



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
 National Contracting Services
 Bid Fax: 1-866-246-6893
 Bid E-mail Address:
soumissionsouest-bidswest@canada.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.

Comments:

Issuing Office:

Parks Canada Agency
 National Contracting Services
 Calgary, AB

| | |
|---|-------------------------------|
| Title: Blading Services West Block Roads – Grasslands National Park | |
| Solicitation No.: 5P420-23-0379/A | Date: April 2, 2024 |
| Client Reference No.: N/A | |
| GETS Reference No.: N/A | |

| | |
|--|--------------------------|
| Solicitation Closes: At: 14:00 On: April 18, 2024 | Time Zone: MDT |
|--|--------------------------|

| | |
|--|-----------------------------------|
| F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> | |
| Address Enquiries to: Mandelle Waddell | |
| Telephone No.: 403-585-7724 | Fax No.: 1-866-246-6893 |
| Email Address: mandelle.waddell@pc.gc.ca | |
| Destination of Goods, Services, and Construction: See Herein | |

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: |

Solicitation No.:
5P420-23-0379/A

Amendment No.:
00

Contracting Authority:
Mandelle Waddell

Ver.12.12.2022

Client Reference No.:
N/A

Title:
Blading Services West Block Roads – Grasslands 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 soumissionsouest-bidswest@canada.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsouest-bidswest@canada.ca will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-866-246-6893.

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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PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

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

1.2. Statement of Work

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

1.3. Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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 1-866-246-6893.

The only acceptable email address for responses to bid solicitations is soumissionsouest-bidswest@canada.ca.

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 five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must

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

2.4. Applicable Laws

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

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.

3.1.1. Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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 technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1. Financial Evaluation

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

4.1.2. Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1. Certifications Required with the Bid

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

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

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

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5.2.3. Federal Contractors Program for Employment Equity – Bid Certification

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

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

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

6.2. Statement of Work

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

6.2.1. Task Authorization Process

6.2.1.1. Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.2.1.2. Task Authorization Process:

- (a) The Project Authority will provide the Contractor with a description of the work using the "[Task Authorization](#)" form specified in **Annex "E"**.
- (b) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
- (c) The Contractor must provide the Project Authority, within seven (7) calendar days of its receipt, the proposed total estimated cost for performing the work and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- (d) The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2. Canada's Obligation – Minimum Work Guarantee - All the Work - Task Authorizations

6.2.2.1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10 percent.

6.2.2.2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 6.2.2.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting

Authority.

6.2.2.3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

6.2.2.4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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 date of contract to March 31, 2025 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 two (2) additional one (1) year period(s) being April 01, 2025 to March 31, 2026 inclusive, and April 01, 2026 to March 31, 2027 inclusive under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Mandelle Waddell
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Calgary, AB

Telephone: 403-585-7724

E-mail address: mandelle.waddell@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

*** to be completed by Bidder ***

The Contractor's Representative for the Contract is:

| | | |
|--|---------------------------------|-------------------------|
| Representative's Name: | | |
| Representative's Title: | | |
| Legal Vendor/ Firm Name: | | |
| Operating Vendor/ Firm Name (if different than above): | | |
| Physical Address: | | |
| City: | Province/ Territory: | Postal Code: |
| Telephone: | | Facsimile: |
| Email Address: | | |
| Procurement Business Number (PBN) or Goods and Services Tax (GST) Number: | | |

6.6. Proactive Disclosure of Contracts with Former Public Servants

*** [SACC Manual clause A3025C](#) to be inserted at contract award, if applicable ***

6.7. Payment

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

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in **Annex B**, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2. Basis of Payment: Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at **Annex B**.

Canada's liability to the Contractor under the authorized task authorization must not exceed the **limitation of expenditure specified in the authorized task authorization**. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.3. Limitation of Expenditure – Cumulative Total of All Task Authorizations

- 6.7.3.1.** Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs) must not exceed the sum of \$ ****to be inserted at contract award****. Customs duties are included and Applicable Taxes are extra.
- 6.7.3.2.** No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- 6.7.3.3.** 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.
- 6.7.3.4.** 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.

6.7.4. Monthly Payment

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

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

6.8. Invoicing Instructions

- 6.8.1** 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 time sheets to support the time claimed, if applicable;
 - b. a copy of the release document/report and any other documents as specified in the Contract, if applicable;
 - c. a copy of the invoices, receipts for parts and material, if applicable;
 - d. a copy of the Task Authorization.
-

6.8.2 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, Insurance Requirements;
- (f) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (g) Annex E, Task Authorization Form;
- (h) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations
[B6802C](#) (2007-11-30) Government Property
[A1009C](#) (2008-05-12) Work Site Access
[B9028C](#) (2007-05-25) Access to Facilities and Equipment

6.13. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based

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Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.14. Inspection and Acceptance

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

ANNEX A

STATEMENT OF WORK

Blading Services – Grasslands National Park – West Block

1. Scope

1.1. Objective:

1.1.1. Contractor is required to provide a motor grader and qualified operator services for Grasslands National Park's West Block on an as and when required basis, including, but not limited to:

- 1.1.1.1. Blading and shaping roadways.
- 1.1.1.2. Redistributing gravel across the road surface.

1.1.2. Complete routine maintenance to provide a smooth, safe, riding surface free of defects, eliminate hazards to vehicular traffic, promote drainage, and protect the road asset.

1.2. Background:

1.2.1. GNP is currently undergoing establishment. The establishment process has led to increasing numbers of staff and visitors which in turn has led to the requirement of additional infrastructure, including safe roadways in the park.

1.2.2. Road types include:

- 1.2.2.1. Clay backcountry roads
- 1.2.2.2. Gravel backcountry roads
- 1.2.2.3. Gravel front country roads
- 1.2.2.4. Campground roads

1.2.3. Some backcountry roads have been maintained as trails or fire guards in recent years. Parks Canada intends to improve the level of service on these roadways in part through increased blading.

2. Requirements

2.1. Contractor is required to provide the following services:

2.1.1. Grader (s) and operator (s)

2.1.1.1. Must be capable of the following for gravel and clay roadways:

- 2.1.1.1.1. Shaping road profile
- 2.1.1.1.2. Maintaining road shoulders
- 2.1.1.1.3. Removing vegetation buildup on road shoulders so road edges are flush with road shoulder vegetation.
- 2.1.1.1.4. Removing vegetation buildup from road surface
- 2.1.1.1.5. Cutting out washboards
- 2.1.1.1.6. Filling in or cutting out potholes and ruts
- 2.1.1.1.7. Grading to a target road crown of 4% from centre of road angled downwards from centreline to each shoulder in a straight line. Reduce existing parabolic crowns where possible in an effort to achieve 4% crown.
- 2.1.1.1.8. Curves shall be super elevated based on operator experience (maximum grade of 6% unless otherwise approved by Project Authority).

- 2.1.1.1.9. Top speed of motor grader will not exceed 3-5mph depending on conditions. Motor grader shall keep speeds low enough to maintain vehicle stability.
- 2.1.1.1.10. Redistributing gravel across the road surface after placement by semi-dump trucks
- 2.1.1.1.11. Gravel windrows will not be left on road shoulders unless approved by the Project Authority
- 2.1.1.2. Provide recommendations on placement locations and quantity of gravel for routine gravel application.
- 2.1.2. Equipment:
 - 2.1.2.1. Moldboard cutting edges shall be kept in good condition and replaced as needed to ensure parabolic road crowns are not created. The centre of the cutting edge shall not exceed $\frac{1}{2}$ to $\frac{3}{4}$ of an inch of wear.
 - 2.1.2.2. High visibility flags will be mounted on both ends of the moldboard blade.
 - 2.1.2.3. An amber light will be mounted that is visible to both oncoming and passing traffic is required.
 - 2.1.2.4. A slow-moving vehicle sign is required on the back of the motor grader.
- 2.1.3. Location:
 - 2.1.3.1. See Appendix A for roads in scope.
- 2.1.4. Schedule:
 - 2.1.4.1. Services are to be provided from date of contract to March 31st, 2025.
- 2.1.5. Contractor to contact Parks Canada representative before commencing blading services.

3. Constraints

3.1. Meetings:

- 3.1.1. The Contractor shall meet with the Project Authority on an “as and when required” basis as determined by the Contractor or Project Authority or their designate.
- 3.1.2. Arrangements for these “as and when required” meetings will be made via email or telephone conversation between the Contractor and Project Authority or their designate.

3.2. Scheduling:

- 3.2.1. Meeting the deadlines is of utmost importance. Any changes to the schedule must immediately be brought to the attention of Parks Canada. In return, Parks Canada shall immediately inform the Contractor of any changes to the schedule.
- 3.2.2. Standard requests shall be processed within a maximum delay of five (5) business days.
- 3.2.3. The majority of the work will be carried out between 08:00 and 16:30, Monday to Friday, but may extend outside these hours.
- 3.2.4. From April 1 to May 30 work hours are limited to 1.5 hours after sunrise to 1.5 hours before sunset.
- 3.2.5. Road work will be minimized in high traffic areas during peak visitor times, eg. Friday afternoons, Saturday, and Sundays.
- 3.2.6. Urgent requests must be confirmed within 48 hours of when the request was made, and the Contractor shall arrive on location as agreed to.
- 3.2.7. The Contractor will be responsible for bearing the costs associated with the work (Parks Canada, Contractor, Subcontractor, etc.) if any delays in this work are its responsibility (lack or breakdown of equipment, etc.).

3.3. Environmental Mitigations:

3.3.1. Equipment may only be operated on roadways.

3.3.2. Ensure that all requirements identified below are being met:

3.3.2.1. Planning/Timing of work

3.3.2.1.1. Any contracted work crews will attend an environmental briefing before starting work.

3.3.2.1.2. Wash all vehicles and equipment prior to arrival to minimize risk of introducing weeds and soils from off-site. Vehicles and equipment will be inspected and must be free of dirt and debris prior to entering the park.

3.3.2.1.3. Please give at least 24-hour notice for briefings and inspections (contact PCA Project Authority with any questions or concerns, to arrange environmental briefings, and for equipment inspections).

3.3.2.1.4. Adhere to seasonal road closures.

3.3.2.1.5. Between April 1st and May 30th, do not work between 1.5 hours before sunset and 1.5 hours after sunrise (this is to be compliant with the Emergency Order for the Protection of the Greater Sage-grouse).

3.3.2.1.6. Avoid scheduling grading during wet road conditions to minimize wildlife collisions.

3.3.2.1.7. Avoid grading early mornings, late evenings, and overnight to minimize wildlife collisions.

3.3.2.2. Invasive Species

3.3.2.2.1. Ensure machinery is in a clean condition and maintained free of dirt and debris before moving to new sites (e.g. brush off equipment).

3.3.2.2.2. When working in areas of invasive species identified at the start-up meeting, clean equipment so that it is free of dirt, vegetation, and debris before moving out of that area. Tires, wheel wells, undercarriage, mower decks, blades, trailers, and all parts of equipment shall be cleaned. If dirt, vegetation, and debris cannot be cleaned off on site, remove as much as possible and go to a designated cleaning site to wash off with water. This will reduce the risk of transferring invasive species to new sites.

3.3.2.3. Public safety and visitor experience:

3.3.2.3.1. Close and mark the work site and safety hazards with appropriate signage while active construction, repair or maintenance is underway; consider temporary detours or reroutes as appropriate.

3.3.2.3.2. Keep visitor access trails and roads outside the construction area free of construction materials, waste, machinery, and equipment.

3.3.2.4. Wildlife

3.3.2.4.1. Never approach or harass wildlife (e.g., feeding, baiting, luring). If wildlife is observed at or near the work site, allow the animal (s) the opportunity to leave the work area.

3.3.2.5. Cultural Resources

3.3.2.5.1. Previously unknown cultural features or artifact concentrations may be encountered during work activities. If suspected artifacts are found, GPS coordinates and photographs of the find should be taken, and the Parks Canada project manager should be informed. The project manager should then contract Parks Canada's Terrestrial Archaeology section for advice and an assessment of significance that will in turn determine what will be required to mitigate the find.

- 3.3.2.6. Work in/near riparian areas:
 - 3.3.2.6.1. Do not refuel, store hazardous products, stockpile materials, or wash tools / equipment within 30m of a waterway.
- 3.3.2.7. Work in ephemeral waterways should be limited to times when flow is absent, and equipment should be run above the high-water mark.
- 3.3.3.PCA reserves the right to stop and discontinue any and all aspects of work within this project if the Contractor is found to be in contravention of the mitigations listed in Section 3.3.
- 3.3.4.PCA will include a vegetation specialist in the start up meeting for year to identify known areas of priority weed infestation along roadways.
- 3.3.5.Contractor must clean equipment so that it is free of dirt and debris before entering the park. Parks Canada will conduct inspections as required.
- 3.3.6.Contractor must brush off equipment of dirt and debris before leaving a site with a known priority weed.
- 3.3.7.Each piece of equipment must contain a spill kit able to contain 110% of potential spill.

3.4. Bridges

- 3.4.1.The Walker Bridge has load restrictions. See Appendix B for bridge locations.
- 3.4.2.Walker Bridge load rating:
 - 3.4.2.1. Straight truck 2 axles – 7 tonnes
 - 3.4.2.2. Straight truck 3 axles – 14 tonnes
 - 3.4.2.3. Tractor and semi trailer 5 axles – 19 tonnes

4. Occupational Health and Safety

- 4.1.1.The Contractor shall manage its activities so that the health and safety of the public, of its personnel and of other workers on the site shall always take precedence, including traffic control if required.
- 4.1.2.Construction signs in compliance with the Manual for Uniform Traffic Control Devices for Canada will be placed at the start and end of work zones as required.
- 4.1.3.All services, site safety and security, and field work required to undertake all aspects of the work requested shall be in accordance with all applicable Code of Standard Practices, Occupational Health and Safety Regulations and all other applicable codes, standards, regulations, and best practices that are applicable within Saskatchewan and Canada.
- 4.1.4.A Site-Specific Safety Plan (SSP) for the work area will be required.
 - 4.1.4.1. A copy of the SSP will be provided to PCA a minimum of three (3) business days prior to the date of Services being rendered.
 - 4.1.4.2. The level of detail in the SSP must be inline with the size, complexity, and risk level of the work activity. SSP to include the following at a minimum:
 - 4.1.4.2.1. A list of worksite hazards (including hazards to employees and public)
 - 4.1.4.2.2. A list of mitigations for each hazard
 - 4.1.4.2.3. Contact information for:
 - 4.1.4.2.3.1. Contractors and subcontractors
 - 4.1.4.2.3.2. Emergency services (RCMP, medical, etc.)
 - 4.1.4.2.4. A list of required personal protective equipment and when it should be worn.
 - 4.1.4.2.5. A call-in call out procedure when not working in close proximity to another operator.

4.1.4.3. PCA will not review nor accept any responsibility for the Contractor's SSP.

5. Contractor Responsibilities

5.1. Contractor Employees

5.1.1. Have all qualifications, certifications, training, and experience to do their jobs competently and safely.

5.2. Qualifications

5.2.1. All operators supplied by the Contractor must be fully qualified to operate the equipment in question in accordance with provincial standards and all equipment must meet any applicable safety standards.

5.2.2. Contractor's operators must produce proof of qualifications/certifications if asked at any time. PCA reserves the right to seek proof of such qualifications and to reject any operators or equipment that do not meet all applicable Provincial and or Federal licensing requirements or safety standards.

5.2.3. Operator must have a minimum of 5 years of experience operating a motor grader.

5.3. Equipment

5.3.1. All the vehicles and equipment provided by the Contractor must be in good mechanical condition and capable of functioning continuously, without interruption (8 hours per day). No rental fee will be paid for periods of downtime and no mobilization or demobilization fees will be paid for the replacement of equipment.

5.3.2. Contractor must ensure that the equipment is properly maintained and used in the prescribed manner, in compliance with the Canada Labour Code (CLC) and Provincial regulations where appropriate.

5.4. Personal Protective Equipment

5.4.1.1. The Contractor must provide personnel with the proper equipment, devices, tools, and machinery, including personal protective equipment (PPE).

5.5. Subcontracting

5.5.1. Parks Canada is allowing the Contractor to call on subcontractors to fulfill the mandate. The Contractor is responsible at all times for its subcontractor and cannot under any circumstances free itself of its contractual responsibilities.

5.5.2. The employees and equipment provided by the subcontractor shall meet the requirements of this contract in every aspect.

5.5.3. The Contractor shall inform the Project Authority at least 24h before the start of the work for which it plans to use a subcontractor to fulfill the mandate.

5.5.4. Parks Canada reserves the right to refuse a subcontractor it deems incapable of completing the work properly, safely and on time.

6. Parks Canada Responsibilities:

6.1. Parks Canada will provide the following:

- 6.1.1. Arrangements for, and participating in, all project meetings and inspections as required by the Contractor and internal to PCA.
- 6.1.2. Management of PCA team members will be the responsibility of the Project Authority.
- 6.1.3. Liaison between the Contractor and any regulatory agencies, if required.
- 6.1.4. Ensuring that all PCA decisions, as requested by the Contractor, are provided in a timely and professional manner that will not result in delays to the project.
- 6.1.5. Provide suitable lead time for activities with critical timelines (eg. when gravel trucks are planned for arrival)
- 6.1.6. Ensure access to non-public sites as required.
- 6.1.7. Provide approved locations to be used as equipment laydowns.

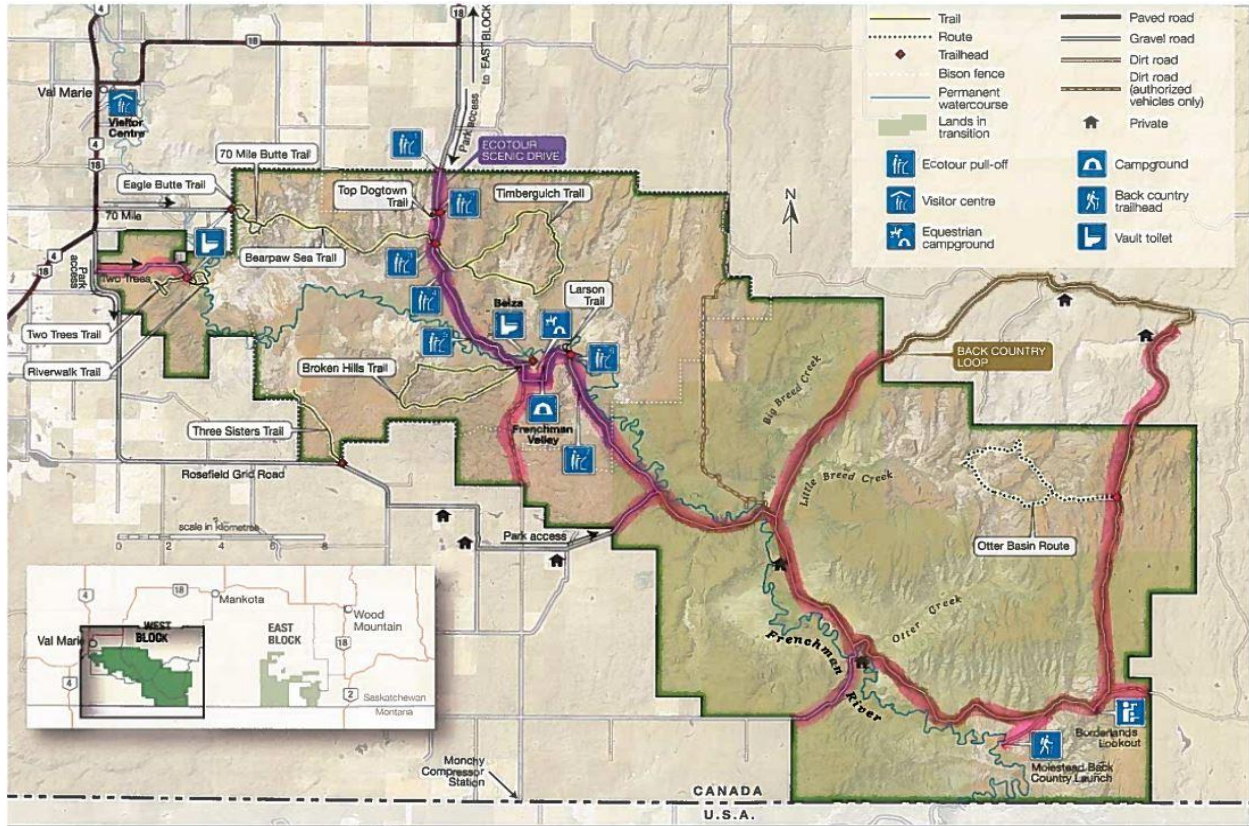
7. Special Considerations:

- 7.1. The Contractor shall be responsible for all aspects of the work and the work area involved on behalf of PCA.
- 7.2. The Contractor will be responsible for all aspects of site security and health and safety for the work area identified in this Statement of Work.
- 7.3. The Contractor is entirely responsible for any damage it may cause to the property of Parks Canada or a third party, during the execution of the work.

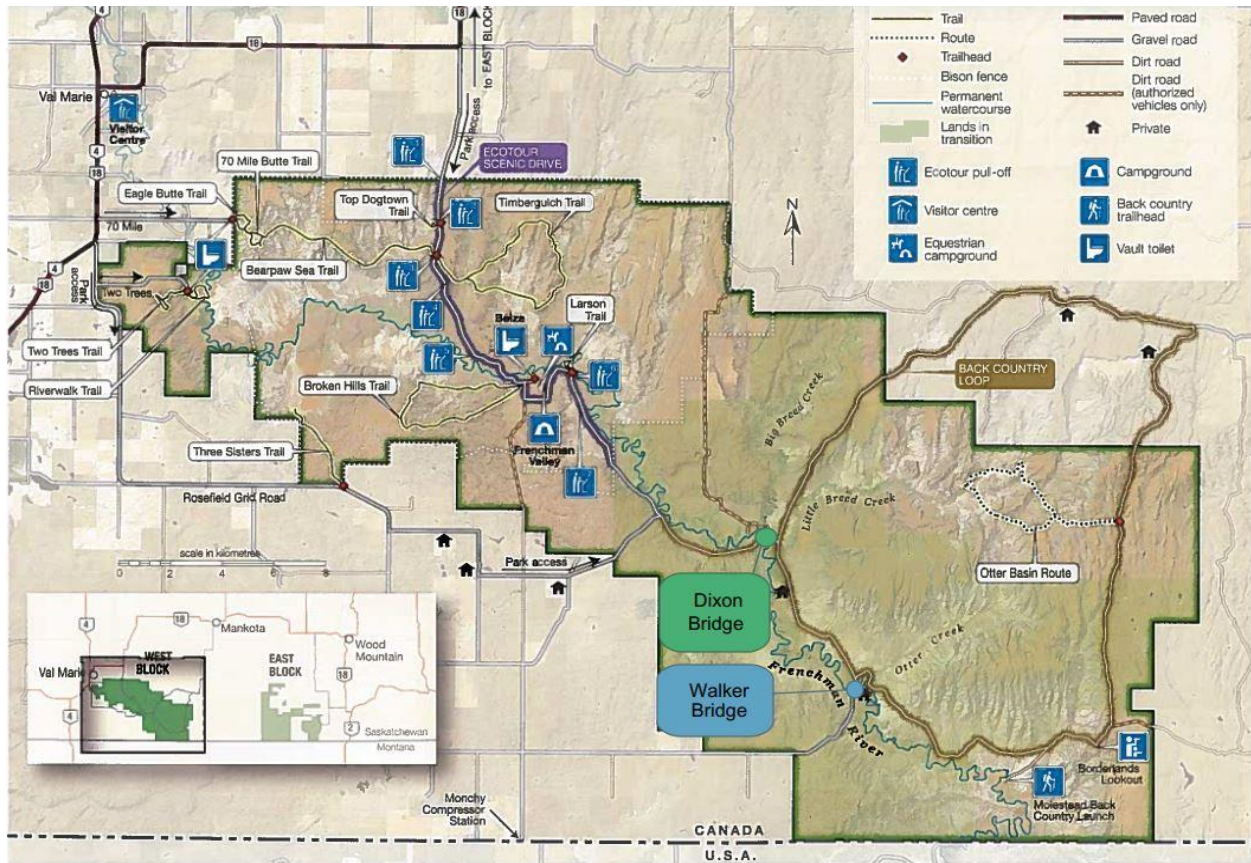
8. Acceptance Criteria:

- 8.1. The work will be monitored regularly for adherence to the work plan and to approve any modifications which may be required. Acceptance will be determined following examination, satisfactory completion, and acceptance by the Project Authority.

Appendix A – Map of Grasslands National Park West Block Roads (Approximate road locations highlighted in pink)



Appendix B – Approximate locations of bridges



ANNEX B

BASIS OF PAYMENT

*** to be completed by Bidder ***

Financial Bid Submission Requirements

- (a) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (b) Bidder must submit its financial bid in accordance with this Basis of Payment.
- (c) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (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 C.

1. Required Services - 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 | Estimated Quantity (a) | Unit of Measure (b) | Firm Unit Price(s) (c) | Estimated Amount = (a) x (b) x (c) |
|--|---|------------------------|----------------------------------|------------------------|------------------------------------|
| Contract period - Date of contract to March 31st, 2025 | | | | | |
| 1.1 | On site motor grader work as described in the statement of work (as per Annex A) | 600 hours | Hourly | \$ | \$ |
| 1.2 | Flat rate Mobilization and Demobilization (Round trip to and from work site – Per Appendix A) | 12 | Flat Rate Per Work Authorization | \$ | \$ |
| 1.3 | Site Meetings and site inspections. Operator and light duty vehicle | 12 | Hourly | \$ | \$ |
| A | Total Estimated Price Required Services (CAD, Taxes excluded) | | | | \$ |

2. Option Year 1 - Firm Unit Price(s)

If exercised, 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 | Estimated Quantity (a) | Unit of Measure (b) | Firm Unit Price(s) (c) | Estimated Amount = (a) x (b) x (c) |
|---|---|------------------------|----------------------------------|------------------------|------------------------------------|
| Option Year 1 – April 1st, 2025, to March 31st, 2026 | | | | | |
| 2.1 | On site motor grader work as described in the statement of work (as per Annex A) | 600 hours | Hourly | \$ | \$ |
| 2.2 | Flat rate Mobilization and Demobilization (Round trip to and from work site – Per Appendix A) | 12 | Flat Rate Per Work Authorization | \$ | \$ |
| 2.3 | Site Meetings and site inspections. Operator and light duty vehicle | 12 | Hourly | \$ | \$ |
| B | Total Estimated Price Option Year 1 (CAD, Taxes excluded) | | | | \$ |

3. Option Year 2 - Firm Unit Price(s)

If exercised, 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 | Estimated Quantity (a) | Unit of Measure (b) | Firm Unit Price(s) (c) | Estimated Amount = (a) x (b) x (c) |
|---|---|------------------------|----------------------------------|------------------------|------------------------------------|
| Option Year 2 – April 1st, 2026, to March 31st, 2027 | | | | | |
| 3.1 | On site motor grader work as described in the statement of work (as per Annex A) | 600 hours | Hourly | \$ | \$ |
| 3.2 | Flat rate Mobilization and Demobilization (Round trip to and from work site – Per Appendix A) | 12 | Flat Rate Per Work Authorization | \$ | \$ |
| 3.3 | Site Meetings and site inspections. Operator and light duty vehicle | 12 | Hourly | \$ | \$ |
| C | Total Estimated Price Option Year 2 (CAD, Taxes excluded) | | | | \$ |

4. Estimated Total Combined Evaluated Bid Price

The total evaluated bid price is the sum of Tables A through C.

| | |
|--|-----------|
| ESTIMATED TOTAL COMBINED EVALUATED BID PRICE (A + B + C) (excluding applicable tax) | \$ |
|--|-----------|

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.

ANNEX C

INSURANCE REQUIREMENTS: COMMERCIAL GENERAL LIABILITY INSURANCE

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

ANNEX D

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

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

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

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

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

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

| |
|-------------------------|
| Location of Work |
|-------------------------|

| |
|--|
| General Description of Work to be Completed |
|--|

Mark “Yes” where applicable.

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

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

Name: _____

Signature: _____

Date: _____

ANNEX E

TASK AUTHORIZATION FORM

Clear Data - Effacer les données

Parks
Canada

Parc
Canada

Instructions - Page 1

Instructions - Page 2

Annex D

Annexe

Task Authorization
Autorisation de tâche

Contract Number - Numéro du contrat

| | |
|---|--|
| <p style="font-size: 8px;">Contractor's Name and Address - Nom et l'adresse de l'entrepreneur</p> | <p style="font-size: 8px;">Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)</p> |
| | <p style="font-size: 8px;">Title of the task, if applicable - Titre de la tâche, s'il y a lieu</p> |
| | <p style="font-size: 8px;">Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus)</p> <p style="font-size: 10px;">\$</p> |

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui **If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract**
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

▶

For Revision only - Aux fins de révision seulement

| | | |
|--|--|---|
| <p>TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu</p> | <p>Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision</p> <p style="font-size: 10px;">\$</p> | <p>Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu</p> <p style="font-size: 10px;">\$</p> |
|--|--|---|

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. **Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

1. Required Work: - Travaux requis :

| | |
|---|--|
| <p style="font-size: 8px;">A. Task Description of the Work required - Description de tâche des travaux requis</p> | See Attached - Ci-joint <input type="checkbox"/> |
| <p style="font-size: 8px;">B. Basis of Payment - Base de paiement</p> | See Attached - Ci-joint <input type="checkbox"/> |
| <p style="font-size: 8px;">C. Cost of Task - Coût de la tâche</p> | See Attached - Ci-joint <input type="checkbox"/> |
| <p style="font-size: 8px;">D. Method of Payment - Méthode de paiement</p> | See Attached - Ci-joint <input type="checkbox"/> |

PC - TA (05/2012)

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de PC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de PC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PC Contracting Authority - Autorité contractante de PC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

ANNEX F TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

*** to be completed by Bidder ***

Requirements

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

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

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

Supplier Information

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

List of Names

| Name | Title |
|------|-------|
| | |
| | |
| | |
| | |

Solicitation No.:
5P420-23-0379/A

Amendment No.:
00

Contracting Authority:
Mandelle Waddell

Ver.12.12.2022

Client Reference No.:
N/A

Title:
Blading Services West Block Roads – Grasslands National Park

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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: _____

ANNEX G TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

*** to be completed by Bidder ***

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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Blading Services West Block Roads – Grasslands National Park

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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