



**RETURN BIDS TO:**

Parks Canada Agency Bid Receiving Unit  
National Contracting Services

Bid Fax: **1-877-558-2349**

Bid E-mail Address:

**[soumissionsest-bidseast@pc.gc.ca](mailto:soumissionsest-bidseast@pc.gc.ca)**

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

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

**REQUEST FOR QUOTATION**

**Quotation to: Parks Canada Agency**

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

**Issuing Office:**

Parks Canada Agency  
National Contracting Services  
Rocky Harbour, NL

<b>Title:</b> Integrated Pest Management Services- Parks Canada Collections and Curatorial Centre	
<b>Solicitation No.:</b> 5P300-23-0114/A	<b>Date:</b> September 1, 2023
<b>Client Reference No.:</b> N/A	
<b>GETS Reference No.:</b> N/A	

<b>Solicitation Closes:</b> <b>At: 2 PM</b> <b>On: September 26, 2023</b>	<b>Time Zone:</b> <b>EDT</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> Bonnie Knott
<b>Telephone No.:</b> 709-636-4953
<b>Email Address:</b> <a href="mailto:Bonnie.knott@pc.gc.ca">Bonnie.knott@pc.gc.ca</a>
<b>Destination of Goods, Services, and Construction:</b> 555 Av. des Entreprises, Gatineau, QC

**TO BE COMPLETED BY THE BIDDER**

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

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**Contracting Authority:**  
Bonnie Knott

**Client Reference No.:**  
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**Title:**  
Integrated Pest Management Services- Parks Canada Collections and Curatorial Centre

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## **IMPORTANT NOTICE TO BIDDERS**

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

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

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

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

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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.

### **Security Requirements**

There are security requirements associated with this requirement. For further instructions consult Part 1 – General Information and Part 6 – Resulting Contract Clauses.

### **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**

New personnel security clearance requests require the fingerprinting of individuals to conduct a criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by this requirement of the criminal record check process. Contractors who require personnel security clearances to perform a contract for the Government of Canada are responsible for all costs associated with obtaining the security clearances.

**1.1.1.** Before award of a contract, the following conditions must be met:

- (a) The Bidder must hold a valid organization security clearance as indicated in Part 6 – Resulting Contract Clauses;
- (b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (c) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

**1.1.2.** Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

### **1.2. Statement of Work**

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

### **1.3. Optional Site Visit Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 555 Av. des Entreprises, Gatineau, QC on September 15, 2023. The site visit will begin at 10 am EDT. Representatives are required to complete a site orientation course found at [PX3 \(talentlms.com\)](https://talentlms.com) and email the certificate to [bonnie.knott@pc.gc.ca](mailto:bonnie.knott@pc.gc.ca) by September 13, 2023.

Personal Protective Equipment (PPE) is required to tour the site at Gatineau. Bidders are required to bring safety boots, hard hats, high-visibility vests, and eye protection. Limited PPE is available upon request; requests must be made when confirming site visit attendance.

Bidders are requested to communicate with the Contracting Authority ([bonnie.knott@pc.gc.ca](mailto:bonnie.knott@pc.gc.ca)) no later than September 13, 2023 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### **1.4. Debriefings**

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

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## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1. Standard Instructions, Clauses and Conditions**

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

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

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

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

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

### **2.2. Submission of Bids**

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

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

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

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

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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 Quebec.

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:      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.

#### **Section III:    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. Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

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

#### **4.1.2. Financial Evaluation**

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

#### **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.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1. Certifications Required with the Bid**

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

#### **5.1.1. Integrity Provisions – Declaration of Convicted Offences**

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

### **5.2. Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1. Integrity Provisions – Required Documentation**

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](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.

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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.

### **5.2.4. Additional Certifications Precedent to Contract Award**

#### **5.2.4.1. Status and Availability of Resources**

SACC *Manual* clause [A3005T](#) (2010-08-16), Status and Availability of Resources

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## **PART 6 – RESULTING CONTRACT CLAUSES**

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

### **6.1. Security Requirements**

**6.1.1.** The following security requirements apply to and form part of the Contract.

- The contractor/vendor's personnel as well as their subcontractors that require unescorted access to a work site(s) as well as access to sensitive assets or information must EACH hold and maintain a valid **RELIABILITY STATUS**, granted or approved by Parks Canada Agency Security Directorate (PCASD).

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

- 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**

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.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex H.
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.
3. The Contractor must provide the Project Authority, within 24 hours of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
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 TA has been received will be done at the Contractor's own risk.

#### **6.2.2. Portion of the Work-Task Authorization**

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

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### **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 Work is to be performed during the period of October 2, 2023 to October 1, 2024.

#### **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 (2) two additional (1) one year period(s) 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 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:

Bonnie Knott  
Contracting Advisor  
Parks Canada Agency  
National Contracting Services  
Chief Financial Officer Directorate  
Rocky Harbour, NL A0K 4N0

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Telephone: 709-636-4953

E-mail address: [bonnie.knott@pc.gc.ca](mailto:bonnie.knott@pc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

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

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

### 6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is: **\*\*submit with bid\*\***

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

### 6.6. Proactive Disclosure of Contracts with Former Public Servants

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

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## **6.7. Payment**

### **6.7.1. Basis of Payment- Firm Unit Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$\_\_\_\_\_ (insert at contract award). Customs duties are included and Applicable Taxes are extra.

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

### **6.7.2. 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 firm unit price(s) as detailed in the Basis of Payment, 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.

### **6.7.3. Limitation of Expenditure**

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

### **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:

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

## **6.8. Invoicing Instructions**

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

Each claim must be supported by:

- (a) a copy of the Task Authorization form, as applicable;

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) The Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.



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## **6.12. SACC Manual Clauses**

[A1009C](#) (2008-05-12) Work Site Access  
[A3015C](#) (2014-06-26) Certifications-Contract  
[A9068C](#) (2010-01-11) Government Site Regulations  
[B6802C](#) (2007-11-30) Government Property  
[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 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.

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## ANNEX A

### STATEMENT OF WORK

#### 1. Work Location

Integrated Pest Management (IPM) services at the Parks Canada Collections and Curatorial Centre (PCCC)

#### 2. Scope

##### 2.1. Objective

Parks Canada Agency (PCA) requires integrated pest management services at the PCCC located at 555 Av. des Entreprises, Gatineau, QC for both rodent and insect preventive and mitigation. Control techniques must include methods that reduce food, water, harborage access, and discourage environmental conditions that are favored by pests.

##### 2.2. Background

- 2.2.1 The construction of the building is nearing completion. However, the firm date of opening is unknown. The project authority will give the Contractor two weeks of notice before opening to allow the Contractor time to prepare to commence the contract.
- 2.2.2 The PCCC is composed of 2 distinct areas. There is approximately 1350m<sup>2</sup> of office space located in the south wing of the building. The rest is a combination of storage areas and various other spaces totalling approximately 4000m<sup>2</sup>.
- 2.2.3 This building contains cultural resources accessioned into the National Collection under the care of PCA, and museum quality integrated pest management service is expected. Service must ensure that pest control measures are applied only when they are necessary to prevent unacceptable loss and are likely to provide long-term, sustainable approaches to effective pest management. Unacceptable loss is defined as major damage to any item in the collection.

#### 3 Special Provisions

3.2 Prior to the start of work, the Contractor must submit to the Project Authority (PA) and Contract Authority (CA) one digital (PDF) copy of the following:

- 3.2.1 A certified entomologist on staff or access to one for consultation purposes and be able to provide a copy of their certificates
  - 3.2.2 Relevant certifications or license for each employee who will be performing work under this contract, including Transportation of Dangerous Goods certification. The Contractor must be able to produce a current copy of all relevant certifications/license upon request of site authority.
  - 3.2.3 A list of intended methods of control in the facility, including all unique areas within the facility – ie kitchen, warehouse space, office space, etc, This is to include but is not limited to reports on any structural and sanitary deficiencies and recommendations would reduce pest food, water, harborage, access of favourable climatic conditions. IPM Plans for the management of vertebrate pests also require further consultation with Parks Canada Animal Care Committee prior to approval and implementation
  - 3.2.4 Copies of all signage that will be posted during work activities
-

- 3.2.5 All WHMIS, SDS (French and English) and Quebec Pesticide Control Information required by provincial law to be supplied in digital and hard copy format.
- 3.2.6 A detailed manifest of products to be used including trade name, common name and chemical name.
- 3.3 All work must be performed in accordance with the following standards/codes/Acts:
  - 3.3.1 Canadian Environmental Protection Act, 1999
  - 3.3.2 P-9.3 Pesticides Act, Quebec Provincial Law
  - 3.3.3 Pesticide (Ministerial) Regulation and the Pesticide Handling Sales, Handling Use and Applications Regulations
  - 3.3.4 PCA Standards for Managing Bats in Protected Heritage Places
  - 3.3.5 PCA Integrated Pest Management Standard
  - 3.3.6 Treasury Board Manual, Occupational Safety and Health Volume, Chapter 2-15, Pesticides: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_119/chap2\\_15-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_119/chap2_15-eng.asp)
- 3.4 Contractor personnel must EACH hold a valid reliability security status.
- 3.5 Contractor must NOT manipulate or move any cultural resources from PCCC, and must ensure that its personnel are made aware of and comply with this restriction.
- 3.6 Indigenous Engagement (to be led by PCA and information shared with the contractor):
  - 3.6.1 When applicable, PCA will engage with Indigenous partners, the public and stakeholders. An assessment of the obligations for consultation with Indigenous peoples is required.
  - 3.6.2 Consultation with Indigenous knowledge holders is crucial if carrying out work in proximity to Indigenous cultural resources. Alternative IPM practices identified by Indigenous consultants should be favoured whenever possible.
  - 3.6.3 Indigenous groups should be notified of emergency control measures by PCA as soon as reasonably possible.
  - 3.6.4 The Contractor will be notified of the results and will be given instructions by the site authority how to proceed.

#### **4 Health and Safety**

- 4.2 Contractor to adhere to all safety regulations regarding the safe use, application and disposal of pesticides and related products.
- 4.3 The Contractor must provide continual protection from his work to personnel, vehicles, equipment or other surrounding facilities, with barricades, warning signs, lights or other protective devices considered necessary by the Site Authority.
- 4.4 Contractor employee must be furnished a cell phone, such that when working alone, could call for help.
- 4.5 No materials are to be stored in any of the work areas and no used pest traps are to be disposed of on the premises
- 4.6 The Contractor must provide to the PA the current labels and Material Safety Data Sheets (SDS), in both French and English, of all pesticide products to be used on site and list and describe pesticide application equipment. The Contractor must ensure that Safety Data Sheets (SDS) are made available for education and training purposes. Two binders – one for each Official Language - with the copies of the SDS sheets must be kept on the premises and updated when new products are purchased or used.
- 4.7 Pesticide Notification:
  - 4.7.1 Contractor must advise PA at least five (5) working days in advance of intent to apply pesticides.
  - 4.7.2 Signs must be in both Canadian official languages, following the Official Languages Act.
  - 4.7.3 Warning signs must be posted to comply with federal and provincial regulations.

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- 4.7.4 Signs must remain posted until it is safe to re-enter treated area. In addition, signs should also include recommendations to prevent exposure.
- 4.7.5 Five (5) days prior to application, the PA must be informed of the intended pesticide application by way of posted signs and a notice. Both signs and notices must include:
  - Name of the product to be used;
  - PCP registration number;
  - Reason for application;
  - Date of applications;
  - Telephone number to contact for information and;
  - Time for safe re-entry into the treated area.

## **5 Requirements**

### **5.2 Material and Equipment**

The Contractor must:

- 5.2.1 Supply all labour, tools, equipment and supplies necessary for the safe, professional performance of the work.
- 5.2.2 Ensure that all equipment used to perform the services is in a state of good repair.
- 5.2.3 Inform the PA immediately of any damage or deficiencies during the performance of the contract
- 5.2.4 Upon arrival and completion of work, report to security on-site regarding reports of any security concerns (i.e. doors unlocked or propped open, etc.). If evidence is found that someone and/or something has broken into the facility notify site security immediately.

## **6 Scope of Work**

### **6.2 Work description – Services required**

6.2.1 The Contractor must implement an effective IPM program to maintain a pest-free environment that must include:

- 6.2.1.1 Monitoring a population by inspecting or trapping where the pest is most likely to be present;
- 6.2.1.2 Planning and recommending to the PA preventive measures that modify the habitat to make it unattractive to pests;
- 6.2.1.3 Upon confirmation from the PA the Contractor will implement the most appropriate controls at the right time in the pest life cycle;
- 6.2.1.4 Placing controls where they will have the optimal effect;
- 6.2.1.5 Providing sanitation recommendations; and obtaining permission from the PA prior to any and all pesticide application;
- 6.2.1.6 Yearly inspection for gaps/points of entry for pests. The inspection will be of both the exterior and interior of the facility. Due to the double wall format, there will be two interior inspections, one in between the double walls and another of the actual building interior. Inspection reports Reference section 9 for general format) and recommendations based on these reports to be supplied to the Site Authority; Reports are to be submitted in both official languages.
- 6.2.1.7 Provide a filled-out form no later than one business day after each site visit to specify where/when and how many/what types of pests have been trapped, their life stage, as well as where/when any pesticides have been used and what was the intended target of the pesticide. Include a general indicator on the level of insects

found in traps and what types. Contractor must use provided form to relay information to the client, *as described in Section 9 Reports*. Form will be provided upon successful bid acceptance.

### 6.3 Covered Areas:

- 6.3.1 Exterior areas to be covered include: the exterior walls, the ground surface immediately below exterior walls and surrounding grounds, lights immediately exterior to the building, the roof, air exhaust and intake points, roof drains, doors leading to the exterior of the building, windows at the perimeter of the building, garbage/compactor containers and bins, recycling bins.
- 6.3.2 Interior areas to be covered include all common areas such as the following: foyer, reception, lobbies/concourse, hallways, lounges, elevator rooms, storage rooms, locker rooms, mail rooms, mechanical and electrical rooms, telephone rooms (Bell), HVAC rooms, boiler rooms, shipping/receiving rooms, garbage/waste and recycling rooms, janitor/custodial rooms, washrooms, all floor drains, lunchrooms, dining areas, kitchens, unless otherwise specified by the Site Authority. It also includes collection areas, processing spaces and supply rooms.

### 6.3 Pest types:

- 6.3.1 Control of non-boring, common insects and arthropod relatives – bees, wasps, hornets, spiders, earwigs, silverfish, cockroaches and ants.
- 6.3.2 Control of insect pests outlined in APPENDIX A. (Attached as a separate document)
- 6.3.3 Control of packrats, mice, rats, bats, shrews and voles.
- 6.3.4 Bat infestation detection and mitigation actions must be in compliance with PCA *Standards for Managing Bats in Protected Heritage Places*
- 6.3.5 Rodent traps should be placed both at the exterior of the building (bait-style traps), and the interior of the building (snap trap or non-lethal traps) and monitored on the same schedule as all other traps
- 6.3.6 Rodents or small animals must be immediately removed from the site once discovered by the Contractor. The removal of these rodents and small animals must adhere to the applicable laws governing the affected site.

### 6.4 Bird Trapping and Exclusion:

- 6.4.1 The basic routine pest control service will include the monitoring of bird infestations on rooftops, shipping and receiving areas, canopies, balconies, lights, eaves troughs, vents, ducts, and signs.
  - 6.4.1.1 Should an infestation be identified, it is the responsibility of the Contractor to inform the PA of said infestation and upon approval execute the following, consistent with the terms of "As needed services (Section 2.0)": Supply, set-up and maintenance of traps for small populations of birds, in accordance with Parks Canada Standard on Integrated Pest Management. Ensure adequate food and water supply is in traps for the birds. Removal includes birds, as well as clean-up of bird droppings, nesting material, eggs, eggshell, and other miscellaneous debris.
  - 6.4.1.2 Control strategies must also include stealth netting, bird wire, bird coil and bird points/bird spikes, as required.
  - 6.4.1.3 All structures affected by birds must be cleaned and decontaminated by use of anti-bacterial and deodorizing treatments, which must be applied as required and as permitted by the Site Authority.

6.4.1.4 If the monitoring of bird infestations is inclusive to the Basic Routine IPM service then frequency of said monitoring will be consistent with routine service.

6.5 Task Authorizations- "As needed" Service may be required from time to time to eliminate large infestations of insects or to capture or eliminate infestations. When such service is required, the Contractor will provide a quotation for a customized solution and will obtain the Site Authority's approval before implementing the program

## 6.6 Materials Used

6.6.1 Contractor must deploy various control devices as required that must include mechanical traps, tamperproof interior and exterior bait stations, glue boards, pheromone traps, small animal live traps, glue trap monitors, dusts, fly lights.

6.6.1.1 When fly traps are being utilized, the Contractor must be held responsible for the service maintenance of these devices. This must include the timely replacement of the fly traps and light tubes when required or as per manufacturer recommendations.

6.6.2 Monitoring should include the use of blunder-style devices known as "sticky traps" or "trap monitors". These devices contain no pesticides but have sticky surfaces that retain the pests within the device.

6.6.2.1 Each monitor will be given a unique identifying number, agreed upon with the PA.

6.6.2.2 If a trap is moved to a new location, the existing ID is retired and a new ID is assigned for the new location.

6.6.2.3 The types of monitors and the number of monitors placed in the building on the service list should be agreed upon by the Contractor and PA at the time of contract signing. Additional site visits required for information gathering should be coordinated with the PA.

6.6.2.4 Monitors should be used in the building and lunchrooms and all other rooms, collection areas, lounges, offices, vending machine areas as defined in 6.2.2.

- The location of traps is to be agreed upon with the PA and should be spread throughout the rooms, especially on either side of doorways, windows, near drains, and any other suspected entry points
- The number of monitors placed in each room and the exact location can be modified by the PA as deemed appropriate. Initial estimate is for at least 60 monitors.

6.6.2.5 Monitors are to be inspected and replaced no less than monthly by the Contractor. Results of monitors must be reported on the inspection form provided by the PA.

6.6.2.6 The type and number of pests observed through the monitoring program should be reported to PA within five (5) working days per 6.1.1.7.

6.6.2.7 The specific location of the monitors with pests should be noted on the inspection form. Damaged monitors will be reported on the form from 6.1.1.7.

6.6.3 In the event of an infestation and a confirmed insect ID, or suspected infestation and confirmed insect ID, pheromone traps are acceptable for use to assist with locating the source of an infestation.

6.6.4 All pesticides must be approved by the provincial Government of Quebec, provincial Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs and the PA before use.

6.6.5 All pesticides must be commercially available products and be identified per 3.1.6.

6.6.6 All materials shall be new unless otherwise specified or coordinated with the PA.

## 6.7 Cleaning and Disposal

- 6.7.1 Cleaning and disposal operations are to comply with local ordinances and anti-pollution laws. Waste manifests of disposal may be requested by the PA.

## 7 Work Execution

### 7.1 Method of Work

- 7.1.1 The Contractor must provide a pest control program that utilizes an IPM decision-making process to minimize adverse health and environmental impacts, reduce pollution, protect property, protect non-target species, protect species diversity and rare species, and to continually improve pest management in using the least toxic methods available

- 7.1.2 Interior/Structural Pest Control: Contractor shall, when required, place catch traps, and/or deterrent devices, maintain all trap/bait stations, including removal and disposal of trapped or deceased animals and the sanitation of facility and trap stations.

- 7.1.3 Plan preventive measures that modify the habitat to make it unattractive to pests

- 7.2 Proper identification and treatment of pests is crucial. Upon properly identifying the pest, the Contractor will determine the most effective method of treating the pest problem considering specific pest behaviour, biology with structure and potential health hazards of the pest and treatment and communicate with the PA per 6.1.1.7

- 7.2.1 **The first consideration for solving the pest problem will always be a treatment without using pesticides.** Examples of such treatments are the use of vacuum devices, mechanical traps or mechanisms for exclusion. If the Contractor determines that a pest treatment is necessary, the Contractor should evaluate the various products labelled for use in the specific circumstance and decide on which product and treatment method is most appropriate considering potential health hazards of both the pest and the treatment. The PA must approve the pest treatment prior to application. If a cultural resource is suspected to be the source of a pest infestation, the Contractor will alert the PA as soon as possible. The PA will be responsible for coordinating the isolation and/or treatment of said cultural resource.

- 7.2.2 If the Contractor requires access to shelving in Collection Areas for inspection, advanced notice and coordination with the PA is required. Only PCA Collections staff will handle or move cultural resources.

- 7.3 Cleaning – Contractor to conduct cleaning and disposal operations complying with all applicable provincial and federal legislations.

- 7.3.1 Drain Maintenance (as and when per section 8, if drain is found to be infestation origin):

- 7.3.1.1 The Contractor must provide the following services for drain fly maintenance:

- Inspect all drains. Remove grates and treat drains to eliminate harbourage of flies. Using drain brush, loosen any large organic matter and remove it from the drain.
- Apply foaming agent and cleaning product to clean all areas of the drain, and remove organic matter.

- 7.4 Response time and Conditions

- 7.4.1 . Monthly Routine IPM Service
  - 7.4.1.1 Routine trap inspections and servicing for included pests must be carried out once per month as per the schedule agreed to by the PA and performed during regular working hours
  - 7.4.1.2 Intensified service will be provided for locations when an infestation requires additional treatments beyond the normal visit. An intensified service will be rendered until the infestation is resolved to the satisfaction of the Contractor and the PA.
  - 7.4.1.3 Contractor will be allowed increased frequency of visits until a problem is resolved as permitted by PA.
- 7.4.2 Non-urgent requirements – Contractor shall respond to non-urgent pest control work requests within three (3) business days, or within a time frame mutually agreeable to the PA and the Contractor.
- 7.4.3 Normal working hours are 0800 to 1530, Monday to Friday. Visits required to be outside these hours shall receive prior approval from the PA
- 7.4.4 Emergency Services
  - 7.4.4.1 The Contractor must guarantee a maximum on-site reaction time of two (2) hours in responding to emergency situation with 24 hour a day 7 day a week availability.
  - 7.4.4.2 The Contractor must also respond to all calls initiated by the National Service Call Centre (NSCC) and confirm the completion of the work to the National Service Call Centre (NSCC) and the PA.
  - 7.4.4.3 If heavy cockroach activity is noted, arrangements must be made to carry out treatments during shut down periods.
  - 7.4.4.4 Contractors must use the appropriate method of control to ensure that the service is carried out effectively. If it is not effective within fifteen (15) days of the treatment the Contractor agrees to return to site to complete additional treatment without additional charge to Parks Canada. Contractor must adjust frequency of service to whatever is needed to rectify the problem.
  - 7.4.4.5 Contractor must arrange for monitoring of live traps on a daily basis when deployed on an infestation per 7.3.1.2.

## 8 Task Authorizations- Non-Urgent Requirements under section 7.4.2.

### 8.1 As and When Authorization of Work, Invoices and Estimates

#### 8.1.1 Extra Work – Special Circumstances

- 8.1.1.1 When extra work is required – outside of the monthly visit – the PA will notify the Contractor by telephone or e-mail detailing the work required.
- 8.1.1.2 The Contractor shall provide a cost estimate within 24 hours – subject to PCA approval – PA before work commences.
- 8.1.1.3 At job completion the Contractor shall provide PCA PA with a detailed report containing the following information when applicable:
  - Name of Treatment
  - Name of pesticide, when applicable:
    - PCP Registration Number
  - Application Rate and Site
  - Application Method(s)
  - Unusual Circumstances occurring during the application, if any



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- Reports of health and safety investigations conducted, including all sampling data and other relevant information.

**All extra work is subject to an on-site inspection before certification for payment.**

## 9. Reports

- 9.1.** Along with a receipt at the time of the service call, the Contractor will provide to the PA a documented report following each inspection or service call. The report must list any pest activity, evidence, related findings, all treatment procedures and control measures applied. The following details should be included:
- 9.1.1.** Date and time of inspection
  - 9.1.2.** Identification of specific areas inspected and/or serviced
  - 9.1.3.** Type and name of pest observed, and judgment of level of infestation
  - 9.1.4.** Current conditions conducive to pest harbourage, and concerns affecting potential pest activity.
  - 9.1.5.** Documented list of all temporary and permanent placement and removal of pest control devices including specific device type, and targeted pest.
  - 9.1.6.** Recommendations with regards to maintenance/exclusion that will relieve pest concerns.
  - 9.1.7.** Damaged, defective and/or missing devices.
  - 9.1.8.** Detailed description of sanitation/structural concerns relating to pest control.
  - 9.1.9.** Building maintenance issues.
  - 9.1.10.** Required support from local facility manager, branch responsibility issues.
  - 9.1.11.** Identification of health and safety concerns or other building deficiencies observed during the inspection or execution of the work.
- 9.2.** The Contractor will report results of monitoring devices within five (5) working days of the inspection.
- 9.2.1.** Results of monitoring devices will be reported using the form provided by the PA.
  - 9.2.2.** The Contractor must ensure that the PA signs the service report in addition to the Contractor.
- 9.3.** The Contractor must contact the PA upon arrival to the building site. A review of any pest concerns must be conducted with the PA upon completion of the inspection visit or service call.
- 9.4.** All findings must be reviewed with the PA upon completion of the inspection visit or service call.
- 9.5.** If any pesticides are used, a record of the application must be completed and must include the following:
- 9.5.1.** Name of the person who approved the pesticide application and supporting approval documentation;
  - 9.5.2.** The name of the person, the organization, and the license number of the organization that applied the pesticide;
  - 9.5.3.** Location and date where the pesticide was applied;
  - 9.5.4.** Name of the pest and purpose for which the pesticide was applied (provide detailed justification/explanations);
  - 9.5.5.** Approved common name or trade name of the pesticide and the Pest Control Products Act (Canada) registration number;
  - 9.5.6.** Application rate and the total undiluted quantity of the pesticide applied (ensure the unit of measure is provided);
  - 9.5.7.** Application rate and total quantity of the pesticide applied;
  - 9.5.8.** Method of application (i.e. spraying, fogging, or dusting with dry chemical);
  - 9.5.9.** External environmental conditions at the time of application, including temperature, humidity, precipitation and approximate wind speed and direction of the pesticide was applied outside an enclosed structure;
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- 9.5.10. Location and distance of any pesticide used or applied within thirty (30) horizontal meters of an open body of water;
- 9.5.11. Personal protection equipment (PPE) used by the Contractor;
- 9.5.12. Instructions for the Site Authority post application;
- 9.5.13. A documented spill contingency plan if mixing and spraying of pesticide use is involved;
- 9.5.14. SDS sheets for all chemicals used (and proposed) must be provided; a detailed explanation of likely positive and negative impacts of the proposed chemical with a supporting verbal explanation to the Site Authority.
- 9.6. Contractor must provide an annual Pesticide Usage Report (as provided by the contract authority) summarizing any/all pesticides used during the fiscal year (April 1-March 31). The annual report will be due no later than April 1.
- 9.7. Prior to the end of the contract, the IPM program and treatment(s) from the previous year must be reviewed by PCA to evaluate the success of the program and to make recommendations for continual improvement.

#### **10. Agency Support**

- 10.1. PA will provide the date for the scheduled annual inspection at the commencement of each upcoming year of the contract
- 10.2. PA will provide the Inspection Form, annual IPM checklist, floor plans.

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## ANNEX B

### BASIS OF PAYMENT

#### 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:

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 – October 2, 2023 to October 1, 2024**

##### **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	Pest Control as per Annex A Statement of Work	Per Month	\$	12	\$
(A1)	<b>TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)</b>				\$

##### **A.2. Task Authorizations**

###### **A2.1 Task Authorizations – Labour**

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

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Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
A2.1.1	Labour-Urgent call in with 24 hours	Per Hour	\$	10	\$
A2.1.2	Labour-Non-urgent	Per Hour	\$	10	\$
(A2.1)	<b>SUB-TOTAL LABOUR COSTS</b> Sum of Extended Total(s)				\$

## A2.2 Task Authorizations – Materials and Equipment

The Contractor will be reimbursed for the materials and replacement parts reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost plus a firm percentage mark-up as, specified below.

Item No.	Description	Firm % Mark-up (a)	Estimated Value (b)	Extended Total = (1+a) x b
Ex.	Example	5% (=0.05)	\$1,000.00	\$1,050.00
A2.2.1	Materials and Equipment	%	\$1,000.00	\$
(A2.2)	<b>SUB-TOTAL MATERIALS AND REPLACEMENT PARTS</b>			\$

## Sub-total Evaluated Bid Price – Contract Period

Item	Description	Bid Price
(A)	<b>SUB-TOTAL EVALUATED BID PRICE – Contract Period</b> A1 + A2.1 + A2.2=	\$

## B. Option Period 1 – October 2, 2024 to October 1, 2025

### B1. 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
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<b>B.1</b>	Pest Control as per Annex A Statement of Work	Per Month	\$	12	\$
<b>(B)</b>	<b>TOTAL FIRM UNIT PRICE(S) Sum of Extended Total(s)</b>				\$

## B2. Task Authorizations

### B2.1 Task Authorizations – Labour

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
<b>B2.1.1</b>	Labour-Urgent call in with 24 hours	Per Hour	\$	10	\$
<b>B2.1.2</b>	Labour-Non-Urgent	Per Hour	\$	10	\$
<b>(B2.1)</b>	<b>SUB-TOTAL LABOUR COSTS Sum of Extended Total(s)</b>				\$

### B2.2 Task Authorizations – Materials and Equipment

The Contractor will be reimbursed for the materials and replacement parts reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost plus a firm percentage mark-up as, specified below.

Item No.	Description	Firm % Mark-up (a)	Estimated Value (b)	Extended Total = (1+a) x b
Ex.	Example	5% (=0.05)	\$1,000.00	\$1,050.00
<b>B2.2.1</b>	Materials and Equipment	%	\$1,000.00	\$
<b>(B2.2)</b>	<b>SUB-TOTAL MATERIALS AND REPLACEMENT PARTS</b>			\$

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**Sub-total Evaluated Bid Price – Option Period 1 –**

Item	Description	Bid Price
(B)	<b>SUB-TOTAL EVALUATED BID PRICE – Option Period 1</b> Sum of B1 + B2.1 + B2.2 =	\$

**C. Option Period 2 – October 2, 2025 to October 1, 2026**

**C1. 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	Pest Control as per Annex A Statement of Work	Per Month	\$	12	\$
(C1)	<b>TOTAL FIRM UNIT PRICE(S)</b> Sum of Extended Total(s)				\$

**C2. Task Authorizations**

**C2.1 Task Authorizations – Labour**

The Contractor will be paid for the actual hours worked at the firm hourly rates detailed below. The Contractor will be paid an initial half hour minimum charge calculated from the time the Contractor's technician arrives on-site. All additional chargeable time, over and above the first half hour, will be rounded to the nearest quarter hour.

Item No.	Description	Unit of Measurement	Firm Hourly Rate (a)	Estimated Quantity (b)	Extended Total = a x b
C2.1.1	Labour-Urgent call in with 24 hours	Per Hour	\$	10	\$
C2.1.2	Labour-Non-Urgent	Per Hour	\$	10	\$
(C2.1)	<b>SUB-TOTAL LABOUR COSTS</b> Sum of Extended Total(s)				\$

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## C.2 Task Authorizations – Materials and Equipment

The Contractor will be reimbursed for the materials and replacement parts reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost plus a firm percentage mark-up as, specified below.

Item No.	Description	Firm % Mark-up (a)	Estimated Value (b)	Extended Total = (1+a) x b
Ex.	Example	5% (=0.05)	\$1,000.00	\$1,050.00
C2.2.1	Materials and Equipment	%	\$1,000.00	\$
(C2.2)	<b>SUB-TOTAL MATERIALS AND REPLACEMENT PARTS</b>			\$

### Sub-total Evaluated Bid Price – Option Period 2

Item	Description	Bid Price
(C)	<b>SUB-TOTAL EVALUATED BID PRICE – Option Period 2</b> Sum of C1 + C2.1 + C2.2 =	\$

## D. Total Evaluated Bid Price

Item	Description	Bid Price
(A)	Contract Period –SUB-TOTAL EVALUATED BID PRICE	\$
(B)	Option Period 1 SUB-TOTAL EVALUATED BID PRICE	\$
(C)	Option Period 2 SUB-TOTAL EVALUATED BID PRICE	\$
(D)	<b>TOTAL EVALUATED BID PRICE</b> Sum of Bid Price(s)	\$

### Notes:

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

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## ANNEX C

### INSURANCE REQUIREMENTS

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.



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- 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.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

**For other provinces and territories, send to:**

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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**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.

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

<b>Location of Work</b>
-------------------------

<b>General Description of Work to be Completed</b>
--

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**Mark "Yes" where applicable.**

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

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

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**ANNEX E TO PART 4 OF THE BID SOLICITATION**

**TECHNICAL EVALUATION**

**Mandatory Technical Criteria**

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

<b>No.</b>	<b>Mandatory Technical Criteria</b>	<b>Meet</b>	<b>Does Not Meet</b>
<b>M1</b>	Bidders must provide proof of a certified entomologist on staff .		

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## ANNEX F TO PART 5 OF THE BID SOLICITATION

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

#### Requirements

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

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

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

#### Supplier Information

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

#### List of Names

Name	Title

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**Declaration**

I, \_\_\_\_\_, (*name*)

\_\_\_\_\_, (*position*) of

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## ANNEX G TO PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

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

#### Definitions

For the purposes of this clause,

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

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

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

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? <b>Yes</b> ( ) <b>No</b> ( )
---

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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



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## ANNEX H

### TASK AUTHORIZATION FORM