



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 PROPOSAL

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: SQS Field Camp Catering – Sidney Island, BC	
Solicitation No.: 5P420-24-0025/A	Date: June 4, 2024
Client Reference No.: N/A	
GETS Reference No.: N/A	

Solicitation Closes: At: 14:00 On: July 2, 2024	Time Zone: MDT
--	---------------------------------

F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Amy Barrett Lichter	
Telephone No.: 403-589-3402	Fax No.: 1-866-246-6893
Email Address: amy.barrettlichter@pc.gc.ca	
Destination of Goods, Services, and Construction: Sidney Island, BC	

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.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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>

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

TABLE OF CONTENTS

PART 1 – INFORMATION AND INSTRUCTIONS	5
1.1. SECURITY REQUIREMENTS	5
1.2. STATEMENT OF WORK.....	5
1.3. DEBRIEFINGS	5
PART 2 – BIDDER INSTRUCTIONS	6
2.1. STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	6
2.2. SUBMISSION OF BIDS	6
2.3. ENQUIRIES – BID SOLICITATION	6
2.4. APPLICABLE LAWS	7
2.5. BID CHALLENGE AND RECOURSE MECHANISMS	7
PART 3 – BID PREPARATION INSTRUCTIONS	8
3.1. BID PREPARATION INSTRUCTIONS.....	8
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1. EVALUATION PROCEDURES	9
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1. CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2. CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 – RESULTING CONTRACT CLAUSES	12
6.1. SECURITY REQUIREMENTS	12
6.2. STATEMENT OF WORK.....	12
6.3. STANDARD CLAUSES AND CONDITIONS	13
6.4. TERM OF CONTRACT	13
6.5. AUTHORITIES	13
6.6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	14
6.7. PAYMENT.....	14
6.8. INVOICING INSTRUCTIONS	15
6.9. CERTIFICATIONS AND ADDITIONAL INFORMATION	16
6.10. APPLICABLE LAWS	16
6.11. PRIORITY OF DOCUMENTS	16
6.12. SACC MANUAL CLAUSES.....	16
6.13. INSURANCE REQUIREMENTS	17
6.14. INSPECTION AND ACCEPTANCE	17
6.15. OPTIONAL GOODS AND/OR SERVICES	17
ANNEX A	18
STATEMENT OF WORK	18
ANNEX B	26
BASIS OF PAYMENT	26
ANNEX C	31
ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)	31
ANNEX D	33
TASK AUTHORIZATION FORM.....	33
ANNEX E TO PART 4 OF THE BID SOLICITATION	35
TECHNICAL EVALUATION.....	35

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

ANNEX F TO PART 5 OF THE BID SOLICITATION 38
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM..... 38

ANNEX G TO PART 5 OF THE BID SOLICITATION 40
FORMER PUBLIC SERVANT..... 40

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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 seven (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 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

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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 British Columbia.

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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

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

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical evaluation criteria at **Annex D to Part 4 of the Bid Solicitation**.

4.1.2. 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.

4.1.3. Basis of Selection

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

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), 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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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 are NO SECURITY REQUIREMENTS as long as the contractor has no access to protected or classified information or sensitive assets* and is treated as a visitor and MUST BE escorted at all times if work must be performed inside operational zones or restricted non-public areas such as PCA compounds or buildings.

**Sensitive assets may include: cash, artefacts, firearms, explosives, keys, vehicles, historic sites and bldgs., electronic equipment, IT networks, critical installations and systems, etc.*

6.1.2. The contractor/vendor's personnel as well as their subcontractors MUST NOT remove any PCA information or assets from the identified work site(s) without consent from a PCA employee, and they must ensure that their personnel are made aware of and comply with this restriction.

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 – Optional Services

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:

6.2.1.1.1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.

6.2.1.1.2. 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.

6.2.1.1.3. The Contractor must provide the Project Authority, within two (2) days of 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.

6.2.1.1.4. 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 WA has been received will be done at the Contractor's own risk.

6.2.2 Canada's Obligation – Portion of the Work – Work Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through work authorizations is limited to the total amount of the actual work performed by the Contractor.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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 July 15, 2025 inclusive.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Amy Barrett Lichter
Contracting Officer
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Calgary, AB

Telephone: 403-589-3402 Facsimile: 1-866-246-6893 E-mail address: amy.barrettlichter@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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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:

*** to be completed by the bidder ***

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. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$9,999.00 (insert amount), Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

6.7.2. Basis of Payment: Limitation of Expenditure – Cost Reimbursable

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work in accordance with the Basis of payment in **Annex B**, to a limitation of expenditure of **\$ *** to be inserted at contract award *****. Customs duties are included and Applicable Taxes are extra.

6.7.3. Limitation of Expenditure

6.7.3.1. 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.

6.7.3.2. 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.

6.7.3.3. 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.

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;
- c. 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 the invoices, receipts, vouchers for all direct expenses.
- b. A copy of the Work Authorization, if applicable.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

6.8.2. Invoices must be distributed as follows:

- a. Invoices 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);
- (f) Annex D, Task Authorization Form; and
- (g) The Contractor's bid dated ***** to be inserted at contract award *****.

6.12. SACC Manual Clauses

6.12.1. Work Site Access

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

6.12.2. Government Site Regulations

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

6.12.3. Government Property

Government Property must be used only for the purpose of performing the Contract.

6.12.4. Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

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.

6.15. Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Section 4.5. Optional Services – Task Authorizations in Annex A Statement of Work, of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

ANNEX A

STATEMENT OF WORK

1. Title

Catering Services Phase 2 SKƧÁMEN QENÁŁ,ENEÇ SƧÁ (SQS) Field Camp

2. Objective

Parks Canada requires an experienced camp cook with a self-sufficient enclosed cook trailer to provide daily catering services for the SQS field camp on Sidney Island, BC between July 2024 to July 2025.

3. Background

SKƧÁMEN QENÁŁ,ENEÇ SƧÁ (SQS) means “Taking Care of Sidney Island Project” in SENĆOƧEN, the language of the WŚÁNEĆ peoples. Sidney Island is a large island east of Sidney, BC, comprised of Parks Canada administered property in the northern third, and privately owned strata property in the south. There is no regularly scheduled ferry service to Sidney Island and access is primarily by small vessel or contracted barge. There is a road network to allow vehicles and trailers to access most sites. Regular cellular service is usually available.

4. Scope of Work

The contractor must provide daily meal services as required for the SQS field camp personnel. Catering requirements will vary with the project and camp personnel schedule(s). The field camp will have approximately six (6) to eighteen (18) personnel per day in between July 15th, 2024 to April 15th, 2025. The minimum number of guests requiring daily meals six (6).

Depending on the season and project operations crews may work a day or a night shift.

There may be one or two periods of time for 1 – 2 weeks between active project operations when crews are not in camp and meal services are not required. The Contractor will be made aware of these idle periods as soon as possible and a minimum of 2 weeks in advance. In this event the Contractor will be paid a daily rate to provide for their equipment to remain on Sidney Island.

4.1. Equipment

The contractor must supply;

- a. A self-sufficient enclosed cook trailer to provide food for all people in camp.
- b. Propane tanks if required for their cook trailer.
- c. Generator if required for their cook trailer.
- d. All cooking equipment necessary.
- e. A water station available at all times for staff to obtain drinking water.
- f. Waste / recycling containers and bags for waste produced within the cook trailer.

Note - There is no power or running water at the camp location on Sidney Island. Parks Canada will supply all potable water, gas, and will arrange for filling of propane tanks as needed.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

4.2. Mobilization and Demobilization of Equipment

At the contract start and end, the Contractor is responsible for arranging transportation of the cook trailer and equipment to and from Tulista boat ramp in Sidney BC, and for providing staff to oversee and assist with the transportation, set-up and take-down of kitchen equipment on Sidney Island.

4.3. Meal Catering & Menu

The Contractor is responsible for purchasing, ordering, arranging delivery of, and preparing all food and supplies required to provide meal services, including but not limited to breakfast, lunch, dinner and late night snacks.

Prior to each crew rotation, Parks Canada will provide the Contractor with the meal schedule, numbers of personnel, type of meals required (breakfast, lunch, dinner etc.) and any dietary restrictions.

The Contractor must provide 3 healthy meals per day, cooking breakfast, lunch, and dinner, preparing a subset of lunches to go, and providing snacks, light baking, coffee and tea. Late night snacks may be requested to be left out for smaller crews that might be working late. The Contractor must ensure there is a water station available at all times for staff to obtain drinking water.

All meals and coffee/snack services must be of sufficient quantity to meet the needs of the work crew(s) and of a standard satisfactory to the Project Authority. The Contractor must be prepared to serve five (5) more or five (5) fewer guests than expected at any one time to accommodate sudden fluctuations in crew numbers. Field camp personnel will mostly be staying overnight in field camp, though there may be a component of the staff that come over for the day only. The meals required for day workers will be communicated to the Contractor at least one week in advance.

The Contractor must provide the implements necessary to eat the food, such as plates, bowls, cups, mugs, cutlery, napkins, etc. The Contractor is also responsible to wash dishes and provide clean dishes for each meal, if disposable implements are not being used.

The Contractor must securely store all food, garbage and recycling in the appropriate facility or repository. Food, garbage and recycling must not be inappropriately stored / left outside unattended where it may become a wildlife attractant.

The Contractor must be able to meet diverse dietary needs and accommodate dietary restrictions. Parks Canada will provide a list of dietary needs and food allergies to the successful Contractor at agreed-upon times prior to the first grocery order and prior to crew changes. The Contractor must menu plan around food needs of the crew that will be in camp. The menu, as developed by Contractor, must be approved by the Project Authority or their designate once per month.

Menu requirements are specified under Appendix 1 – Menu Requirements.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

4.4. Schedule

The field camp is anticipated to occur between July 15, 2024 and April 15, 2025 with estimated crew schedules outlined below. The anticipated start date is expected between July 15-31, 2024.

Required Services

Specific schedule to be determined at contract start-up.

Dates	Estimated # of Personnel	Required Meals	Task Authorization Optional Services - Meals
July 15 to November 14, 2024	Approx. 6-12	Monday - Friday	Saturday & Sunday
November 15 to December 23, 2024	Approx. 6-18	Monday - Sunday	
December 23 2024 to January 2, 2025	Holiday Break		
January 3 to April 15, 2025	Approx. 6-18	Monday - Friday	Saturday & Sunday
April 16 to July 15, 2025	Approx. 6-12		Monday - Sunday

4.5. Optional Services – Task Authorizations

Parks Canada Agency may require additional catering services on an as and when requested basis as described in 4.4 Schedule (weekend service July 15 to November 14, 2024, and January 3 to April 15, 2025 and weekday and/or weekend service during April 16 to July 15, 2025). The Project Authority will inform the Contractor of the requirements, and an agreement will be reached, in accordance with Annex B, as to how and when the Work is to be performed. Any additional service must be approved in writing by the Project Authority and any changes to the Contract must be authorized in writing by the Contracting Authority.

4.6. Stocking and Re-supply

Food and supplies must be delivered to the Sidney Operations Center (2220 Harbour Rd, Sidney BC) not more than once per week. Parks Canada will arrange for the food and supplies to be transported from the Sidney Operations Centre to the field camp on Sidney Island.

If using propane, the Contractor must provide spare propane tanks, which Parks Canada will arrange to have filled as necessary.

4.7. Consumable Supplies and Environmental Best Practices

Single-use plastics are a growing pollution problem and pose a quiet threat to the environment. Items such as straws, plastic utensils and grocery bags have become a problem for wildlife species and their ecosystems. Parks Canada is dedicated to reducing the use of single-use plastic waste, food waste and unnecessary packaging through the duration of this contract.

The Contractor must:

- a) Supply all consumables.
- b) Ensure that single-use items such as utensils, straws, stir sticks, cups and dishes are compostable or meet recycling standards.
- c) Purchase consumable supplies in bulk when possible, to reduce amounts of packaging used.
- d) Utilize consumables that are not bleached with chlorine or chlorine compounds. This

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

- includes paper-towels, napkins and lunch bags.
- e) Purchase items packaged in cardboard boxes instead of plastic bottles whenever available.

4.8. Waste

Food, garbage, kitchen organics and recycling must not be inappropriately stored / left outside unattended where it may become a wildlife attractant.

The Contractor must deliver all garbage, kitchen organics and recycling from the kitchen facility to central waste receptacles in camp as directed by Parks Canada staff.

4.9. Communications

- 4.9.1. **Start Up Meeting** - Upon contract award the contractor must coordinate with Parks Canada about meal plans to ensure that all food needs of the crews are met and expectations are aligned.
- 4.9.2. **Meetings** – Meetings between the Contractor and the Parks Canada representative may be scheduled as need arises. The Contractor may request or be requested to meet with the designated Parks Canada representative. Any additional meetings between the Contractor and the Parks Canada representative will be scheduled ‘as and when’ needed.
- 4.9.3. **Official Languages** - The language required for communication verbally and in writing is English.
- 4.9.4. **Media** - The Contractor must not respond to requests for project related information or questions from the media. All media related inquiries are to be directed to the PCA Project Authority.

4.10. Contractor Staff / Subcontractors

4.10.1. Required Qualifications and Experience

- 4.10.1.1. The Contractor must have experience cooking in remote field camps for groups of people from diverse cultural backgrounds;
- 4.10.1.2. The Contractor and the Contractor’s employees must provide evidence of their certification in safe food handling practices (minimum FoodSafe Level 1 or equivalent).
- 4.10.1.3. The Contractor must adhere to all provincial Food Safety Regulations and ensure all applicable Health and Safety practices are followed during the duration of the contract.

4.10.2. On-site Contractor Representative

At all times the Contractor must have in place an identified contractor representative. This representative must be made known to the Project Authority at the commencement of the Contract.

4.10.3. Staff Changes

The Contractor must provide 24-hours advance notice to the Project Authority of changes in staff on-site.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

4.11. Contractor Staff Accommodation

Parks Canada will provide accommodation at no charge for one (1) or two (2) staff of the Contractor while working onsite.

Accommodation will consist of one heated canvas wall tent (wood floor and walls) with one cot per person up to a maximum of two cots, sleeping bags, and power for charging of personal devices. (See Appendix 2 for Photo)

4.12. Business License

The Contractor is required to maintain and provide proof of a valid business license to operate as per the National Parks of Canada Businesses Regulations. Instructions will be provided by the Project Authority.

4.13. Constraints

- 4.13.1. **Logistics** - The logistics of barge travel may require the cook trailer to be moved to Sidney Island up to 7 days in advance of the camp activities, and may require up to 7 days to return to Vancouver Island (via Tulista Boat Ramp in Sidney).
- 4.13.2. **Safety** - The Contractor and all staff under their direction must follow project safety protocols as directed by Parks Canada personnel.
- 4.13.3. **Marine Weather** - Marine weather is likely to disrupt small vessel operations at times, which may cause delays in transporting people and goods to and from Sidney Island.
- 4.13.4. **Interactions with the public** - While on Sidney Island, it is possible that the Contractor and their staff may have interactions with members of the public. Some people might be vocal in their opposition to the project. The Contractor is expected to be professional and courteous with all members of the public and will be provided with instructions on how to handle difficult situations by Parks Canada. The Contractor will have contact information for Parks Canada personnel that they can provide to individuals who wish to speak about the project.
- 4.13.5. **Alcohol and other substances** - The field camp is a “dry camp” and alcohol, marijuana, and any other recreational drugs are not permitted on site.

5. Parks Canada Responsibilities

Parks Canada Agency will

- 5.1. Provide transport to and from Sidney Island, on a weekly basis, for the Contractor and staff. Transportation will be coordinated with crew changes.
- 5.2. Provide barge transportation of cook trailer to and from site .
- 5.3. Provide parking for 1 Contractor vehicle at 2245 Harbour Road, Sidney BC, for the duration of the contract.
- 5.4. Provide logistical support including but no limited to:
 - a. providing gasoline for a generator as required
 - b. arranging for the refilling of the contractors propane tanks
 - c. providing potable and non-potable water
 - d. drainage of grey water from the cook trailer in accordance with environmental regulations
 - e. waste and recycle removal from the site

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

- 5.5.** Provide accommodation on Sidney Island in the form of one heated canvas wall tent (wood floor and walls) with up to two (2) cots and sleeping bags, and power for charging of personal devices. (see Appendix 2)
- 5.6.** Provide heated showers and heated area for eating/recreation.
- 5.7.** Provide whenever possible, a minimum of seven (7) days prior notice of required catering services indicating the first and last meal and the estimated number of people to attend each meal.
Provide, whenever possible confirmation of the above notice two (2) days prior to each rotation or at a minimum, 24 hours prior to each crew change including the above-mentioned details.
- 5.8.** Provide any food allergies, sensitivities or dietary requirements to the Contractor at an agreed-upon time before food ordering dates.

6. Reference Documents

The appendices below (available under a separate attachment) provide direction and context for the Contract and form an inseparable part of the Work:

Appendix 1 – Menu Requirements

Appendix 2 – Site Photos

Appendix 1 – Menu Requirements

The following identifies the minimum required types of menu items and number of choices for meals and snack services. From time to time menu variation may be reasonably requested by the Project Authority

Beverages:

- Potable water drinking station must be provided at all times, from which people can fill their own water bottles.
- Coffee and Tea must be available at all times during the day (between Breakfast and Dinner). This can be self – serve, but must include sweeteners, milk/cream and non-dairy (e.g. oat) milk.
- Juice must be available for people during meal times.

Breakfast:

- Two protein options (e.g. eggs, sausage, bacon, ham etc.)
- One vegetarian protein option (e.g. beans, eggs etc.)
- Fruit (e.g. whole apples, bananas, oranges, sliced fruit etc)
- 2 starch options (e.g. potatoes/hashbrowns, pancakes, waffles etc)
- self serve cold cereal

Lunch:

- Most days lunches will be ‘bagged/to go lunches’ meaning the team will pack their lunch in the morning with the options available. Lunches must be substantial and nutritionally balanced. On days when bad weather restricts field work and the crew is going to be in camp, a hot lunch might be requested. Only one type of lunch (to-go or hot) will be requested on any one day.
- Required options for ‘bagged lunches’
 - Sandwiches, burritos, wraps or other suitable option with 1 or 2 different protein (e.g. meat/fish/eggs etc) options and 1 option available to vegetarians.
 - Whole fruit (e.g. apples, oranges, bananas etc..)
 - Packaged cookies or chips
 - Granola bars or fresh baked goods.
- Required options for ‘hot lunches’ in camp.
 - One protein option (meat, fish, dairy etc)
 - One vegetarian protein option
 - One starch (pasta, bread, etc...)
 - Vegetables or fruit (whole, sliced, salad, etc)
 - Soup
 - Packaged cookies or chips or fresh baked goods

Dinner:

- Two protein options (e.g. chicken, beef burger etc...)
- One vegetarian protein option (e.g. bean burger, chickpea curry etc...)
- Two hot vegetable dishes
- One salad
- One desert

Snack Service (self-serve):

- Fresh whole fruit
- Baked goods

Appendix 2 : Site Photos



Heated Shower



Heated covered area for eating/recreation



Canvas Wall tent with cots and sleeping bags. This photo shows 3 cots, but for this work we will have two (2) cots per tent. Wall tents will also have wooden floors, wood frames, and wood walls for this work.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

ANNEX B

BASIS OF PAYMENT

**** to be completed by the 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) The Bidder must submit their financial bid in accordance with the Basis of Payment.
- (c) The Bidder must submit prices for all items listed in the Basis of Payment.
- (d) The bid must be submitted in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.
- (e) 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.

A. Contract Period – July 15, 2024 to January 2, 2025

A1. 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	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total (= a x b)
A.1.1	Mobilization / Demobilization Costs	Each	\$	2	\$
A.1.2	Trailer / Equipment Rental Fee	Per Day	\$	172	\$
A.1.3	Weather delay Personnel Standby Rate	Per Day	\$	2	\$
A.1.4	Breakfast	Per Person	\$	1344	\$
A.1.5	Lunch	Per Person	\$	160	\$
A.1.6	To Go / Bagged Lunch	Per Person	\$	1184	\$
A.1.7	Dinner	Per Person	\$	1344	\$
A.1.8	Evening Snack Service	Per Person	\$	75	\$
A1	SUB-TOTAL ESTIMATED FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

A2. Optional Services – Task Authorizations – 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)
A.2.1	Saturday / Sunday Breakfast	Per Person	\$	128	\$
A.2.2	Saturday / Sunday Lunch	Per Person	\$	28	\$
A.2.3	Saturday / Sunday To Go / Bagged Lunch	Per Person	\$	100	\$
A.2.4	Saturday / Sunday Dinner	Per Person	\$	128	\$
A2	SUB-TOTAL ESTIMATED FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

A3. Sub-total Evaluated Bid Price – Contract Period - July 15, 2024 to January 2, 2025

Item	Description	Bid Price
A	SUB-TOTAL EVALUATED BID PRICE Contract Period July 15, 2024 to January 2, 2025 Sum of A1 + A2 =	\$

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

B. Contract Period – January 3, 2025 to April 15, 2025

B1. 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	Unit of Measurement	Firm Unit Price (a)	Estimated Quantity (b)	Extended Total (= a x b)
B.1.1	Trailer / Equipment Rental Fee	Per Day	\$	102	\$
B.1.2	Weather delay Personnel Standby Rate	Per Day	\$	2	\$
B.1.3	Breakfast	Per Person	\$	584	\$
B.1.4	Lunch	Per Person	\$	112	\$
B.1.5	To Go / Bagged Lunch	Per Person	\$	472	\$
B.1.6	Dinner	Per Person	\$	584	\$
B.1.7	Evening Snack Service	Per Person	\$	240	\$
B1	SUB-TOTAL ESTIMATED FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

B2. Optional Services – Task Authorizations – 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)
B.2.1	Saturday / Sunday Breakfast	Per Person	\$	476	\$
B.2.2	Saturday / Sunday Lunch	Per Person	\$	26	\$
B.2.3	Saturday / Sunday To Go / Bagged Lunch	Per Person	\$	450	\$
B.2.4	Saturday / Sunday Dinner	Per Person	\$	476	\$
B.2.5	Saturday / Sunday Evening Snack Service	Per Person	\$	85	\$
B2	SUB-TOTAL ESTIMATED FIRM UNIT PRICE(S) Sum of Extended Total(s)				\$

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

B3. Sub-total Evaluated Bid Price – Contract Period - January 3, 2025 to 15 April 2025

Item	Description	Bid Price
B	SUB-TOTAL EVALUATED BID PRICE – Contract Period January 3, 2025 to April 15, 2025 Sum of B1 + B2 =	\$

C. Optional Services – April 16, 2025 to July 15, 2025

C1. Optional Services – Task Authorizations – 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)
C.1.1	Trailer / Equipment Rental Fee	Per Day	\$	90	\$
C.1.2	Weather delay Personnel Standby rate	Per Day	\$	2	\$
C.1.3	Breakfast	Per Person	\$	720	\$
C.1.4	Lunch	Per Person	\$	96	\$
C.1.5	To Go / Bagged Lunch	Per Person	\$	624	\$
C.1.6	Dinner	Per Person	\$	720	\$
C	SUB-TOTAL EVALUATED BID FIRM UNIT PRICE(S) Option Period – April 16, 2025 to July 15, 2025 Sum of Extended Total(s)				\$

D. Total Evaluated Bid Price

Item	Description	Bid Price
A	Contract Period – July 15, 2024 to January 2, 2025 SUB-TOTAL EVALUATED BID FIRM UNIT PRICE(S)	\$
B	Contract Period – January 3, 2025 to April 15, 2025 SUB-TOTAL EVALUATED BID FIRM UNIT PRICE(S)	\$
C	Optional Services – April 16, 2025 to July 15, 2025 SUB-TOTAL EVALUATED BID FIRM UNIT PRICE(S)	\$
(C)	TOTAL EVALUATED BID PRICE Sum of Bid Price(s)	\$

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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
--

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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: _____

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (GST/HST extra) Coût total estimatif de la tâche (TPS/TVH en sus) \$

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

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (GST/HST Extra) before the revision Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision \$	Increase or Decrease (GST/HST Extra), as applicable Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu \$
--	---	--

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 :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

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.

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.

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.

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

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

ANNEX E TO PART 4 OF THE BID SOLICITATION

TECHNICAL EVALUATION

1. Technical Bid Format

The technical bid must address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, **Canada strongly requests that bidders address and present topics in the order of the evaluation criteria under the same headings.**

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The Bidder is advised to pay careful attention to the wording used throughout this Request for Proposal (RFP). Failure to satisfy a term or condition of this RFP may result a bid being deemed non-responsive.

All information required for evaluation purposes must be included directly in the Bidder's technical bid. The evaluation team cannot consider information not provided directly in the technical bid (e.g. links to additional website content, references checks, etc.).

2. Mandatory Technical Criteria

Technical bids will be evaluated against the mandatory technical criteria below.

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet all of the mandatory technical criteria. Bids declared non-responsive to the mandatory technical criteria will be given no further evaluation.

Note: Any dates provided should indicate months and years (e.g. November 2008 – July 2015).

Mandatory Proposal Requirements:

The Bidder must submit a proposal that includes all of the following information:

- 2.1 Experience:
- 2.2 Workplan, Schedule and Sample Menu
- 2.3 Equipment Requirements

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

Item No.	Evaluation Criteria		
2.1	<p>Experience</p> <p>The Bidder must demonstrate three (3) years within the past five (5) years experience providing cooking services in remote settings.</p> <p>Specifically, the Bidder must provide two (2) examples of work in remote cooking operations of duration 2 weeks or longer, of similar or larger camp size that has occurred within the past five (5) years where the Bidder is clearly identified as the lead cook/food provider. The Bidder should provide number of people served and how many days were worked on the field camp operations.</p> <p>The examples should be similar in scope, nature and complexity to the requirements described at Appendix A – Statement of Work.</p> <p><i>Evaluated against Mandatory Technical Criteria 2.1.1 through 2.1.3.</i></p>		
Item No.	Evaluation Criteria	Met / Not Met	
2.1.1	The Bidder must have three (3) years within the past five (5) years experience providing cooking services in remote settings.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Remarks / Notes <i>**To Be Completed by Evaluation Team**</i>			
2.1.2	The Bidder must provide information on two (2) remote cooking operations of similar or larger scope and scale that has occurred within the past five (5) years where the Bidder is clearly identified as the lead cook/food provider. The Bidder should provide number of people served and how many days were worked on the field camp operations.	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Remarks / Notes <i>**To Be Completed by Evaluation Team**</i>			
2.1.3	Bidder has provided names and qualifications of two (2) cooks who meet qualifications and experience criteria (4.10 of Annex A – Statement of Work).	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Remarks / Notes <i>**To Be Completed by Evaluation Team**</i>			

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

Item No.	Evaluation Criteria		
2.2	<p>Proposed Workplan, Schedule and Sample Menu</p> <p>The Bidder must outline their proposed approach and methodology on how the Bidder will meet the objectives described at Annex “A” – Statement of Work. The proposed project approach must demonstrate an understanding of the project, including a description of how meals would be served (Self-service/buffet/other), and project challenges and mitigations.</p> <p>The sample menu must include 3 days of meal services. The total proposed approach, and menu package should not exceed five (5) pages.</p> <p>Evaluated against Mandatory Technical Criteria 2.2.1 through 2.2.2.</p>		
Item No.	Evaluation Criteria	Met / Not Met	
		To Be Completed by Evaluation Team	
2.2.1	<p>Proposed Workplan and Schedule</p> <p>The proposed workplan and schedule includes ;</p> <ul style="list-style-type: none"> a. a description of how meals would be served (Self-service/buffet/other). b. A description of project challenges and mitigations. 	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Remarks / Notes <i>**To Be Completed by Evaluation Team**</i>			
2.2.2	<p>Sample Menu</p> <p>The proposed example menu includes 3 days of meal services and is in accordance with Appendix A – Statement of Work.</p>	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Remarks / Notes <i>**To Be Completed by Evaluation Team**</i>			

Bids that do not demonstrate and meet all of the mandatory technical criteria will be given no further evaluation.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

ANNEX F TO PART 5 OF THE BID SOLICITATION

LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

*** to be completed by the 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.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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: _____

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

ANNEX G TO PART 5 OF THE BID SOLICITATION

FORMER PUBLIC SERVANT

*** to be completed by the 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.

Solicitation No.:
5P420-24-0025/A

Amendment No.:
00

Contracting Authority:
Amy Barrett Lichter

Client Reference No.:
N/A

Title:
SQS Field Camp Catering – Sidney Island, BC

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.