



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-877-558-2349
 Bid E-mail Address:
soumissionsest-bidseast@pc.gc.ca

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

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

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Cornwall, Ontario

Title: Septic Tank and Privy Pumping Services, Cape Breton Highlands National Park	
Solicitation No.: 5P300-23-0035/A	Date: December 21, 2023
Client Reference No.: N/A	

Solicitation Closes: At: 2:00 PM On: January 17, 2024	Time Zone: Eastern Standard Time (EST)
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
--

Address Enquiries to: Christine Lajoie	
Email Address: christine.lajoie@pc.gc.ca	Telephone No.: 343-585-2762

Destination of Goods, Services, and Construction: Parks Canada, Cape Breton Highlands National Park

TO BE COMPLETED BY THE BIDDER

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

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Christine Lajoie

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Septic Tank and Privy Cleaning Services, Cape Breton Highlands National Park

IMPORTANT NOTICE TO BIDDERS

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

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

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

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

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

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

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

Direct Deposit

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

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

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FORMER PUBLIC SERVANT32

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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

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

1.3. Debriefings

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

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PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2023-06-08), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

2.2. Submission of Bids

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

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

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

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

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

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

2.3. Enquiries – Bid Solicitation

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

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

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

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

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

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

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

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

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PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

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

Section II: Certifications

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

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1. Financial Evaluation

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

4.1.2. Basis of Selection

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

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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

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

5.2.2. Former Public Servant

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

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

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

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PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

There is no security requirement applicable to the Contract.

6.2. Statement of Work

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

6.3. Standard Clauses and Conditions

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

6.3.1. General Conditions

[2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

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

6.3.2. Supplemental General Conditions

6.3.2.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules

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

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from May 1, 2024 to November 30, 2024 inclusive.

6.4.2. Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

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6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Christine Lajoie
A/Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
111 Water Street East
Cornwall, ON K6H 6S2

Telephone: 343-585-2762

E-mail address: christine.lajoie@pc.gc.ca

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

6.5.2. Project Authority

The Project Authority for the Contract is:

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

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

6.5.3. Contractor's Representative

The Contractor's Representative for the Contract is: *** provide with bid submission ***

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

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

6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment – Firm Unit Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, as specified in Annex "B". Customs duties are included and Applicable Taxes are extra.

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

6.7.2. Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *** to be inserted at contract award ***. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

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6.7.3. Method of Payment – Monthly Payments

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

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

6.8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract.
2. Invoices must be distributed as follows:
 - a. The invoice must be forwarded electronically to the Project Authority for certification and payment.

6.9. Certifications and Additional Information

6.9.1. Compliance

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

6.10. Applicable Laws

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

6.11. Priority of Documents

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

- (a) The Articles of Agreement;
- (b) The general conditions [2010C](#) (2022-12-01), General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) The Contractor's bid dated ***** to be inserted at contract award *****.

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6.12. SACC Manual Clauses

[A9068C](#) (2010-01-11), Government Site Regulations

[A1009C](#) (2008-05-12), Work Site Access

[A9039C](#) (2008-05-12), Salvage

6.13. Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.14. Inspection and Acceptance

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

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ANNEX A

STATEMENT OF WORK

1. Title

Septic Tank and Privy Pumping Services, Cape Breton Highlands National Park

2. Objective

Parks Canada (PC) requires a Contractor to perform septic tank and privy pumping services at Cape Breton Highlands National Park. The project involves the pumping and inspection of septic tanks and privies to ensure proper sanitation and waste management within the park.

3. Scope of Work

The Contractor is responsible for the following:

Septic Tank and Privy Pumping:

- Pumping out septic tanks located at designated areas within the park.
- Removal of all liquid and solid waste, to the capacity of the tank.
- Disposal of waste material in accordance with applicable environmental regulations.
- Conducting inspections to identify any issues or repairs required for the septic tanks.
- Reporting the findings of inspections and recommending appropriate actions for repairs or replacements.
- Cleaning up the area around the tank, removing all debris and disposing of it in a responsible manner.

3.1. Specifications

INGONISH						
Location	Address	Tank Size (Gallons)	Estimated pumpings per year	Estimated Month of service		
Ingonish Administration	37639 Cabot Trail	2900	1	May		
East Gate	37541 Cabot Trail	625	2	May		Aug
Ingonish Beach Day Use	90 Beach Road	3000	1	May		
Ingonish Campground Privy	37437 Cabot Trail	625	1			Aug
Clyburn Day Use	37204 Cabot Trail	2100	1		Jun	
North Bay Beach Privy	37123 Cabot Trail	2000	1		Jun	
Broadcove Kiosk	37 Broadcove Campground Rd	1000	2	May		Aug
Warren Lake Day Use	325 Warren Lake Rd (2-1050 gal)	2100	1		Jun	
Black Brook South Day Use	33781 Cabot Trail	845	1		Jun	
Black Brook North Day Use	33637 Cabot Trail	625	1		Jun	
Neil Brook Day Use	32610 Cabot Trail	625	1		Jun	

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CHETICAMP								
Location	Address	Tank Size (Gallons)	Estimated pumpings per year	Estimated Month of Service				
Big Intervale Campground	27117 Cabot Trail (2-1600 gal)	3000	1		Jun			
Beulach Ban Falls	27120 Cabot Trail (2-500 gal)	1000	1		Jun			
Bog Trail Head	20675 Cabot Trail	500	3	May		Jul		Sep
Grande Anse Day Use	24301 Cabot Trail (2-500 gal)	1000	1		Jun			
Grand Falaise Day Use Area	17245 Cabot Trail	1600	1		Jun			
La Bloc Day Use	17825 Cabot Trail (2-1600 gal)	3000	1		Jun			
Macintosh Brook Day Use	24150 Cabot Trail	1600	1	May				
Skyline Trail parking lot 1	19685 Cabot Trail (2-1600 Gal)	3000	4		Jun	Jul	Aug	Sep
Skyline Trail parking lot 2	19685 Cabot Trail (2-1600 Gal)	3000	4		Jun	Jul	Aug	Sep
Skyline Trail, trail head	19685 Cabot Trail	1600	2			Jul		Sep
Cheticamp Campground main tank	16648 Cabot Trail	3000	2		Jun			Sep
Cheticamp Campground Roberts Brook	86 Chemin Roberts Brook Rd	3000	2		Jun			Sep
Corney Brook Campground	18573 Cabot Trail	810	1	May				
West Gate	16674 Cabot Trail	400	2	May		Jul		

4. Deliverables

The Contractor will provide Parks Canada with regular progress reports, consisting of a written report of the pumping, including the volume pumped, and any recommendations for maintenance or repairs. The Contractor will also recommend a suitable regular pumping schedule.

5. Health and Safety

The Contractor must adhere to all health and safety regulations and guidelines during the execution of the project. Proper personal protective equipment (PPE) must be used by the Contractor's personnel to ensure their safety and minimize any potential environmental impact. The Contractor must use barriers and/or warning signs when necessary.

6. Reporting and Communication

The Contractor must provide regular progress reports to the Project Authority. Any issues or concerns regarding the project should be promptly communicated to ensure timely resolution.

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N/A

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7. Contractor Responsibilities

The Contractor is responsible for providing all necessary equipment, tools, and supplies required to perform the cleaning services. The Contractor must also ensure compliance with all applicable laws, regulations, and permits.

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ANNEX B

BASIS OF PAYMENT

Financial Bid Submission Requirements

- (a) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (b) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (c) The inclusion of volumetric data in this document 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. The estimated quantities are for evaluation purposes only.
- (d) Total Combined Evaluated Estimated Bid Price Calculation:
 - a. For the purposes of evaluation, the evaluated bid price will be comprised of the combined total of Table A through Table D.

A. Initial Contract Period – May 1, 2024 to November 30, 2024

Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
INGONISH LOCATIONS					
A.1	Ingonish Administration	Per Pumping	\$	1	\$
A.2	East Gate	Per Pumping	\$	2	\$
A.3	Intgonish Beach Day Use	Per Pumping	\$	2	\$
A.4	Ingonish Campground Privy	Per Pumping	\$	1	\$
A.5	Clyburn Day Use	Per Pumping	\$	1	\$
A.6	North Bay Beach Privy	Per Pumping	\$	2	\$
A.7	Broadcove Kiosk	Per Pumping	\$	2	\$

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A.8	Warren Lake Day Use	Per Pumping	\$	1	\$
A.9	Black Brook South Day Use	Per Pumping	\$	1	\$
A.10	Black Brook North Day Use	Per Pumping	\$	1	\$
A.11	Neil Brook Day Use	Per Pumping	\$	1	\$
CHETICAMP LOCATIONS					
A.12	Big Intervale Campground	Per Pumping	\$	1	\$
A.13	Beulach Ban Falls	Per Pumping	\$	1	\$
A.14	Bog Trail Head	Per Pumping	\$	4	\$
A.15	Grande Anse Day Use	Per Pumping	\$	1	\$
A.16	Grand Falaise Day Use Area	Per Pumping	\$	1	\$
A.17	La Bloc Day Use	Per Pumping	\$	2	\$
A.18	Macintosh Brook Day Use	Per Pumping	\$	1	\$
A.19	Skyline Trail parking lot 1	Per Pumping	\$	5	\$
A.20	Skyline Trail parking lot 2	Per Pumping	\$	5	\$
A.21	Skyline Trail, trail head	Per Pumping	\$	2	\$
A.22	Cheticamp C/G main tank	Per Pumping	\$	3	\$
A.23	Cheticamp C/G Roberts Brook	Per Pumping	\$	2	\$
A.24	Corney Brook C/G	Per Pumping	\$	2	\$
A.25	West Gate	Per Pumping	\$	2	\$
(A)	SUB-TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

Solicitation No.:
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Contracting Authority:
Christine Lajoie

Client Reference No.:
N/A

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Septic Tank and Privy Cleaning Services, Cape Breton Highlands National Park

B. Option Period 1 – December 1, 2024 to November 30, 2025

Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
INGONISH LOCATIONS					
B.1	Ingonish Administration	Per Pumping	\$	1	\$
B.2	East Gate	Per Pumping	\$	2	\$
B.3	Intgonish Beach Day Use	Per Pumping	\$	1	\$
B.4	Ingonish Campground Privy	Per Pumping	\$	1	\$
B.5	Clyburn Day Use	Per Pumping	\$	1	\$
B.6	North Bay Beach Privy	Per Pumping	\$	1	\$
B.7	Broadcove Kiosk	Per Pumping	\$	2	\$
B.8	Warren Lake Day Use	Per Pumping	\$	1	\$
B.9	Black Brook South Day Use	Per Pumping	\$	1	\$
B.10	Black Brook North Day Use	Per Pumping	\$	1	\$
B.11	Neil Brook Day Use	Per Pumping	\$	1	\$
CHETICAMP LOCATIONS					
B.12	Big Intervale Campground	Per Pumping	\$	1	\$
B.13	Beulach Ban Falls	Per Pumping	\$	1	\$
B.14	Bog Trail Head	Per Pumping	\$	3	\$

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B.15	Grande Anse Day Use	Per Pumping	\$	1	\$
B.16	Grand Falaise Day Use Area	Per Pumping	\$	1	\$
B.17	La Bloc Day Use	Per Pumping	\$	2	\$
B.18	Macintosh Brook Day Use	Per Pumping	\$	1	\$
B.19	Skyline Trail parking lot 1	Per Pumping	\$	4	\$
B.20	Skyline Trail parking lot 2	Per Pumping	\$	4	\$
B.21	Skyline Trail, trail head	Per Pumping	\$	2	\$
B.22	Cheticamp C/G main tank	Per Pumping	\$	2	\$
B.23	Cheticamp C/G Roberts Brook	Per Pumping	\$	2	\$
B.24	Corney Brook C/G	Per Pumping	\$	1	\$
B.25	West Gate	Per Pumping	\$	2	\$
(B)	SUB-TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

C. Option Period 2 – December 1, 2025 to November 30, 2026

Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
INGONISH LOCATIONS					
C.1	Ingonish Administration	Per Pumping	\$	1	\$
C.2	East Gate	Per Pumping	\$	2	\$

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Client Reference No.:
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Title:
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C.3	Intgonish Beach Day Use	Per Pumping	\$	1	\$
C.4	Ingonish Campground Privy	Per Pumping	\$	1	\$
C.5	Clyburn Day Use	Per Pumping	\$	1	\$
C.6	North Bay Beach Privy	Per Pumping	\$	1	\$
C.7	Broadcove Kiosk	Per Pumping	\$	2	\$
C.8	Warren Lake Day Use	Per Pumping	\$	1	\$
C.9	Black Brook South Day Use	Per Pumping	\$	1	\$
C.10	Black Brook North Day Use	Per Pumping	\$	1	\$
C.11	Neil Brook Day Use	Per Pumping	\$	1	\$
CHETICAMP LOCATIONS					
C.12	Big Intervale Campground	Per Pumping	\$	1	\$
C.13	Beulach Ban Falls	Per Pumping	\$	1	\$
C.14	Bog Trail Head	Per Pumping	\$	3	\$
C.15	Grande Anse Day Use	Per Pumping	\$	1	\$
C.16	Grand Falaise Day Use Area	Per Pumping	\$	1	\$
C.17	La Bloc Day Use	Per Pumping	\$	2	\$
C.18	Macintosh Brook Day Use	Per Pumping	\$	1	\$
C.19	Skyline Trail parking lot 1	Per Pumping	\$	4	\$
C.20	Skyline Trail parking lot 2	Per Pumping	\$	4	\$
C.21	Skyline Trail, trail head	Per Pumping	\$	2	\$
C.22	Cheticamp C/G main tank	Per Pumping	\$	2	\$

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Client Reference No.:
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Title:
Septic Tank and Privy Cleaning Services, Cape Breton Highlands National Park

C.23	Cheticamp C/G Roberts Brook	Per Pumping	\$	2	\$
C.24	Corney Brook C/G	Per Pumping	\$	1	\$
C.25	West Gate	Per Pumping	\$	2	\$
(C)	SUB-TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

D. Option Period 3 – December 1, 2026 to November 30, 2027

Firm Unit Price(s)

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) in Canadian funds for all costs, including but not limited to all professional, technical, and administrative fees and costs as required to fulfill the requirements of *Annex A – Statement of Work* as defined.

Item No.	Description	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total = a x b
INGONISH LOCATIONS					
D.1	Ingonish Administration	Per Pumping	\$	1	\$
D.2	East Gate	Per Pumping	\$	2	\$
D.3	Intgonish Beach Day Use	Per Pumping	\$	1	\$
D.4	Ingonish Campground Privy	Per Pumping	\$	1	\$
D.5	Clyburn Day Use	Per Pumping	\$	1	\$
D.6	North Bay Beach Privy	Per Pumping	\$	1	\$
D.7	Broadcove Kiosk	Per Pumping	\$	2	\$
D.8	Warren Lake Day Use	Per Pumping	\$	1	\$
D.9	Black Brook South Day Use	Per Pumping	\$	1	\$
D.10	Black Brook North Day Use	Per Pumping	\$	1	\$

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D.11	Neil Brook Day Use	Per Pumping	\$	1	\$
CHETICAMP LOCATIONS					
D.12	Big Intervale Campground	Per Pumping	\$	1	\$
D.13	Beulach Ban Falls	Per Pumping	\$	1	\$
D.14	Bog Trail Head	Per Pumping	\$	3	\$
D.15	Grande Anse Day Use	Per Pumping	\$	1	\$
D.16	Grand Falaise Day Use Area	Per Pumping	\$	1	\$
D.17	La Bloc Day Use	Per Pumping	\$	2	\$
D.18	Macintosh Brook Day Use	Per Pumping	\$	1	\$
D.19	Skyline Trail parking lot 1	Per Pumping	\$	4	\$
D.20	Skyline Trail parking lot 2	Per Pumping	\$	4	\$
D.21	Skyline Trail, trail head	Per Pumping	\$	2	\$
D.22	Cheticamp C/G main tank	Per Pumping	\$	2	\$
D.23	Cheticamp C/G Roberts Brook	Per Pumping	\$	2	\$
D.24	Corney Brook C/G	Per Pumping	\$	1	\$
D.25	West Gate	Per Pumping	\$	2	\$
(D)	SUB-TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

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Client Reference No.:
N/A

Title:
Septic Tank and Privy Cleaning Services, Cape Breton Highlands National Park

E. Total Evaluated Bid Price

Item	Description	Bid Price
(A)	Initial Contract Period – May 1, 2024 to November 30, 2024 SUB-TOTAL EVALUATED BID PRICE	\$
(B)	Option Period 1 – December 1, 2024 to November 30, 2025 SUB-TOTAL EVALUATED BID PRICE	\$
(C)	Option Period 2 – December 1, 2025 to November 30, 2026 SUB-TOTAL EVALUATED BID PRICE	\$
(D)	Option Period 3 – December 1, 2026 to November 30, 2027 SUB-TOTAL EVALUATED BID PRICE	\$
(E)	TOTAL EVALUATED BID PRICE Sum of Bid Price(s)	\$

Notes:

- (a) Unidentified costs will not be allowable under the Contract unless there is a change to the work requirements and addressed by a contract amendment issued by the Contracting Authority;
- (b) Additional payment terms and conditions will not apply to the contract; and
- (c) Customs duties are included and Applicable Taxes are extra.

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ANNEX C

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

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

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

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

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

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

Location of Work

General Description of Work to be Completed
--

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Mark "Yes" where applicable.

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

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

Name: _____

Signature: _____

Date: _____

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ANNEX D TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

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

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

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

Supplier Information

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

List of Names

Name	Title

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Declaration

I, _____, (*name*)

_____, (*position*) of

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

Signature: _____

Date: _____

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Christine Lajoie

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N/A

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ANNEX E TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () 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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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