

CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10212690

TITLE OF PROJECT: Logistics Services for Major Events, Commemorations and Ceremonies

REQUEST DATE: October 4, 2022

CLOSING DATE AND TIME: November 17, 2022, 2:00 p.m., EDT

ADDRESS ALL ENQUIRIES: Stéphanie Dupel
Procurement and Contracting Advisor
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: 819-665-5792
E-mail: contrats-contracting@pch.gc.ca

The Department of Canadian Heritage requires the above work to be performed in accordance with the Statement of Work attached as Appendix "A". The services will be required on an "as and when required" basis for a period of three (3) years from the date of issuance of a Standing Offer, with the option to extend the duration by two (2) periods of one year each.

If you are interested in undertaking this project, submit your bid by **2 p.m. EDT: November 17, 2022**, by using the following accepted submission method:

IMPORTANT: Submission via e-mail

Note that because of the present circumstances associated with the COVID-19 virus, PCH will only accept offers by e-mail. Offers transmitted by facsimile or mail to PCH will not be accepted.

The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or plus. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. Indicate the title of the Request for Standing Offers (RFSO) in the e-mail object. The e-mail address is the following:

Contrats/Contracting (PCH)
contrats-contracting@pch.gc.ca
RFSO: 10212690
Attention: Stéphanie Dupel

If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted. Offerors are encouraged to keep a confirmation that the e-mail was sent and delivered.

Offerors submitting a proposal are also requested to complete the Offer of Services attached at Annex "D".

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

List of Annexes:

- Annex A Statement of Work
Annex B Mandatory Evaluation Criteria
Annex C Basis of Payment
Annex D Offer of Services Form
Annex E Insurance Requirements
Annex F 942 Form - Call-up against a Standing Offer
Annex G Scenario for price evaluation

1.2 Summary

The purpose of this Request for Standing Offers is to identify a supplier to provide Logistics Services for major events, commemorations and ceremonies as outlined in the Statement of Work at Annex "A".

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

1.4 Other information

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

Note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

"Due to the nature of the Request for Standing Offer, offers faxed to PCH will not be accepted."

2.2.1 Submission via e-mail

Offers must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the RFSO.

2.3 Former Public Servant

Contracts with 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 with FPS, bidders must provide the information required below.

Definitions

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

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

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

"pension" means, a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary](#)

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

Former Public Servant in Receipt of a Pension

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

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

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

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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors 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)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section 1: Technical Offer
Section 2: Financial Offer
Section 3: Certifications

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

Note that because of the present circumstances associated with the COVID-19 virus, PCH will exceptionally only accept offers by e-mail at contrats-contracting@pch.gc.ca. Offers transmitted by facsimile or mail to PCH will not be accepted.

3.1.1 Submission via e-mail

Offers must only be submitted by e-mail by the date and time to the e-mail address indicated on page 1 of the **RFSO**.

IMPORTANT: The PCH e-mail server cannot accept any e-mail transmission that is 14 MB or more. It is the responsibility of the Offeror to assure that their complete e-mail offer be delivered to PCH by the specified date and time. If due to e-mail or document size issues it is necessary to send documents using more than one e-mail, this is acceptable, but they must be referenced to each other. Offers that arrive after the specified date and time will not be accepted.

Section 1: Technical Offer

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

Section 2: Financial Offer

Offerors must submit their financial offer in accordance with Annex "C", the Basis of Payment.

Section 3: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offer including the mandatory technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Any element of the Request for Standing Offer that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified.

The Mandatory evaluation criteria are described in **Annex “A” – Statement of Work and Annex “B” - Mandatory Evaluation Criteria.**

4.1.2 Financial Evaluation

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

The lowest price will be calculated according to the financial evaluation scenario in Annex "G".

4.2 Basis of Selection

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

The lowest price will be calculated according to the financial evaluation scenario in Appendix "G".

4.3 Internal approval

Offerors should note that all contracts are subject to PCH's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for Standing Offer award, issuance of any Standing Offer will be contingent upon internal approval. If such approval is not given, no Standing Offer will be awarded.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Request for Standing Offer.

6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the Request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex "E".

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A. STANDING OFFER CLAUSES

7A.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7A.2 Security Requirements

7A.2.1 There is no security requirement applicable to the Standing Offer.

7A.3 Standard Clauses and Conditions

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

7A.3.1 General Conditions

[2005](#) (2022-01-28) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The General Conditions are amended to include the following:

Conduct of the Work:

Canada's facilities, equipment and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Contracting Authority in advance if it requires access to Canada's facilities, equipment or personnel to perform the Work. 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.

Supplemental General Conditions

4013 (2021-11-29) 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.

4014 (2021-11-29) Suspension of the work

1. The Contracting Authority may at any time, by written notice, order the Offeror to suspend or stop the Work or part of the Work under the Standing Offer for a period of up to 180 days. The Offeror must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Offeror must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Standing Offer, in whole or in part, under section 13 entitled Default by the Offeror – General Conditions 2005 (2017-06-21).
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Standing Offer by reason of default by the Offeror or the Offeror abandons the Standing offer,

the Offeror will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.

3. When an order made under subsection 1 is cancelled, the Offeror must resume work in accordance with the Standing Offer as soon as practicable. If the suspension has affected the Offeror's ability to meet any delivery date under the Standing Offer, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Offeror, is necessary for the Offeror to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Standing Offer.

7A.4 Term of Standing Offer

7A.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to _____ *(to be specified at issuance of Standing Offer)*.

A7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional one (1) year periods, under the same conditions and at the rates or prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Stéphanie Dupel
Procurement and Contracting Officer
Canadian Heritage
Contracting and Materiel Management Directorate
15 Eddy Street,
Gatineau, QC K1A 0M5

E-mail: contrats-contracting@pch.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7A.5.2 Project Authority

The Project Authority will be identified at time of issuance of a Call-up against the Standing Offer.

7A.5.3 Technical Authority

The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

7A.5.4 Offeror's Representative

(To be determined at issuance of the Standing Offer)

7A.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7A.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Canadian Heritage.**

7A.8 Call-up Procedures

- a) Each Call-up results in a separate contract between Canada and the Offeror.
- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual call-ups made by an authorized representative of Canada under this Standing Offer outlined below.

7A.9 Call-up Instrument

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing Offer (Form attached at Annex “F”).

7A.10 Non-Standing Offer Items

Identified Users may incorporate up to 25% or \$40,000.00 (the lesser of the two) of non-Standing Offer items within the Call-up (including applicable taxes).

7A.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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) 4013 (2021-11-29) Compliance with on-site measures, standing orders, policies and rules
- d) 4014 (2021-11-29) Suspension of the work
- e) the general conditions 2005 (2022-01-28), General Conditions - Standing Offer - Goods or Services;

- f) the general conditions 2010C (2022-01-28) - General Conditions - Services (Medium Complexity);
- g) Annex "A", Statement of Work;
- h) Annex "C", Basis of Payment;
- i) Annex "E", Insurance Requirements; and
- j) the Offeror's offer dated _____ (*to be determined at issuance of the Standing Offer*).

7A.12 Certifications and Additional Information

7A.12.1 Compliance

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

7A.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*to be determined at issuance of the Standing Offer*).

7A.14 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "E". 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.

7A.15 Official Languages

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

7A.16 Green Procurement

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

It is desirable that the Contractor, in provisioning the Service, procure electronic equipment, such as computer equipment, peripherals and telephony equipment, that meet the most current ENERGY STAR technical specifications for energy efficiency and other environmental specifications such as ISO 14000, WEEE, RoSH, EPEAT and IEEE 1680 standards, without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor, in provisioning the Service, procures equipment and implements solutions that minimize the overall energy use without reducing the service quality and effectiveness, whether this equipment is owned by the Contractor or procured by the Contractor for GC customers.

It is desirable that the Contractor abide by the guidelines set by the Electronics Product Stewardship Canada's organization for the disposal and recycling of electronic products owned by the Contractor and used to deliver the Service whether this equipment is located on the Contractor's premises or on GC customer premises.

7A.17 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

7A.18 Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7B.1 Statement of Work

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions

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

7B.3 Term of Contract

7B.3.1 Period of the Contract

The Work must be completed in accordance with the Call-up against the Standing Offer.

7B.4 Payment

7B.4.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex "C", for Work performed under the Call-up against the Standing Offer.

7B.4.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex "C" of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

7B.4.3 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

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

7B.4.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

Direct Deposit (Domestic and International);

7B.5 Invoicing Instructions

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.

Invoices must be forwarded to the Project Authority for certification and payment.

ANNEX "A"

STATEMENT OF WORK

1. SCOPE

1.1 Title

Logistics Services for Major Events, Commemorations and Ceremonies

1.2 Introduction

The mission of the Major Events, Commemorations and Capital Experience Branch (MEC) of Canadian Heritage (PCH) is to promote active citizenship through civic participation, recognize Canadians' shared values, and celebrate the people and events that shape Canada.

More specifically, through Capital interpretation, commemoration and outreach activities and programs for the general public, the Capital Experience Branch (CEB) promotes sites and symbols of national significance and makes the Capital a place in which all Canadians can take pride and where they can discover their country.

Part of its cultural mandate includes organizing events and activities such as Canada Day celebrations, Winterlude, the Christmas Lights Across Canada (CLAC) ceremony on Parliament Hill and other "events," commemorations and ceremonies taking place throughout the year, mostly in the downtown core of the City of Ottawa. To efficiently deliver this part of its mandate, the CEB requires the support of a Contractor for work such as transporting equipment and installing structures, stages and other festival equipment in several parks, public areas and private properties in the Greater Ottawa–Gatineau area.

The Statement of Work is divided into three sections as follows:

Section 1: Work Required and Conditions

Section 2: Employees Requirements

Section 3: Equipment Requirements

SECTION 1: WORK REQUIRED AND CONDITIONS

For the purposes of this Statement of Work, "event" is used to describe any major event, commemoration, celebration or other event hosted or partnered by the Department of Canadian Heritage. "sites" will always refer to the locations where activities will be conducted in the context of an "event." Each "event" may have several "sites."

1. GENERAL WORK REQUIREMENTS

PCH is seeking the services of a Contractor for the following work:

- (a) Provide qualified, multi-skilled logistics employees for the set-up, operation and tear-down of "events." See Appendix 1 for provisional production schedules,¹ which provide a fairly accurate estimate of work hours required on a daily basis. The estimates are based on average requirements from the past two years and also include provisions for future "events";
- (b) Provide certified employees to operate the required machinery: backhoe, forklifts, zoom boom, tractor, water truck, salt truck, and small snow-blower tractor;

¹ The schedules in Appendix 1 are estimates only and are for tendering purposes only. The schedules are revised for every "event." Their inclusion in this RFP does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

- (c) Obey and enforce “construction site” regulations (including legislated health and safety regulations), as applicable;
- (d) Identify a supervisor who will manage the contract and the resource allocations for each call-up and be PCH’s primary contact for all call-ups and/or requests. It is understood that this role is not billed at an hourly rate but included in the overall management of the Standing Offer and call-ups. The supervisor’s detailed responsibilities are listed in Section 4.1.

The period of work for each “event” usually involves several days before and during the “event” and at least one day following the “event.” The Contractor will be responsible for hiring and training a team of multi-skilled logistics employees (crew leader and crew) for each “event.” The Contractor’s supervisor will be responsible for coordinating and managing a team of logistics employees throughout the “event” period and will work closely with PCH’s Logistics Coordinators, who, together with the supervisor, will be responsible for determining the work to be done and coordinating operations on site and between “sites.”

Services may or may not be required for entire days (continuous periods of 24 hours), extended days (more than 8 hours and less than 24 hours), full days (8 hours), and partial days (minimum 3 hours but less than 8 hours). A production schedule will be provided in advance of the “event” so that the Contractor can plan its resources accordingly.

Required services will include, but are not necessarily limited to, the following: load, deliver, move, install, assemble, operate, and dismantle festival equipment (e.g., barricades, picnic tables, garbage barrels, recycling bins, floors, risers, tables, chairs, fencing, T-posts, water bottles) and small equipment (e.g., water dispensers, generators, propane heaters) to and within the identified “site(s)” of the “event.”

2. “EVENTS”

2.1 Official “sites”

Official “sites”² for “events” include the following: LeBreton Flats, Parliament Hill (Ottawa), Rideau Canal Skateway (Ottawa), Confederation Park/Marion Dewar Plaza (Ottawa), Major’s Hill Park (Ottawa), Sparks Street Mall (Ottawa), Canadian Museum of History (Gatineau) and Jacques-Cartier Park North (Gatineau).

2.2 Regular “events”

Regular “events” are regularly scheduled events such as Winterlude, Canada Day and the Christmas Lights Across Canada (CLAC) ceremony.

In the case of Winterlude, Canada Day and the CLAC ceremony, a draft schedule will be provided to the Contractor twenty (20) working days before the beginning of services, with a final schedule provided seven (7) calendar days before the beginning of services. During set-up, operation and tear-down of these “events,” schedules will be revised daily and provided to the Contractor the day before so that changes can be made accordingly. Changes may be required because of set-up progress, weather, last-minute changes to set-up design, or other potential unforeseen events or circumstances. If and when the schedule is available before these times, it will be provided to the Contractor. PCH will make every effort to provide changes at least 48 hours in advance. For other, smaller “events,” the schedule will be provided as early as possible.

² Official sites are subject to change.

2.2.1 Winterlude

Winterlude is a winter festival held in Ottawa and Gatineau during the first three weekends of February. It enlivens the Nation's Capital with winter outdoor activities and events on and near the Rideau Canal Skateway. Winterlude activities take place at three official sites in the National Capital Region: Rideau Canal Skateway, Sparks Street Mall and Jacques-Cartier Park North. Other official sites may be added to Winterlude during the term of this Standing Offer.

The facilities installed for Winterlude remain in use for an average of 40 days. For Jacques-Cartier Park activities, a 60-day installation is required.

2.2.2 Canada Day

On July 1, the Nation's Capital comes alive with recreational events, stage and street performances, concerts and other memorable activities for the entire family. Hundreds of thousands of Canadians join together in celebrating the country's birthday at official Canada Day sites in the Nation's Capital, including the following: LeBreton Flats, Parliament Hill, Major's Hill Park, the Canadian Museum of History and Jacques-Cartier Park.

On average, the facilities remain in use for 17 days.

2.2.3 Christmas Lights Across Canada ceremony

In early December, the Nation's Capital is illuminated by thousands of Christmas lights installed in the downtown areas of Ottawa and Gatineau. An official ceremony is held in early December to launch the official illumination program. The ceremony is normally held at official sites on the Ottawa side and may be filmed for a virtual show.

Work for this "event" is approximately two weeks, including set-up and tear-down.

2.3 Other potential "events"

Other "events" produced or supported by PCH (e.g., Remembrance Day, special commemorations headed by PCH or in partnership with other Government of Canada departments and agencies) in the National Capital Region may be added during the term of the Standing Offer. "Events" may therefore be added on an "as and when required" basis. Needs will be confirmed with the issuance of a call-up against the Standing Offer.

3. ADDITIONAL SERVICE REQUIREMENTS

- 3.1 Organize and deliver employee briefing sessions on specific topics such as health and safety, special work requirements, and all other relevant information related to the delivery of the "event." PCH may provide a briefing on the "event" concerned to provide a general overview of the requirements. Representatives of other companies retained by PCH may also be present to share details pertaining to the delivery of the "event."
- 3.2 Provide a phone number where the Contractor's offices or representative can be reached 24 hours a day during delivery of the "event" (including set-up, operation and tear-down).
- 3.3 Ensure continuous communication between employees and the Contractor's offices at all times during service delivery.
- 3.4 Provide a detailed report of any incidents or unusual occurrences or conditions on the sites. The report is to be sent to an email address that will be confirmed before the beginning of each "event." The report must be provided within one (1) day of any incident or unusual occurrence. The format of the incident report used by the Contractor must be approved in advance by PCH. Reports may need to be modified at PCH's request.

- 3.5 Provide PCH with a summary of all incident reports, including any suggested remedial measures. The report is to be presented during the post-event evaluation meeting, as indicated in Section 6.
- 3.6 Provide all meals and refreshments (including an adequate source of water) for the Contractor's employees, or specify that the Contractor's employees are responsible for providing their own meals and refreshments (including an adequate source of water).
- 3.7 Provide all transportation for the Contractor's employees and equipment, or specify that all employees must provide their own means of transportation, bearing in mind that parking in the downtown core may be severely restricted during the "event" period and that there are no spaces available for parking personal vehicles on any of the sites. All employees must park their personal vehicles outside the controlled areas.

4. LICENCES, PERMITS AND APPROVALS

The Contractor must obtain, at own cost, all permits, licences and authorizations required to provide the service. This includes, but is not limited to, those from municipal, provincial or federal entities, such as security clearances, first aid certification, forklift certification, lifting equipment operation certification, and propane handling certification.

5. PCH RESPONSIBILITIES

- 5.1 Present the "event" to the Contractor's employees during the training session organized by the Contractor.
- 5.2 Provide all necessary information regarding the work required for the "event," such as site plans, schedules and activities.
- 5.3 Coordinate all meetings between the Contractor and other contractors and companies, as required.
- 5.4 Provide the Contractor with all relevant information for each "event."
- 5.5 In most cases, provide an on-site office or trailer for the Contractor's employees.

6. GENERAL WORK SCHEDULE

DESCRIPTION	DATE
Winterlude	
Employees' briefing session	Late December or early January
Post-event evaluation meeting and invoicing	Early March
Invoice payment	As per regulations
Canada Day	
Employees' briefing session	Early June
Post-event evaluation meeting and invoicing	Mid-July
Invoice payment	As per regulations
Christmas Lights Across Canada	
Employees' briefing session	None
Post-event evaluation meeting – REPORT ONLY	Mid-December
Invoicing	Early December
Invoice payment	As per regulations

7. SUPPLEMENTARY CONDITIONS

7.1 Increases or decreases to contract

PCH reserves the right to increase or decrease the estimated number of hours indicated in each individual call-up, and hence its dollar value, within a reasonable time frame with no penalty.

Normally, the Contractor will have

- 24 hours' notice for increases;
- 24 hours' notice for decreases.
- Changes may occur more frequently during the operations. PCH reserves the right to alter the tasks assigned to employees as deemed necessary when they are on duty.

8. OCCUPATIONAL HEALTH AND SAFETY

8.1 The Contractor will comply with all federal, provincial and municipal occupational health and safety legislation and regulations. Where federal, provincial and municipal legislation and regulations differ, the Contractor will comply with the most stringent provisions.

8.2 The Contractor acknowledges that it has received notification from PCH that the sites where it is to perform the work may be considered "construction sites" under federal, provincial and municipal regulations and legislation, and the Contractor is therefore subject to such legislation and regulations as regards occupational health and safety in the construction industry.

8.3 The Contractor will pay all costs related to the Contractor's compliance with federal, provincial and municipal occupational health and safety legislation and regulations (including occupational health and safety in the construction industry).

9. SPECIAL REQUIREMENTS

9.1 When the Contractor is required to work on certain official sites, the Contractor must perform proper background checks for its employees. The names of the Contractor's employees assigned to delivery and/or installation work must be provided at least forty-eight (48) hours in advance. When the Contractor is required to provide services on Parliament Hill, the Contractor must also provide information about the make and licence plate number of the vehicle used and the driver's name. No deliveries are permitted on Parliament Hill unless the Contractor has provided this information.

9.2 For the purposes of Canada Day activities, Public Services and Procurement Canada (PSPC) will act as the "designated" builder. Accordingly, PSPC requires specific documentation from PCH contractors. That documentation is mandatory. The documentation must be submitted at least four (4) weeks before the Contractor can begin the work (or deliveries) on Parliament Hill for Canada Day. Consequently, the following documents must be submitted to PCH on an annual basis:

- Workplace Safety and Insurance Board (WSIB) certificate or proof of private coverage
- Liability insurance certificate (see Annex F)
- Copy of the Contractor's health and safety program
- Workplace Hazardous Materials Information System (WHMIS) and fall protection (where applicable)
- Ministry of Labour authorizations (Form 1000, provided by PCH)
- Copies of the resource's trade papers, training programs and/or certifications
- Names and dates of birth of each resource covered by the contract
- First aid certification (as requested)

SECTION 2: EMPLOYEE REQUIREMENTS

1. STAFFING AND SCHEDULING

- 1.1 PCH will specify the days when work is to be performed, as indicated in Annex "A". Typical daytime work hours will be from 7 a.m. to 4 p.m., although it is expected that some overtime will be necessary for various projects, especially in the final days before an "event" and during the "event" itself.
- 1.2 Before any "event," the Contractor and PCH will agree on the amount of travel time to be included in the billable hours based on the location of the Contractor's place of business and the site (for example, 30 minutes to drive to the site and 30 minutes to return to the office, for a total of 60 minutes). The production schedule provided to the Contractor will indicate the hours required on the site. Travel times must be entered on a "Work Request Acknowledgement Form" signed at the end of every shift. Travel time will apply only to the logistics travel crew leader, logistics travel crew, carpentry crew leader and carpentry crew requirements (as applicable).
- 1.3 It is the Contractor's responsibility to assign the appropriate resources and ensure that their schedule is in compliance with the production schedule for the "event" (appropriate days and times) for each site. The Contractor will be provided with a copy of the production schedule for each "event."
- 1.4 For some "events," there are schedules for up to 16 hours in a day. The Contractor's employees must be informed that they may be required at short notice to work more or fewer hours than scheduled.

When PCH and the Contractor agree that a shift is to be covered by two (2) separate crews, the first crew on site shall remain until the replacement crew has arrived and information and duties have been discussed and transferred. The same is true for employees' replacements at any time during operations. The assignment of two (2) resources to cover a shift, where applicable, will be indicated by PCH or will be approved in advance.

- 1.5 Minimum call: All scheduled shifts will be for a minimum of three (3) hours. Any employees who report to work or who are sent back to the office by PCH because the work has been completed or because PCH made a scheduling error will be paid for the minimum three-hour call, and PCH will be invoiced only for that three-hour call. Any hours worked beyond the minimum call will be invoiced as per the basis of payment in this Standing Offer Agreement.
- 1.6 Owing to the nature of the "events" undertaken by PCH, the Contractor will be expected to provide the required services in all types of weather conditions, from extreme heat to extreme cold. Some of the work will also entail long hours of work. It will be the Contractor's responsibility to ensure that its employees have adequate clothing, food, beverages and equipment.
- 1.7 PCH and the Contractor will agree on a "time sheet" (the format and the details to be entered on the time sheet) to be completed at the end of every shift. "Time sheets" are to be completed daily by the Contractor's employees performing the work. At a minimum, the "time sheet" must clearly indicate the name of the resource, the hours worked, the name of the site, and the date when the work was performed. There must be at least two (2) copies, one for the PCH Logistics Coordinator, and one for the Contractor. The PCH Logistics Coordinator will sign the "time sheet" at the end of every shift to confirm that the information is accurate. Copies are to be provided with each invoice.

- 1.8 Meal breaks must also be indicated and calculated. PCH and the Contractor will agree on a 30-minute meal break not charged to PCH (e.g., 8-hour shift with one 30-minute meal break = 7.5 billable hours). Where the Contractor's resource works between 7 a.m. and 5 p.m., the resource will have one (1) 30-minute meal break. Where the Contractor's resource works between 5 p.m. and 12 a.m., the resource will have one (1) 30-minute meal break. Where a resource is required to work between 8 a.m. and 8 p.m., for example, the resource will take two (2) 30-minute meal breaks. In any case, the meal break must be shown and deducted from the billable hours on the Work Performed slip.

2. EMPLOYEE REQUIREMENTS

To be able to perform the work, the Contractor must

- 2.1 Provide the name of one management representative and one alternate who are authorized to act on behalf of the Contractor at all times. These individuals will manage all aspects of the service before each "event" and may also, at the Contractor's discretion, serve as the supervisor for the duration of this Standing Offer Agreement.
- 2.2 The management representative must be available to attend approximately four (4) meetings several weeks before an "event" to ensure that the service required by PCH can be safely and adequately provided. Such meetings will be attended by PCH representatives and may be attended by other contractors or companies retained by PCH for other aspects of the "event." These representatives will be the contact with whom PCH will coordinate any required changes and discuss any problems before, during and after the "event." Consequently, they must have binding authority to make final decisions for the Contractor concerning the service. The schedule for those meetings is included in Section 6 below for reference only and is subject to change.
- 2.3 Provide only employees who are dependable, trustworthy and directly employed and supervised by the Contractor providing the service. The Contractor must give priority to permanent employees as opposed to less experienced workers from placement agencies.
- 2.4 Ensure that all of the Contractor's employees have successfully completed any health and safety training required to perform their work, including, but not limited to, forklift/zoom boom operation, fall protection device operation, WHMIS, and first aid.
- 2.5 Ensure that all of the Contractor's employees assigned to work on Parliament Hill or any other site identified by PCH have a site access security clearance from PCH Corporate Security upon contract award. The security clearance requirement could change for any specific "event" and will be determined by PCH. In addition, PCH may request various levels of security for various sites and various resources.
- 2.6 Provide regular supervision of all of the Contractor's employees to review their performance for the purpose of
- (A) acting as an intermediary between PCH and the Contractor's employees in case of disagreement;
 - (B) performing follow-ups with the Contractor's employees following discussions with PCH;
 - (C) ensuring that the employees follow procedures and regulations as indicated by PCH; and
 - (D) submitting any changes in supervisors to PCH at the first meeting before any "event" indicated in Section 6 below.
- 2.7 Provide clothing to clearly identify company employees, bearing in mind that most work shifts are outdoors and that PCH cannot always provide a shelter. The uniform may be as follows:

- For Canada Day,
 - i. A T-shirt clearly marked with the company's logo and name on the sleeve or chest (or any other top approved by PCH);
 - ii. Long pants that are dark blue, black or grey (Bermuda shorts are acceptable, except on Parliament Hill, and will need to be approved by PCH); and if necessary;
 - iii. A light jacket with the company's logo and name on the sleeve or chest (or any other jacket approved by PCH).
- For Winterlude and Christmas Lights Across Canada, warm clothing offering protection from high winds, snow, rain or sleet, including the following:
 - i. A warm winter coat clearly marked with the company's logo and name on the sleeve or chest (or any other coat approved by PCH);
 - ii. Long pants or snow pants that are dark blue or black;
 - iii. A hat or tuque;
 - iv. Mittens or gloves; and
 - v. Waterproof winter boots.
- For other "events,"
 - i. Appropriate clothing for the season and weather.

The choice of uniform must be approved by PCH for all "events."

3. STANDARDS OF CONDUCT

The Contractor will ensure that the logistics team, the supervisors and all other employees providing the logistics services maintain a high standard of conduct and quality of presentation.

- 3.1 Provide employees who have the knowledge, motivation and discipline to properly carry out their tasks and responsibilities. Employees must understand that while they are on site, they are representing the Government of Canada and PCH and therefore they must ensure that their behaviour does not damage PCH's reputation.
- 3.2 The following are examples of unacceptable conduct:
- (a) Reporting for work late;
 - (b) Leaving an assigned site without authorization;
 - (c) Being on duty (location) without proper attire (e.g., construction site rules and regulations);
 - (d) Being on duty without prescribed, properly functioning equipment, where applicable, such as two-way radios, protective equipment, flashlight, CSA-approved construction boots, and any other equipment that may be required to carry out the work or ensure safety on the "event" site.
 - (e) Failing to comply with scheduled orders or other written or oral instructions from PCH;
 - (f) Behaving in a manner that is not in PCH's best interest.

PCH reserves the right to check the level of service at any time (i.e., do spot checks). Any instance of inappropriate conduct may lead to temporary or permanent expulsion from a work site. Such instances of inappropriate conduct will be assessed at PCH's discretion. PCH will communicate such incidents to the Contractor within 24 hours and will expect remedial measures to be taken to prevent recurrence of the incident. PCH will not pay for hours that were scheduled but not worked by a crew member or crew leader following temporary or permanent expulsion from the worksite.

4. SPECIFIC EMPLOYEE TASKS AND RESPONSIBILITIES BY ROLE

The Contractor's team working on the sites will be composed of combinations of the following types of employees:

- Supervisor(s)
- Crew leader(s)
- Crew (Contractor's employees)
- Equipment operators: Forklift, zoom boom, skid-steer loader, backhoe, and all other general equipment.

4.1 Supervisor/manager tasks and duties

- 4.1.1 Supervise all employees assigned to an "event";
- 4.1.2 Coordinate the work of the crew leader and crew employees at each site;
- 4.1.3 Provide the crew leader and crew employees with specific information pertaining to each site;
- 4.1.4 Ensure that each employee or equipment requirement identified in the production schedule or agreed verbally on site is staffed at all times, or inform PCH immediately when short-staffed and provide a plan to meet the requirements;
- 4.1.5 Ensure that the employees on each site are monitored effectively by a crew leader;
- 4.1.6 Ensure that the crew leader and crew employees understand their responsibilities and perform their duties in the specific manner described in this document;
- 4.1.7 Report any problems, unsafe conditions or complaints to PCH;
- 4.1.8 Submit on PCH-approved forms all extra duties required by PCH for the "events";
- 4.1.9 Submit detailed invoices in a timely manner, in keeping with the terms of the contract. Invoices must clearly indicate each hour billed per requirement (e.g., crew leader, crew), equipment and supplies. For each item, the invoiced rate (regular rate, overtime, flat rate, etc.) must be indicated; all amounts must be before tax; subtotals and applicable taxes must be indicated separately;
- 4.1.10 Address all performance issues involving Contractor employees not providing the required level of work or engaging in inappropriate behaviour on site as soon as they come to the Contractor's attention. This includes removing from a site or task employees who do not have the required personal protective equipment (PPE), equipment, safety certifications and so on.

4.2 Crew leader tasks and duties

- 4.2.1 Report to the work site properly dressed and groomed;
- 4.2.2 Wear the appropriate uniform, including required protective equipment (no exceptions will be made);
- 4.2.3 Maintain continuous communication with the supervisor and the PCH Logistics Coordinators by two-way radio;
- 4.2.4 In addition to any updates to the program schedule, perform any additional daily tasks and follow the guidelines for the sites to which he/she is assigned by PCH Logistics Coordinators;
- 4.2.5 Refrain from engaging in any public relations activities or responding to media inquiries, and refer all inquiries by the public or the media to a PCH representative. PCH will provide employees with basic "event" information;
- 4.2.6 Immediately after arriving on site, report to the PCH Logistics Coordinator for a briefing on site particulars for the day, or ensure that any additional written instructions which were provided to him/her when not present on site have been added to the daily briefing, and direct the crew accordingly;
- 4.2.7 If required to operate equipment, have and submit a copy of his/her valid operator's certificate or licence to operate machinery such as a forklift, zoom boom or skid-steer loader. Unless otherwise indicated, on-site machinery will be provided by PCH through a supplier;

- 4.2.8 Be familiar with and understand the various vehicle access passes, as applicable;
- 4.2.9 Be familiar with the emergency procedures for on-site incidents;
- 4.2.10 Report any unusual occurrences or abnormal conditions on the site to the appropriate authority (either the supervisor or the PCH Logistics Coordinator, or both);
- 4.2.11 Obey and enforce all construction site regulations at all times during the set-up and tear-down phases. Anyone who enters the construction security perimeter must wear, at a minimum, a hard hat, safety boots, a safety vest and long pants. Non-compliance with these regulations must be reported to PCH.

4.3 Crew tasks and duties

If crew employees are required to operate equipment, they must have a valid operator's certificate to operate machinery such as a forklift, zoom boom and or skid-steer loader. Equipment may be provided by PCH through another supplier.

Employees will require access to some form of transportation during the "event" in order to perform their duties. Only vehicles described in this document may be used by the Contractor; PCH will issue access passes when necessary. These vehicles must be identified as Contractor's vehicles as described under General Equipment Requirements in Section 3.

The crew is responsible for performing all required work, including, but not limited to, installing, assembling, positioning, moving, operating, loading and unloading.

The following are examples of the requirements for certain events.

4.3.1 Canada Day

- Install barricades and other types of fencing;
- Set out indoor and outdoor furniture such as picnic tables, folding tables and folding chairs;
- Set out garbage barrels, recycling bins and other receptacles;
- Remove garbage and recycling to the site container when applicable and requested by PCH (NB: Waste and recycling management is covered by a separate contract);
- Manage the site (protection of the grounds, irrigation issues);
- Install, operate and dismantle lifting equipment, generators, propane heaters and so on;
- Perform all related duties as requested by PCH.

4.3.2 Winterlude

- Erect Christmas trees in snowbanks;
- Install and maintain fire pits and firewood;
- Manage the site (slippery surfaces, surface water issues);
- Set out garbage barrels, recycling bins and other receptacles;
- Remove garbage and recycling to the site container when applicable (NB: Waste and recycling management is under a separate contract);
- Set out indoor and outdoor furniture such as picnic tables, folding tables and folding chairs;
- Assemble scaffolding;
- Install barricades and other types of fencing;
- Operate lifting equipment, generators, propane heaters and so on;
- Confederation Park: One (1) crew member must have a valid certificate for the operation of a skid-steer loader (provided by PCH through a rental supplier);
- General site preparation.
- Perform all other logistics duties.

4.3.3 Christmas Lights Across Canada ceremony

- Install and maintain fire pits and firewood;
- Manage the site (slippery surfaces, surface water issues);
- Set out garbage barrels, recycling bins and other receptacles;
- Remove garbage and recycling to the site container when applicable (NB: Waste and recycling management is under a separate contract);
- Set out indoor and outdoor furniture such as picnic tables, folding tables and folding chairs;
- Assemble scaffolding;
- Install barricades and other types of fencing;
- Install, operate and dismantle lifting equipment, generators, propane heaters and so on;
- Remove all components before the end of the day following the ceremony.

4.4 Forklift, zoom boom, skid-steer and general equipment operators

There must be at least one employee member licensed to operate a forklift at each site. Unless otherwise specified, the forklift will be supplied by PCH. By law, the operator must have the licence with him/her when operating the forklift. PCH will require a copy of the licence at the beginning of each "event." The crew leader may be the operator. No additional rate will be charged for forklift operation.

If a specific request is made for an operator only and the individual is not working as a crew member, the operator rate will apply; otherwise, the crew rate will apply.

4.5 Flooring installation (carpentry) crew

When a flooring installation crew is required, it will be tasked with installing various floors using two-by-sixes (laid flat) and plywood, and/or installing four-by-eights and risers of various heights, all provided by PCH. The crew will be composed of one (1) crew leader able to supervise a crew for the installation. The crew leader will be assisted by crew members. PCH will determine the number of crew members required to assist the crew leader and the amount of time allowed for the installation.

4.6 Delivery logistics crew

In general, equipment will be delivered to the sites from the distribution centre by PCH's transport contractor. However, the logistics support contractor will be required to make some equipment deliveries at various times.

One employee member on site must be able to operate a pickup truck and trailer for the transport of equipment on site and/or from the distribution centre to the site, etc. Each crew on site must have at least one (1) pickup truck at all times.

During any specific "event," the travel crew may consist of one, two or three employees, as requested by PCH. This crew will be tasked with transporting various pieces of equipment using a pickup truck and trailer. More than one travel crew may be required during the same shift for the same "event." The travel crew will be responsible for transporting/delivering or returning equipment and for installing and removing the equipment (e.g., metal barricades). The minimum acceptable vehicle for these tasks is a half-ton pickup (e.g., Ford F-150) or equivalent; the minimum acceptable trailer size is 16 feet, preferably a flatbed. The travel crew will transport small equipment, various types of barricades, tables, cement blocks/bases, etc. The drivers and crews must have access to a trailer that will accommodate and transport 80 metal barricades (in bundles or loose). The trailer must allow for forklift loading or manual loading. On occasion, the driver may be sent back to the warehouse while the crew remains on site.

4.7 Additional information

On occasion, employees may be required to perform some tasks without a crew leader. The employees will receive instructions from PCH's Logistics Coordinator when they arrive on site.

Before each "event," PCH will schedule a meeting with the Contractor's supervisor and crew leader to go over the details of the "event" and the work required.

SECTION 3: EQUIPMENT

1. GENERAL EQUIPMENT REQUIREMENTS

- 1.1 Provide all equipment and basic tools needed to perform the duties, including, but not limited to, hammers, screwdrivers, ratchet wrench sets, post pounders, shovels, brooms, flashlights (including replacement batteries), tie-wraps, and garbage bags.
- 1.2 Crew leaders on the site must have a working cellphone, and their phone numbers must be provided to PCH. To facilitate communication between sites and between the crew leaders and PCH Logistics Coordinators, PCH will provide crew leaders with a two-way radio while they are on site.
- 1.3 Provide all required protective equipment, including hard hats, steel-toe footwear and gloves, or instruct employees to provide that equipment themselves (the Contractor is ultimately responsible for ensuring that the equipment is available and used and that all safety requirements are met);
- 1.4 Provide all vehicles needed to deliver the service. This includes, but is not limited to, pickup trucks and trailers, as indicated in this document. The trailers used by the Contractor must be capable of being loaded by forklift. The trailers must have a reasonable load capacity (minimum 8,000 lbs.) (flatbed-type trailers are preferred);
- 1.5 Before each "event," provide PCH with identification information for all vehicles that will be used by the Contractor in delivering the service. That information includes vehicle information (make, model, and year), licence plate number, and driver information (name and copy of valid driver's licence);
- 1.6 Provide one (1) radio for every two (2) employees for each site/assignment for communication between the supervisor, crew leaders and crew employees on duty on a daily basis (for example, in Major's Hill Park, if there is a crew of three (3) plus a crew leader, the Contractor will provide two (2) portable radios). PCH will supply the crew leaders and the supervisor with radios for communication with the PCH coordinator.

2. REQUIREMENTS AND SCOPE OF WORK FOR WHICH A BACKHOE IS NEEDED

2.1 Requirements

- i. Have a backhoe loader in excellent working condition available for the duration of Winterlude (January and February of any given year). The equipment must be operational and well-maintained.
- ii. The Contractor must be prepared to clean up any spill from its equipment.
- iii. If mechanical problems occur, the Contractor must be able to bring in a replacement backhoe loader within four (4) hours of the breakdown.
- iv. Comply with all federal, provincial and municipal laws, bylaws and regulations.
- v. The Contractor must be available on a 24/7 basis (in case of emergency) for backhoe requirements between approximately January 10 and February 28.
- vi. Provide the PCH Logistics Coordinator or his/her assistant with a daily log of hours worked; both parties must agree on the log and sign off.

- vii. PCH will provide a parking space for the equipment on site for the duration of the work.

2.2 Scope of work

The work that the Contractor will be required to perform will include the following:

- i. Site preparation (winter):
 - Build/form snowbanks throughout the site as per the site plan and schedule;
 - Remove snow from certain areas on sites identified by PCH;
 - Compact the snow (back-blading);
 - Provide general assistance in site set-up.
- ii. Operation:
 - Clean up ice debris day and night;
 - Snow removal as needed;
 - Tear down and clean up ice carvings as necessary.
- iii. Tear-down:
 - Knock down and break up all ice carvings. The ice debris must be spread out on the site after being broken up, as per the plan and schedule;
 - Load equipment onto trailers and/or other vehicles as required;
 - Remove and collect evergreen trees from snowbanks;
 - Provide general assistance in site tear-down.
- iv. Required equipment:
 - Backhoe loader with minimum lift capability of 5,500 lbs;
 - Standard bucket (a six-in-one would be an asset).

Travel time to and from the site if the Contractor decides not to leave the backhoe at the site will be at the Contractor's expense.

* The Contractor needs to be very flexible. Hours will vary daily and may change at the last minute. Some days will be regular eight-hour days, but there will also be a number of longer hour days and some split days. Split days will usually occur during the Winterlude ice carving competitions. The sites cannot be cleaned up until carvers have finished work for the day. That will not be until 11 p.m.

NOTE: All of the above work will be performed in public areas and at times with large crowds in the immediate vicinity. Extreme caution and situational awareness must be exercised at all times. It must be understood that the public and pedestrians have priority at all times.

ANNEX “B”

MANDATORY EVALUATION CRITERIA

The Offer must meet all mandatory criteria to be considered compliant. Failure on the part of the Offeror of meeting a mandatory criterion will result in the Offer being deemed non-compliant and no further consideration will be given.

Mandatory Technical Criteria (MT)		
For the purposes of the Mandatory Technical Criteria specified below, the experience of the Offeror and its subcontractors, affiliates and suppliers will be considered.		
Mandatory Technical Criteria Applicable to the Bidder		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT1	The Offeror must <u>confirm</u> that it has all the equipment/machinery required to deliver the service as described in Annex A, Statement of Work.	The Offeror must clearly indicate if it intends to source the equipment through a subcontractor, an affiliate or another supplier.
MT2	<p>The Offeror must demonstrate a minimum of three (3) years of experience in event logistics or corporate logistics in the context of large-scale public events* or major construction sites.*</p> <p>* A large-scale public event is defined as an event that is held outside on public or privately owned land and operates on a regular or one-off basis. Large-scale events will generally have one or more of the following components: multi-stage, multi-performance, multi-activity, multi-day, large physical size of venue (outdoors).</p> <p>* A major construction site is defined as any site at which construction work in relation to a project is carried out and includes works that involve, but are not necessarily limited to, the following activities: preparation of a site for an intended structure, including, but not limited to, site clearance, exploration, investigation (but not site survey) and excavation; removal of a all or part of a structure; and removal of any product or waste resulting from demolition or dismantling of a structure or disassembly of prefabricated elements which, immediately before such disassembly, formed a structure.</p>	
MT3	The Offeror must confirm that it is able to provide its services 7 days a week.	

ANNEX “C”

BASIS OF PAYMENT

The Offeror will be paid in accordance with the following Basis of Payment pursuant to the award of a Call-up against the Standing Offer.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and applicable tax(es) extra.

During the period of the Standing Offer, for Work performed or goods delivered in accordance with each Call-up against the Standing Offer, the Offeror will be paid as specified under article 1.0 below.

1.0 INITIAL STANDING OFFER PERIOD

PRICE LISTS FOR PERSONNEL AND EQUIPMENT

All prices must be in Canadian dollars and must exclude applicable taxes.

No.	Category of personnel or equipment	Hourly rate (Initial contract period) January 2 nd , 2023, to January 1 st , 2026	Hourly rate (Option period 1) January 2 nd , 2026 to January 1 st , 2027	Hourly rate (Option period 2) January 2 nd , 2027 to January 1 st , 2028
1	Logistics crew leader	\$	\$	\$
2	Logistics crew member	\$	\$	\$
3	Logistics travel crew leader	\$	\$	\$
4	Logistics travel crew member	\$	\$	\$
5	Flooring installation (carpentry) crew leader	\$	\$	\$
6	Flooring installation (carpentry) crew member	\$	\$	\$
7	Specific forklift and zoom boom operator	\$	\$	\$
8	Backhoe and backhoe operator	\$	\$	\$
9	Tractor with driver	\$	\$	\$
10	Water truck and driver/operator	\$	\$	\$
11	Salt truck and driver/operator	\$	\$	\$
12	Small snow-blower tractor and driver/operator	\$	\$	\$

NOTE: The option years only apply if Canada takes advantage of the extension option.

ANNEX “D”

OFFER OF SERVICES FORM

Logistics Services for Major Events, Commemorations and Ceremonies

<i>(to be filled in by the Offeror)</i>	
Offeror's full legal name	
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name
	Title
	Address
	Telephone #
	Fax #
	Email
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>	
Offeror's GST/HST/QST number	
Tax rate to be charged on any resulting contract	Specify percentage: _____ %
Jurisdiction of Contract: Province in Canada the offeror wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	
Former Public Servants See the Article in Part 2 of the bid solicitation for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
Integrity Provisions (as per Part 5 of the bid solicitation)	<p>Integrity Declaration Form</p> <p>An Integrity declaration form must be submitted only when:</p> <ol style="list-style-type: none"> 1. The supplier, one of its affiliates or a proposed first-tier subcontractor has, in the past three years, been charged with or convicted of a criminal offense in a country other than Canada, that, to the best of the supplier's knowledge and belief, may be similar to one of the listed offences in the Ineligibility and Suspension Policy (the "policy"); and/or 2. The supplier is unable to provide any of the certifications required by the Integrity Provisions <p>Click here to complete the form and instructions for its submittal.</p>

	<p>List of names for integrity verification form</p> <p>Section 17 of the <i>Ineligibility and Suspension Policy</i> (http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) requires suppliers, regardless of their status under the policy, to submit a list of names with their bid or offer. The list differs depending on the bidder or offeror's organizational structure:</p> <ul style="list-style-type: none">- 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 <p>Suppliers may use this form to provide the list of names. Failure to submit this information, where required, will render a bid or offer non-responsive, or the supplier disqualified for award of a contract.</p> <p>Complete the form online, print, sign and attach it to the bid.</p>
COVID-19 Vaccination Requirement Certification	
<p>On behalf of the offeror, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none">1. The offeror considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;2. This bid is valid for the period requested in the bid solicitation;3. All the information provided in the bid is complete, true and accurate; and4. If the offeror is awarded a contract, it will accept all the terms and conditions set out in the-Resulting contract clauses, included in the bid solicitation.	
Signature of Authorized Representative of Offeror	
<p>Signature : _____ Date : _____</p>	

ANNEX "E"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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 \$5,000,000.00 per accident or occurrence and in the annual aggregate.

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 the Department of Canadian Heritage.
- 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- 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.

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 "F"

942 FORM CALL-UP AGAINST A STANDING OFFER

 Canadian Heritage / Patrimoine canadien		CALL-UP AGAINST A STANDING OFFER COMMANDE SUBSÉQUENTE À UNE OFFRE PERMANENTE				Page: 1
To - À:		PST No. - N° de TPS As per standing offer Selon l'offre permanente	Contact - Personne-ressource	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.	Order No. N° de la demande
		Standing offer No. - N° d'offre permanente				Order date Date de la demande
Vendor # - N° fournisseur 285092	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No. - N° du Tél.	Fax. No. - N° de télécop.	Date required - Demandé pour le	
Item No. Article n°	Description	U of I U de I	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Est. Price Prix prévu
Delivery Address - Adresse de livraison		Invoicing address - Adresse de facturation See Delivery Address / Voir adresse de livraison		FOB - FAD		Amount - Montant / CAD
				Terms of payment - Modalités de paiement A/P, Due 30 Days From Document Date		T. 9385 - T. 12285 / CAD
						T. Amount - Montant T. / CAD
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur le gestion des finances publiques.		
				Signature		Date
				Approved for the Minister / Approuvé pour le Ministre		
				Signature		Date

Canada

ANNEX "F"
SCENARIOS FOR PRICE EVALUATION

Note: Calculations will be performed by the Standing Offer Authority and will be based on the rates submitted by the Offeror in the Basis of Payment in Annex "B" according to the quantities below.

PRICE EVALUATION SCENARIOS
A- SCENARIO 1: Initial period (January 2, 2023 to January 1, 2026)

CHRISTMAS LIGHTS ACROSS CANADA (CLAC) - Initial period				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	35	0	\$
Logistics crew member	\$	80	0	\$
Flooring installation (carpentry) leader	\$	32	0	\$
Delivery logistics crew leader	\$	110	0	\$
Delivery logistics crew member	\$	130	0	\$
Specific forklift and zoom boom operation and operator	\$	6	0	\$
Water truck and driver/operator	\$	4	0	\$
Subtotal Scenario 1:				\$

WINTERLUDE - Initial period				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	525	230	\$
Logistics crew member	\$	1,020	150	\$
Flooring installation (carpentry) leader	\$	20	22	\$
Logistics travel crew leader	\$	90	15	\$
Logistics travel crew member	\$	110	6	\$
Backhoe and operator	\$	230	3	\$
Tractor and driver	\$	30	0	\$
Subtotal Scenario 1:				\$

CANADA DAY - Initial period				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	380	150	\$
Logistics crew member	\$	1,100	435	\$
Flooring installation (carpentry) leader	\$	32	0	\$
Logistics travel crew leader	\$	110	0	\$
Delivery logistics crew member	\$	130	0	\$
Specific forklift and zoom boom operation and operator	\$	6	0	\$
Water truck and driver/operator	\$	4	0	\$
Subtotal Scenario 1:				\$

EVENT	AMOUNT
Subtotal Initial period: Christmas Lights Across Canada	\$
Subtotal Initial period: Winterlude	\$
Subtotal Initial period: Canada Day	\$
TOTAL FOR PRICE EVALUATION SCENARIO 1 =	\$

B- SCENARIO 2: Option Year 1 (January 2, 2026 to January 1, 2027)

CHRISTMAS LIGHTS ACROSS CANADA (CLAC) - Option Year 1				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	35	0	\$
Logistics crew member	\$	80	0	\$
Flooring installation (carpentry) leader	\$	32	0	\$
Delivery logistics crew leader	\$	110	0	\$
Delivery logistics crew member	\$	130	0	\$
Specific forklift and zoom boom operation and operator	\$	6	0	\$
Water truck and driver/operator	\$	4	0	\$
Subtotal Scenario 2:				\$

WINTERLUDE - Option Year 1				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	525	230	\$
Logistics crew member	\$	1,020	150	\$

Flooring installation (carpentry) leader	\$	20	22	\$
Logistics travel crew leader	\$	90	15	\$
Logistics travel crew member	\$	110	6	\$
Backhoe and operator	\$	230	3	\$
Tractor and driver	\$	30	0	\$
Subtotal Scenario 2:				\$

CANADA DAY - Option Year 1				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	380	150	\$
Logistics crew member	\$	1,100	435	\$
Flooring installation (carpentry) leader	\$	32	0	\$
Logistics travel crew leader	\$	110	0	\$
Delivery logistics crew member	\$	130	0	\$
Specific forklift and zoom boom operation and operator	\$	6	0	\$
Water truck and driver/operator	\$	4	0	\$
Subtotal Scenario 2:				\$

EVENT	AMOUNT
Subtotal Option Year 1: Christmas Lights Across Canada	\$
Subtotal Option Year 1: Winterlude	\$
Subtotal Option Year 1: Canada Day	\$
TOTAL FOR PRICE EVALUATION SCENARIO 2 =	\$

C- SCENARIO 3: Option Year 2 (January 2, 2027 to January 1, 2028)

CHRISTMAS LIGHTS ACROSS CANADA (CLAC) - Option Year 2				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	35	0	\$
Logistics crew member	\$	80	0	\$
Flooring installation (carpentry) leader	\$	32	0	\$
Delivery logistics crew leader	\$	110	0	\$
Delivery logistics crew member	\$	130	0	\$
Specific forklift and zoom boom operation and operator	\$	6	0	\$
Water truck and driver/operator	\$	4	0	\$

Subtotal Scenario 3:	\$
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WINTERLUDE - Option Year 2				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	525	230	\$
Logistics crew member	\$	1,020	150	\$
Flooring installation (carpentry) leader	\$	20	22	\$
Logistics travel crew leader	\$	90	15	\$
Logistics travel crew member	\$	110	6	\$
Backhoe and operator	\$	230	3	\$
Tractor and driver	\$	30	0	\$
Subtotal Scenario 3:				\$

CANADA DAY - Option Year 2				
Category of personnel or equipment	Hourly Rate (reg and OT)	Estimated Hours Ontario	Estimated Hours Quebec	Grand Total for Event
Logistics crew leader	\$	380	150	\$
Logistics crew member	\$	1,100	435	\$
Flooring installation (carpentry) leader	\$	32	0	\$
Logistics travel crew leader	\$	110	0	\$
Delivery logistics crew member	\$	130	0	\$
Specific forklift and zoom boom operation and operator	\$	6	0	\$
Water truck and driver/operator	\$	4	0	\$
Subtotal Scenario 3:				\$

EVENT	AMOUNT
Subtotal Option Year 2: Christmas Lights Across Canada	\$
Subtotal Option Year 2: Winterlude	\$
Subtotal Option Year 2: Canada Day	\$
TOTAL FOR PRICE EVALUATION SCENARIO 3 =	\$

D- GRAND TOTAL OF THE PRICE EVALUATION

EVENT	AMOUNT
Subtotal Scenario 1: Initial period	\$
Subtotal Scenario 2: Option Year 1	\$
Subtotal Scenario 3: Option Year 2	\$
GRAND TOTAL FOR PRICE EVALUATION =	\$

