



**RETURN ARRANGEMENT TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
Calgary, AB  
Arrangement Fax: 1-866-246-6893  
Arrangement E-mail Address: [soumissionsouest-bidswest@canada.ca](mailto: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.

**REVISION 001 TO A  
REQUEST FOR SUPPLY  
ARRANGEMENT**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions remain the same.

**Issuing Office:**  
Parks Canada Agency  
National Contracting Services  
Calgary, AB

<b>Title:</b> Supply Arrangement - Incident Facilities & Catering Services in Various National Parks in Western and Northern Canada	
<b>Solicitation No.:</b> 5P420-19-0427/A	<b>Date:</b> May 31, 2021
<b>Amendment No.:</b> 001	
<b>Client Reference No.:</b> N/A	
<b>GETS Reference No.:</b> PW-20-00914943	

<b>Solicitation Closes:</b>  <b>On-going Opportunity for Qualification as per section 6.7 of Request for Supply Arrangement</b>
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<b>F.O.B.:</b> Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>
<b>Address Enquiries to:</b> Kirsten Sage  <b>Telephone No.:</b> 587-436-5795 <b>Fax No.:</b> 1-866-246-6893  <b>Email Address:</b> <a href="mailto:Kirsten.sage@canada.ca">Kirsten.sage@canada.ca</a>
<b>Destination of Goods, Services, and Construction:</b> See Herein

**TO BE COMPLETED BY THE BIDDER**

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

## Amendment 001

This amendment is raised amend the Bid Receiving Unit maximum email file size. All references to the maximum email file size shall be revised; the maximum email file size that Parks Canada is capable of receiving is now **15 megabytes** as well as answer questions from suppliers.

The following is hereby amended:

- A. Answer questions from bidders;
- B. Amend IMPORTANT NOTICE TO SUPPLIERS;
- C. Amend Part 2 – SUPPLIER INSTRUCTIONS; and
- D. Amend Annex A – Statement of Work.

## A. Questions and Answers

- Q1.** “3.1.3 L) of Annex A – Statement of Work: will the government accept units that have heating and air conditioning systems, but are not wall-mounted? For example, units that have central heating and AC system?”
- A1.** Centralized systems will not be accepted.
- Q2.** “3.1.5.1 (last bullet point of Kitchen & Dining) of Annex A – Statement of Work: by ‘outdoor serving of meals’ do you mean meals that can be easily taken outside by guests or is the request that the contractor provide outdoor eating stations such as picnic tables?”
- A2.** PCA would be looking for the contractor to provide outdoor eating stations, so picnic tables or the like, if requested in the specific requirement. Meals would have to be able to be packaged to eat outside or taken to be delivered in the field.
- Q3.** “3.1.5.1 (hand wash station) of Annex A – Statement of Work: our equipment offers individual hand wash stations but they are not ‘foot pump’ operated and not multi-use (four people per station). Will the government accept this substitution provided the flow works for guest ratios?”
- A3.** Foot pump system is required.
- Q4.** “Can we please be provided an example of all documents issued during the bid solicitation for a ‘Medium Complexity’ request?”
- A4.** Terms and conditions of a medium complexity request can be found here:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/18>
- Q5.** “3.2.4.3 of Annex A – Statement of Work: given the nature of the work dealing with wildfires, we want to be 100% clear that with the camp being placed on government land, zero smoking on site for staff or guests? In other words, not even a designated smoking area will be identified?”

- A5.** There would be a smoking area designated. Smoking would not be allowed outside of the designated area. The camp may not be on government lands 100% of the time. See amended Annex A – Statement of Work below.
- Q6.** “3.2.7 of Annex A – Statement of Work: does the government have any sewage or waste disposal sites within any of the National Parks? Whether within the parks or external are there any preferred vendors or sites that the government has that would provide potential cost savings?”
- A6.** Most sites have sewage or waste disposal sites within the area the camp would be placed. A list of everything is not possible but it would be the same sites as regular PCA operations (for campgrounds, day use areas, etc.).

## **B. Amend IMPORTANT NOTICE TO SUPPLIERS**

Delete IMPORTANT NOTICE TO SUPPLIERS in its entirety and replace it with the following:

### **INSERT**

#### **IMPORTANT NOTICE TO SUPPLIERS**

**ARRANGEMENTS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

**ARRANGEMENTS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.**

The only acceptable email address for responses to the Request for Supply Arrangement is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca). Arrangements submitted by email directly to the Supply Arrangement Authority or to any email address other than [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca) will **not** be accepted.

The only acceptable facsimile for responses to the Request for Supply Arrangement is 1-866-246-6893.

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

**The Supplier 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 Supplier should send the arrangement 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 arrangement documents will not be accepted. 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>

## **C. Amend Part 2 – SUPPLIER INSTRUCTIONS**

Under Part 2 – SUPPLIER INSTRUCTIONS, delete section 2.2 Submission of Arrangements in its entirety and replace it with the following:

### **INSERT**

#### **2.2 Submission of Arrangements**

Arrangements must be submitted only to Parks Canada Agency Bid Receiving Unit by the date and time indicated on page 1 of the RFSA.

**Arrangements submitted in-person or by courier may not be accepted.**

The only acceptable facsimile for responses to the RFSA is 1-866-246-6893.

The only acceptable email address for responses to the RFSA is [soumissionsouest-bidswest@canada.ca](mailto:soumissionsouest-bidswest@canada.ca).

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

The Supplier 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 Supplier should send the arrangement 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 Arrangement documents will not be accepted. Arrangement documents must be sent as email attachments.

## **D. Amend Annex A – Statement of Work**

Under Annex A – Statement of Work, delete section 3.2.4.3 in its entirety and replace it with the following:

**Suppliers MUST submit arrangements in accordance with the amended version of Annex A – Statement of Work contained herein.**

### **INSERT**

**3.2.4.3** The Contractor shall ensure that all Contractor's employees providing the service are aware that government properties are non-smoking areas, **except in designated areas**, and that alcohol, cannabis and illegal drugs are not permitted. A disregard for these policies by the Contractor's employee shall result in the immediate removal of the wildfire camp at the Contractor's expense.

**ALL OTHER TERMS & CONDITIONS REMAIN UNCHANGED**