and roots; and repair or reconstruct any fences and other necessary structures that have been demolished or damaged. Lastly, the Contractor shall repair all other damages it has caused at the work site to public or private property affected by the Contractor's work.

1.12. STAFF

- The people to whom the Contractor will delegate this work must be competent, honest and respectful to park visitors and employees.
- The Contractor must designate a supervisor and provide the Agency with this person's contact information so that he or she can be easily reached if necessary.

1.13. SUPPORT PROVIDED BY THE AGENCY

- At no time will the Agency provide materials or equipment required for snow removal and sanding work at the Operations Centre.

2. WORK DESCRIPTION

2.1. OBJECTIVES

- The work consists of snow removal and sanding of the St-Mathieu-du-Parc Operations Centre during the 2022–2023 winter season.

2.2. AREAS OF FOCUS

- Operations Centre and its buildings located at 50 Du Lac-Goulet Road in St-Mathieu-du-Parc.

2.3. TIMELINE AND WORK SCHEDULE

- From the first to the last snowfall, i.e.:
 - o From October 1, 2022, to March 31, 2023.

2.4. TECHNICAL SPECIFICATIONS

- The Contractor shall provide for snow removal of 5 cm or more of accumulation, before 7:30 a.m.
- The Contractor shall clear snow from the entire paved surface of the Operations Centre parking lot and its buildings. This represents an approximate total surface area of 4,500 m².
- The Contractor shall also remove snow from the following locations (see photos in appendix):
 - o the path leading to the waste containers and in front of the containers for an area of approximately 300 m²;
 - o the access road leading to Door No. 10 located at the rear of the Operations Centre for a distance of approximately 55 m;
 - o in front of Door No. 1 facing St-Paul Road for a distance of approximately 13 m;
 - o in the gravelled parking lot, plow a 3-metre-wide corridor from the road to the access door leading to the inner yard of the Operations Centre as well as the gravelled parking area in front of the storage building (see photo in appendix);
 - o remove snow and clear the locations and tops of the tanks (3) and the gas pump, as well as the three boxes located at the Complex;
 - o perform manual snow and ice removal from the sidewalks at the Operations Centre;
 - o perform manual snow and ice removal from the doors/entrances of the Operations Centre and the Hercules building;

- The Contractor shall take the necessary measures to minimize snow accumulation in front of the entrances to the Operations Centre and its buildings, including the garage doors and the accesses provided for the delivery of goods.
- The Contractor shall pile snow in a location specified by an Contract Authority. A meeting shall be scheduled at the start of the winter season to receive instructions from the Contract Authority.
- The Contractor shall perform sanding where required. A mixture of sand including a maximum of 5% salt is accepted.
- If a vehicle is present during a snow removal operation, the Contractor shall return within a maximum of 24 hours to complete the clearing of the parking lot fully.
- A key will be issued to the Contractor to provide 24/7 access to the Operations Centre parking lot.

2.5. MEETINGS

- A start-up meeting will be held, if necessary, at 50 Du Lac-Goulet Road in St-Mathieu-du-Parc.
- The selected Contractor shall return the following completed and signed form provided by the Parks Canada Representative before the work begins: Attestation and Proof of Compliance with Occupational Health and Safety (OHS) Requirements.

APPENDICES

2.6 LOCATION MAP OF THE ST-MATHIEU-DU-PARC OPERATIONS CENTRE



2.7 SITE PHOTOS



Access to containers



Access to Door No. 10



Door No. 1



Gravelled parking lot and access corridor

ANNEX B

BASIS OF PAYMENT

Snow removal and sanding at LMNP – Operations Centre

Bidders must provide their pricing based on the requirements presented in Annex A – Statement of Work. They must submit all-inclusive fixed prices (materials, labour, tools, equipment, accessories, transport costs and company overhead). Taxes are extra.

NB: The lump sum price will be split by the number of months for the said season for invoicing purpose.

TABLE A – YEAR 1 Year 2022-2023		
Item	Description	Lump sum
1	From contract award to March 31, 2023	\$
A- TOTAL PRICE (2022–2023) (plus applicable taxes)		\$

OPTIONAL SERVICES

TABLE B Option year 1 - (2023 – 2024)		
Item	Description	Lump sum
1	From April 1, 2023 to March 31, 2024	\$
B- TOTAL PRICE (2023–2024) (plus applicable taxes)		\$

TABLE C Option year 2 - (2024 – 2025)		
Item	Description	Lump sum
1	From April 1, 2024 to March 31, 2025	\$
C- TOTAL PRICE (2024–2025) (plus applicable taxes)		\$

TABLE D Option year 3 – (2025 – 2026)		
Item	Description	Lump sum
1	From April 1, 2025 to March 31, 2026	\$

D- TOTAL PRICE (2025–2026) (plus applicable taxes)	\$ _____
-----------------------------------------------------------	----------

TABLE E Option year 4 – (2026 – 2027)			
Item	Description	Prière d’inclure l’information suivante :	
		Déneigement optionnel (sur demande)	Taux unitaire \$ par km
1	From April 1, 2026 to March 31, 2027		\$ _____
E- TOTAL PRICE (2026–2027) (plus applicable taxes)			\$ _____

SUMMARY TABLE OF PRICES	
A –TOTAL PRICE (2022–2023)	\$ _____
B –TOTAL PRICE – OPTION YEAR 1 (2023–2024)	\$ _____
C –TOTAL PRICE – OPTION YEAR 2 (2024–2025)	\$ _____
D –TOTAL PRICE – OPTION YEAR 3 (2025–2026)	\$ _____
E –TOTAL PRICE – OPTION YEAR 4 (2026–2027)	\$ _____
Total bid price for evaluation purposes (plus applicable taxes)	\$ _____

- The price for optional services presented is for evaluation purposes and is not binding on Canada.

Company Name:

Date

Solicitation No.:
5P300-22-0119-A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.06.29.2022

Client Reference No.:
10221310

Title:
Snow removal and sanding work Operations Centre – St-Mathieu-du-Parc - UGMOQ

ANNEX C

INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact

the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX D

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

*** to be completed after contract award ***

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

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

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

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

Location of Work

General Description of Work to be Completed

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name: _____

Signature: _____

Date: _____

ANNEX E TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

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

List of Names

Name	Title

Solicitation No.:
5P300-22-0119-A

Amendment No.:
00

Contracting Authority:
Lorraine Fletcher

Ver.06.29.2022

Client Reference No.:
10221310

Title:
Snow removal and sanding work Operations Centre – St-Mathieu-du-Parc - UGMOQ

Declaration

I, _____, (*name*)

_____, (*position*) of

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

Signature: _____

Date: _____

ANNEX F TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

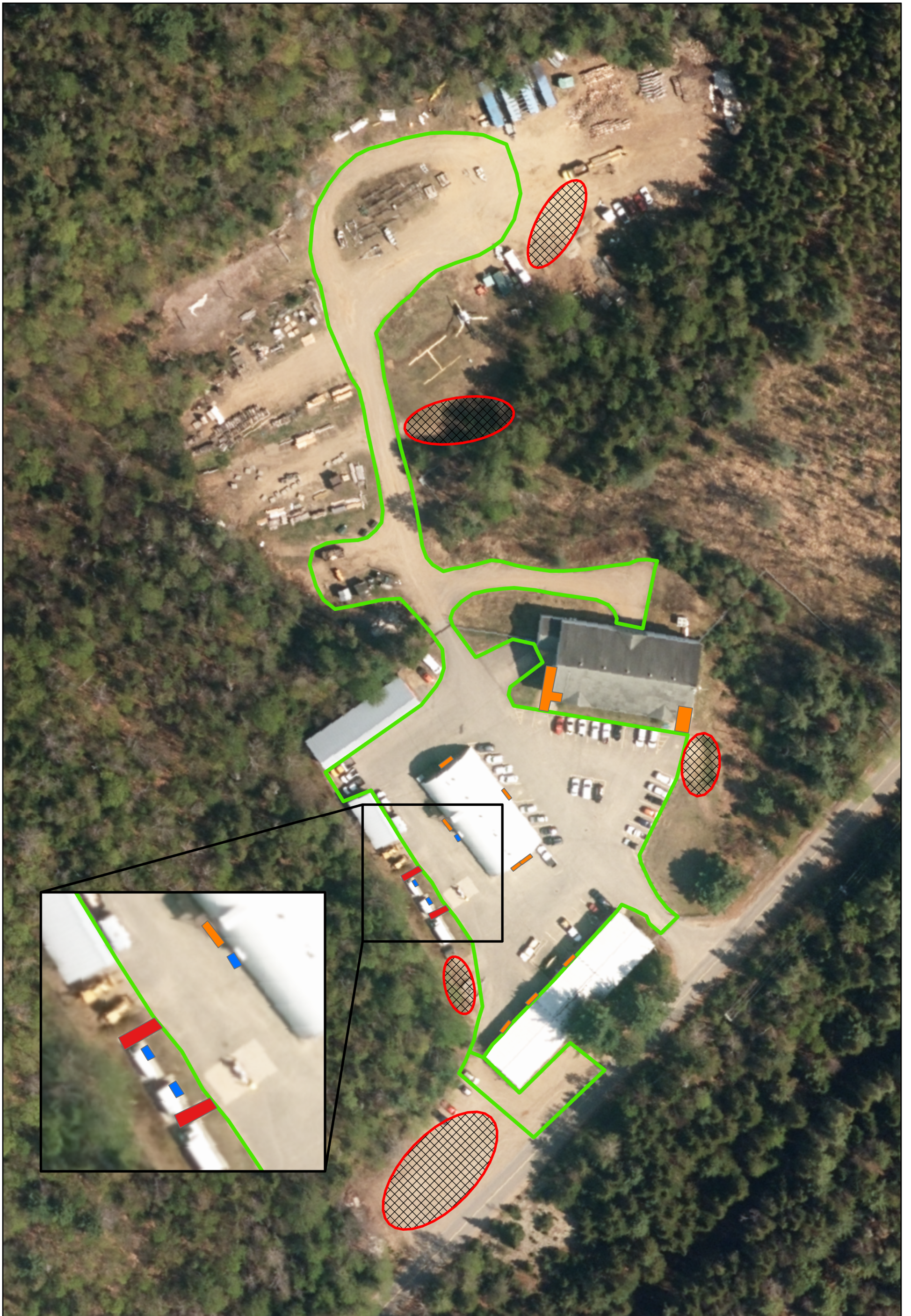
published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

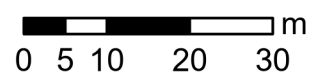
If so, the Bidder must provide the following information:

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



PLAN DE DÉNEIGEMENT

- Dépôts de neige (3)
- Cour du centre opérationnel (1)
- À déneiger**
- Accès aux réservoirs à essence (2)
- Portes (10)
- Coffres noirs (3)



Parc national de la Mauricie