

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
401-1230 Government St.
Victoria
BC
V8W 3X4
Bid Fax: (250) 363-3344**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
800 Burrard Street, 12th floor
800, rue Burrard, 12e étage
Vancouver
British C
V6Z 2V8

Title - Sujet Window Repairs and Glazing SOA	
Solicitation No. - N° de l'invitation W0103-125091/A	Date 2013-01-23
Client Reference No. - N° de référence du client	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-011-6908
File No. - N° de dossier PWY-2-35205 (011)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-12	Time Zone Fuseau horaire Pacific Standard Time PST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Anderson, Elaine PWY	Buyer Id - Id de l'acheteur pwy011
Telephone No. - N° de téléphone (250)363-3298 ()	FAX No. - N° de FAX (250)363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND - Base Construction Engineering Office (BCEO) - CFB Esquimalt, Victoria, BC	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize one (1) Standing Offer, for a period of three years. The total dollar value of all Standing Offers is estimated to be \$300,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$50,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; DND will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.
3. This procurement is subject to the provisions of the Agreement on Internal Trade (AIT).

SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

- 1) Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five [5] calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
- 2) To ensure consistency and quality of the information provided to Offerors, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
- 3) All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

SI03 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

Elaine Anderson
Public Works and Government Services Canada
Acquisitions, Real Property Contracting
401-1230 Government St.
Victoria, BC V8W 3X4
Phone: (250)363-3298; Fax. (250)363-0395
E-Mail: elaine.anderson@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements given in good faith. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI06 SITE VISIT

It is recommended that the Offeror or a representative of the Offeror visit the work site. Offerors who do not attend or send a representative will not be precluded from submitting a bid. Any clarifications or changes to the Request for Standing Offers resulting from the site visit will be included as an amendment to the RFSO.

Contact: Rob McDermot at (250)363-1043.

SI07 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors". The facsimile number for receipt of revisions is (250)363-3344.

SI08 OFFER VALIDITY PERIOD

- 1) The offer cannot be withdrawn for the period of [120] days following the RFSO closing date.

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- 2) Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
 - 3) If the extension referred to in paragraph 1) of SI08 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
 - 4) If the extension referred to in paragraph 1) of SI08 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
 - (a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
 - (b) cancel the invitation to tender.
 - 5) The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors".

SI09 SECURITY REQUIREMENT

This document contains a mandatory security requirement for the performance of the subsequent contract (refer to clause SC01 of the Supplementary Conditions included herein).

- 1) The successful offeror must hold a valid [as per clause 1 of the security clauses: i.e. Designated Organization Screening (DOS) / Facility Security Clearance at level of Reliability Status] as indicated in section SC01 of the Supplementary Conditions.
- 2) The successful offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful offeror's non-compliance with the mandatory security requirement.
- 3) For any enquiries concerning the project security requirement, during the bidding period, the Offeror must follow the instructions as detailed in SI02 "Enquiries during the Solicitation Period". Additional information on PWGSC security can also be found on the following web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html> or by dialling 1-866-368-4646 (Toll free)

SI10 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Solicitation No. - N° de l'invitation

W0103-125091/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PWY-2-35205

Buyer ID - Id de l'acheteur

pw011

CCC No./N° CCC - FMS No/ N° VME

Contracts Canada (Buy and Sell) <https://www.achatsetventes-buyandsell.gc.ca/eng/welcome>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)_____
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Certificate of Insurance (form PWGSC-TPSGC 357)_
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual_
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Schedules of Wage Rates for Federal Construction Contracts____
http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml

PWGSC, Industrial Security Services [Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html)PWGSC, Code of
Conduct and Certifications
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)
<Http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

GENERAL INSTRUCTIONS TO OFFERORS (GI)

GI01 CODE OF CONDUCT AND CERTIFICATIONS - OFFER

1. Offerors must comply with the Code of Conduct for Procurement. In addition to the Code of Conduct for Procurement, offerors must a) respond to Requests for Standing Offers (RFSO) in an honest, fair and comprehensive manner, b) accurately reflect their capacity to satisfy the requirements stipulated in the RFSO, Standing Offer and resulting contracts, c) submit offers and enter into contracts only if they will fulfill all obligations of the Contract.

2. Offerors further understand that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offences will render them ineligible to be issued a Standing Offer and awarded a contract. Canada will declare non-responsive any offer in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by Canada. If it is determined, after issuance of a Standing Offer, that the Offeror made a false declaration, Canada will have the right to set aside the Standing Offer and to terminate by default any resulting contracts. The Offeror will be required to diligently maintain up-to-date the information herein requested. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer.

3. For the purpose of this section, everyone, including but not limited to organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies and subsidiaries, whether partly or wholly-owned, as well as individuals and directors, are Offeror's affiliates if:

- a. directly or indirectly either one controls or has the power to control the other, or
- b. third party has the power to control both.

Indicia of control, include, but are not limited to, interlocking management or ownership, identity of interests among family members, shared facilities and equipment, common use of employees, or a business entity created following the acts or convictions specified in this section which has the same or similar management, ownership, or principal employees, as the case may be.

4. Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

5. The Offeror must diligently maintain an up-to-date list of names by informing Canada in writing of any change occurring during the validity period of the offer as well as during the period of any Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. The Offeror must also, when so requested, provide Canada with the corresponding Consent Forms.

6. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties.

7. By submitting an offer, the Offeror certifies that neither the Offeror nor any of the Offeror's affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Standing Offer and any call-ups made against the Standing Offer if the payment of the fee would require the individual to file a return under section 5 of the Lobbying Act.

8. By submitting an offer, the Offeror certifies that no one convicted under any of the provisions under a) or b) are to receive any benefit under a Standing Offer arising from this RFSO and any call-ups made against the Standing Offer. In addition, the Offeror certifies that except for those offences where a criminal pardon or a record suspension has been obtained or capacities restored by the Governor in Council, neither the Offeror nor any of the Offeror's affiliates has ever been convicted of an offence under any of the following provisions:

Paragraph

a. 80(1)(d) (False entry, certificate or return), subsection 80(2) (Fraud against Her Majesty) or section 154.01 (Fraud against Her Majesty) of the Financial Administration Act, or

b. section 121 (Frauds on the government and Contractor subscribing to election fund), section 124 (Selling or Purchasing Office), section 380 (Fraud) for fraud committed against Her Majesty or section 418 (Selling defective stores to Her Majesty) of the Criminal Code of Canada, or

c. section 462.31 (Laundering proceeds of crime) or sections 467.11 to 467.13 (Participation in activities of criminal organization) of the Criminal Code of Canada, or

d. section 45 (Conspiracies, agreements or arrangements between competitors), 46 (Foreign directives) 47 (Bid rigging), 49 (Agreements or arrangements of federal financial institutions), 52 (False or misleading representation), 53 (Deceptive notice of winning a prize) under the Competition Act, or

e. section 239 (False or deceptive statements) of the Income Tax Act, or

f. section 327 (False or deceptive statements) of the Excise Tax Act, or

g. section 3 (Bribing a foreign public official) of the Corruption of Foreign Public Officials Act, or

h. section 5 (Trafficking in substance), section 6 (Importing and exporting), or section 7 (Production of substance) of the Controlled Drugs and Substance Act.

9. In circumstances where a criminal pardon or a record suspension has been obtained, or capacities have been restored by the Governor in Council, the Offeror must provide with its offer or promptly thereafter a copy of confirming documentation from an official source. If such documentation has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror

of a time frame within which to provide the information. Failure to comply will render the offer non-responsive

10. Offerors understand that Canada may contract outside of the present solicitation process with a supplier who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, or who is affiliated with someone who has been convicted of an offense enumerated under c) to h) of the paragraph hereinabove, when required to do so by law or legal proceedings, or when Canada considers it necessary to the public interest for reasons which include, but are not limited to:

Only one person is capable of performing the contract;

- Emergency;
- National security;
- Health and safety;
- Economic harm.

Canada reserves the right to impose additional conditions or measures to ensure the integrity of the procurement process.

GI02 COMPLETION OF OFFER

- 1) The offer shall be
 - a) Submitted in accordance with the instructions contained in the RFSO;
 - b) correctly completed in all respects;
 - c) signed by a duly authorized representative of the Offeror; and
 - d) accompanied by any other document or documents specified elsewhere in the RFSO where it is stipulated that said documents are to accompany the offer.
- 2) Any alteration to the pre-printed or pre-typed sections of the Price Proposal Form, or any condition or qualification placed upon the offer shall be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal Form by the Offeror shall be initialled by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialled shall be deemed void and without effect.
- 3) Unless otherwise noted elsewhere in the RFSO, facsimile copies of bids are not acceptable.

GI03 IDENTITY OR LEGAL CAPACITY OF THE OFFEROR

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- (a) such signing authority; and

(b) the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 GOODS AND SERVICES TAX/HARMONIZED SALES TAX

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, and the GST/HST shall not be included when calculating the amount of any offer security or contract security that may be required. Any amount levied in respect of the GST/HST shall be billed as a separate item in a progress claim submitted by the Offeror, and shall be paid to the Offeror in addition to the amount approved by Canada for work performed under the Contract. The Offeror shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

GI05 CAPITAL DEVELOPMENT AND REDEVELOPMENT CHARGES

Building permits fees (if applicable) will be applied to call-ups. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 LISTING OF SUBCONTRACTORS AND SUPPLIERS

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 SUBMISSION OF OFFER

1) Canada requests that offerors provide their offer as follows:

Front page of tender package

Appendix 1: List of Bidders Board of Directors

Appendix 3: Mandatory Criteria

Appendix 4: Price Proposal form.

1) Canada requests that offerors follow the format instructions described below in the preparation of their offer.

(a) use 216 mm x 279 mm (8.5 x 11 inch) paper;

(b) use a numbering system that corresponds to that of the Request for Standing Offers;

- 3) Offerors must submit their financial offer in accordance with Appendix 4 - Price Proposal Form. The total amount of GST or HST is to be shown separately, if applicable. The offer envelope shall be addressed and submitted to the office designated on the Front Page "Request for Standing Offer" for the receipt of the offers. The offer must be received on or before the date and time set for solicitation closing. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:

- (a) Solicitation Number;
- (b) Name of Offeror;
- (c) Return address; and
- (d) Closing Date and Time.

The offer shall be in Canadian currency. Exchange rate fluctuation protection is not offered. Any request for exchange rate fluctuation protection shall not be considered.

- 4) Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 REVISION OF OFFER

- 1) An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
- 2) A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
- 3) A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
- 4) Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 REJECTION OF OFFER

- 1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
- 2. Without limiting the generality of paragraph 1. of GI10, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's bidding privileges are suspended or are in the process of being suspended;
 - b. The Offeror's bidding privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to make an offer on the Work, or the portion of the Work the employee or subcontractor is to perform;

c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;

d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;

e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;

f. with respect to current or prior transactions with Canada

i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or

ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.

3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f.i & ii. G10, Canada may consider, but not be limited to, such matters as:

a. the quality of workmanship in performing the Work;

b. the timeliness of completion of the Work;

c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and

d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.

4. Without limiting the generality of paragraphs 1., 2. and 3. of G10, Canada may reject any offer based on an unfavourable assessment of the

a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;

b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and

c. Offeror's performance on other contracts.

5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1., 2., 3. or 4. of G10, other than subparagraph 2.a. of G10, the Contracting Authority will inform the Offeror and

provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.

6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Bidders

GI10 OFFER COSTS

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 PROCUREMENT BUSINESS NUMBER

Offerors are required to have a Procurement Business Number (PBN) before contract award. Offerors may register for a PBN in the Supplier Registration Information system on the Contracts Canada Web site. For non-Internet registration, Offerors may contact the nearest Supplier Registration Agent.

GI12 COMPLIANCE WITH APPLICABLE LAWS

- 1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) of GI12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
- 3) Failure to comply with the requirements of paragraph 2) of GI12 shall result in disqualification of the offer.

GI13 APPROVAL OF ALTERNATIVE MATERIALS

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 PERFORMANCE EVALUATION

- 1) Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

GI15 CONFLICT OF INTEREST - UNFAIR ADVANTAGE

- 1) In order to protect the integrity of the procurement process, offerors are advised that Canada may reject an offer in the following circumstances:
 - (a) if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - (b) if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
- 2) The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
- 3) Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a) a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b) Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c) Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d) the Standing Offer cannot be assigned or transferred in whole or in part;
 - e) the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be 1 March, 2013 to 28 February, 2016.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$50,000.00 (GST or HST included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a) The Departmental Representative will establish the scope of services to be performed.
 - b) For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified

including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision as offered in the RFSO including building permits as per local regulations.

2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 942.
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY ACCESS REQUIREMENTS FOR CANADIAN CONTRACTORS

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Appendix 6;
 - (b) Industrial Security Manual (Latest Edition).

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

- 1) The following are the call-up's contract documents:
 - (a) The call up against the Standing Offer, including any annexes;
 - (b) General Conditions and clauses :

GC1 General Provisions	R2810D	(2012-11-19);
GC2 Administration of the Contract	R2820D	(2012-07-16);
GC3 Execution and Control of the Work	R2830D	(2010-01-11);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2010-01-11);
GC6 Delays and Changes in the Work	R2860D	(2012-07-16);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2008-05-12);
GC9 Insurance	R2590D	(2011-05-16);
Supplementary Conditions		
Fair Wages and Hours of Labour - Labour Conditions	R2940D	(2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);
Schedules of Wage Rates for Federal Construction Contracts;		
 - (c) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site: http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.
- 4) The language of the contract documents is the language of the Price Proposal Form submitted.

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pw011

CCC No./N° CCC - FMS No/ N° VME

APPENDIX 1 - COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY DIRECTORS OF THE OFFEROR

NOTE TO BIDDERS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

APPENDIX 2 - SCOPE OF WORK

Requirement of Work

Work under this standing offer covers the supply of all labour, materials, tools, and equipments, supervision, transportation (to and from the site of work) necessary to provide installation of window films, installation of Lexan, window repairs, replacement and glazing on an as when requested basis for Dept of National Defence, Base Construction Engineering Office (BCEO) at CFB Esquimalt, Victoria BC during the period from date of award for a three year period estimated to being March, 1, 2013 - Feb, 28, 2016 inclusive.

Work areas on lower Vancouver Island include, but are not limited to, the following:

Dockyard, Esquimalt

Naden, Esquimalt

Work Point Barracks, Esquimalt

Bay St. Armouries, Victoria

Heals Range, Brentwood Bay

Colwood Area, Colwood

Albert Head, Metchosin

Rocky Point, Metchosin

Patricia Bay, Sidney

724 Vanalman, Victoria

Malahat Armoury

Lampson Street School

CFMETR

Documents Required

Maintain at job site, one copy of each of the following

Contract Drawings

Specifications

Change Orders

Other modifications to Contract

Manufacturer's installation and application instructions

Site Conditions

The Contractor may be required to supply as-built drawings to show all deviations from the contract drawings.

Work Schedule

Engineer will operate a system of product control as a management control tool.

Contractor is required to provide detailed data concerning his proposed construction schedule. This system will be used to identify, schedule and monitor activities in related areas. The engineer may provide selected project completion dates for each requisition issued. Completion dates which are critical will be mandatory on the requisition.

When requested, provide within 48 hours after a request for estimated job cost, a breakdown of anticipated man hours to complete each project and the commencement and completion date. No work shall begin until the estimate has been examined by the engineer and authorized to proceed

Standard and Critical Requirements

Standard (Normal) projects shall be responded to by the contractor within 48 hours (2 days). Critical / Urgent or IOR Requirements shall be indicated as "Mandatory" on the requisition and must begin within two (2) hours maximum. Contractors must comply with this requirement.

Working Hours

Normal hours shall be between 8:00am and 4:30pm, Monday through Friday, inclusive, excluding Saturday, Sunday and statutory holidays. While it is not intended by the crown to utilize the Overtime hours, response to this request shall be interpreted to mean the Bidder is willing to work outside normal working hours should it become necessary. Work on weekends to suit the contractor may be granted upon approval of the engineer, except that the engineer will not entertain any claims for overtime. Work time paid for will be productive time on the job site only. Work to be performed in a timely and satisfactory manner to the approval of the Engineer. The hourly labour rates shall include all Costs necessary for labour, materials, tools, equipment, transportation, supervision and overhead provided to complete the work.

Contractor's Use of Site

Obey posted speed limits.

Movement around the site is subject to security as laid down by DND. Ensure that all such regulations are strictly adhered to.

Observe and enforce construction safety measurements required by Canadian Safety Code, Provincial Government, Workers' Compensation Board and municipal statutes and authorities.

When requested supply to the Base Security officer a list of employees on the jobs site. Contractors shall obtain a pass for access to the dockyard and other certain restricted areas.

Store materials and equipment where directed by the Engineer.

Park vehicles where directed by the Engineer

Comply with the requirements of the Base Fire Service.

Do not unreasonably encumber site with materials or equipment.

Maintain adequate access to project site.

Codes and Standards

Perform work in accordance with National Building Code of Canada (NBC) 2010 and any other code of provincial or local application provided that in any case of conflict or discrepancy, the more stringent requirements shall apply.

Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

Cutting Fitting and Patching

Execute cutting, fitting and patching required to make work fit properly.

Obtain Engineer's approval before cutting, boring or sleeving load bearing member.

Existing Services

Where works involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to pedestrian and vehicular traffic.

Alterations, Additions or Repairs to Existing Building

Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work.

Provide temporary barriers and warning signs in locations where work is adjacent to areas used by public or governing staff.

Provide temporary dust screens, barriers, warning signs in locations where work is adjacent to areas by public of government staff as directed by Engineer.

Trade

The principal trade required to perform the work specified in this agreement is:

- Glaziers and Helpers -

Sub Trades

Subcontracting of Lexan installation shall be the only sub trade permitted to be subcontracted

No subcontracting of the principal trade under this agreement shall be permitted without the express written permission of the Contracting Authority (PWGSC). Permission to subcontract the principal work shall only be considered under exceptional circumstances on a case by case basis.

The offeror shall not be authorized to subcontract to any contractor holding any part of the same Standing Offer.

Replacement of Personnel

When specific persons have been named in the Contract as the persons who must perform the Work, the Contractor shall provide the services of the persons so named unless the Contractor is unable to do so for reasons beyond its control.

If at any time the Contractor is unable to provide the services of any specific person named in the Contract, it shall provide a replacement person with similar qualifications and experience. The Contractor shall, within three (3) Calendar days, give notice to the Minister of:

The reason for the removal of the named person from the Work;

The name, qualifications and experience of the proposed replacement person; and proof that the person has the required security clearance granted by Canada, if applicable.

The Minister may order the removal from the Work of any such replacement person and the Contractor shall immediately remove the person from Work and shall, in accordance with subsection (2), secure a further replacement.

The fact that the Minister does not order the removal of a replacement person from the Work shall not relieve the Contractor from its responsibility to meet the requirements of the contract.

Power and Water Supply

DND can provide, free of charge, temporary electric power and water for construction purposes.

Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any construction is made, Connect to existing power supply in accordance with Canada Electrical Code.

Provide, at no cost to DND, all equipment and temporary lines to bring these services to project site.

Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND site representative at any time without notice, without acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

Scaffolding and Shoring

Construct and maintain scaffolding in rigid, secure and safe manner.

Erect scaffolding independent of walls. Remove promptly when no longer required. Refer to section herein for Safety Requirements for scaffolding.

Disposal of Waste

Do not bury rubbish and waste materials on site unless approved by Engineer.

Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

Site Cleanup

On completion of work, the contractor will remove all temporary structures, debris, rubbish, etc. Clean up the site and leave same neat and tidy to the satisfaction of the Engineer.

Safety Requirements Section 01545**Construction Safety Measures**

Observe and enforce construction safety measures required by National Building Code, 2010, Provincial Government, Workers' Compensation Board and municipal statutes and authorities.

The Contractor must ensure compliance on his part and on the part of all his subcontractors with the standards of Part II Canada Labour Code and the current Occupational Health and Safety Regulations, as well as compliance with Workers' Compensation Act and Regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision applies.

In event of conflict between any provisions of above authorities the most stringent provision governs.

It is the Contractors responsibility to provide for the safety of his workmen.

Overloading

Ensure no part of work is subjected to a load which will endanger its safety or will cause permanent deformation.

False Work

Design and construct false work in accordance with CSA S269. 1-1975

Scaffolding

Design and construct scaffolding in accordance with CSA S269. 2-M1980.

Material and Equipment - Section 01600 - General

Use new material unless otherwise specified.

Provide material and equipment of specified quality.

Use products of one manufacturer for material and equipment of same type of classification unless otherwise specified.

Manufacturer's Instructions

Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

Notify Engineer in writing of any conflict between these specifications and manufacturer's instructions. Engineer will designate which document is to be followed.

Fastening - General

Provide metal fastenings and accessories in same texture colour and finish as base metal in which they occur. Prevent electrolytic action between dissimilar metals. Use non-corrosive fasteners, anchors and spacers for securing exterior work.

Space anchors within limits of load bearing or shearing capacity and ensure that they provide positive permanent anchorage. Wood plugs not acceptable.

Keep exposed fastenings to minimum, space evenly and lay out neatly.

Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

Delivery and Storage

Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.

Prevent damage, adulteration and soiling of material during delivery, handling and storage. Immediately remove rejected material from site.

Store material in accordance with supplier's instructions.

Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or paint to match original.

Conformance

When material is specified by standard or performance specifications, upon request of Engineer, obtain from manufacturer or an independent testing laboratory report, stating that material or equipment meets or exceeds specified requirements.

Construction Equipment and Plant

On request, prove to the satisfaction of Engineer that construction equipment and plant are adequate to manufacture, transport, place, and finish work to quality and production rates specified. If inadequate, replace or provide additional equipment or plant as directed.

Maintain construction equipment and plant in good operating order.

The Contractor shall be responsible for all tools and equipment necessary to complete the work. Those that are to be included in the hourly rate include, but are not limited to, power and hand tools incidental to the trade.

Glazing - Section 088/00 - Part 1 - General - Samples

When requested please submit samples of material for approval by Engineer.

Part 2 - Products - Glass Materials

Clear sheet glass: to CAN2-12.2-M76+Amdt-Aug-78, A quality

Polished plate or float glass: to CAN2-12.3-M76+Amdt-Jan-80, glazing quality of thickness indicated.

Wired glass: to CAN2-12.11-M 76, Type 1 or 2 as specified, wire mesh style 3, 6 or 10 mm thick as specified.

Insulating glass units: Only insulating glass units listed on CGSB Qualified Products List are acceptable for use on this project.

Safety glass: to CAN2-12.1-M79, Type 1 or 2, Class A or B as specified of thickness indicated.

Mirrors: to CAN12.5-M76+Amdt-Dec-76, silvered Type 1A, 1B, 2, 6 mm thick, unframed, ground and polished edges, frames with stainless steel edging and supported with tamperproof fasteners, concealed or sizes indicated.

Lexan: Trademarked name of Polycarbonate sheet, 6mm to 13 mm thick.

Glazing and Sealing Compound Materials

Only compounds listed on the CGSB Qualified Products List are acceptable for use on this project.

Sealant compound: one component silicone rubber, to CAN2-19.13-M82, gun grade, colour as specified.

Glazing tape : performed butyl tape, 10-15 durometer hardness, paper release, grey or black colour.

Part 3 - Execution - Workmanship

Remove protective coatings and clean contact surface with solvent and wipe dry.

Apply primer-sealer to contact surfaces.

Place setting blocks as per manufacturer's instructions.

Install glass, rest on setting blocks, ensure full contact and adhesion at perimeter.

Install removable stops, without displacing tape or sealant.

Provide edge clearance of 3mm minimum.

Insert space shims to centre glass in space. Place shims at 600 mmoc and keep 6 mm below sight line.

Apply sealant to uniform and level line, flush with sight line and tooled or wiped with solvent to smooth appearance.

Do not cut or abrade tempered, heat treated or coated glass.

Provide adequate edge clearances for plastic glazing sheet in accordance with manufacturer's instructions.

Exterior Glazing - Dry method - tape / tape and sealant:

Cut glazing tape to proper length and set against permanent stops, 5 mm below sight line. Install horizontal strips first, extend over entire width of opening before applying vertical strips. Weld corners together by butting tape and dabbing with sealant.

Place glazing tape on glass in manner described above.

Combination method - tape / sealant

Cut glazing tape to proper length and set against permanent stops, 5 mm below sight line. Install horizontal strips first, extend over entire width of opening before applying vertical strips. Weld corners together by butting tape and dabbing with sealant.

Fill gap between glass and applied stop with sealant to depth equal to bite of frame and glass but not more than 10 mm below sight line.

Wet method - sealant / sealant

Apply sealant to back and bottom of rabbet.

Bed glass in position with sealant.

Fill gap between glass and stops with sealant to depth equal to bite of frame and glass but not more than 10 mm below sight line.

Lock strip gasket method

Unpack and lay out gaskets on flat warm area to permit recovery of shape.

Install gaskets under compression from corners inward.

Drain infiltration moisture to exterior through drain holes in sill.

Install locking strip and gasket assembly to manufacturer's instruction.

Interior Glazing - Dry method - tape / tape

Cut glazing tape to length and install against permanent stop, project 1.5 mm above sight line.

Place glazing tape on free perimeter of glass in same manner described below.

Combination method - tape / sealant

Cut glazing tape to proper length and install against permanent stop, projecting 1.5 mm above sight line.

Fill gap between glass and applied stop with sealant depth equal to bite frame on glass to uniform and level line.

Trim off excess tape to sight line.

Wet method - compound / compound

Apply sealant to back and bottom of rabbet.

Bed glass in position with sealant.

Locate and secure glass using spring wire clips or glaziers' clips.

Fill gaps between glass and stops with compound until flush with sight line and tool to smooth straight line.

Lexan installation

Have all edges of the Lexan rounded over using router

Have Lexan pre-drilled, and pre-drill window frame

Clean inside of window and remove protective film from inside of Lexan sheet and clean

Attach Lexan using stainless steel tamperproof screws and grommet at a minimum of 100mm evenly spaced along the edge

Remove outer film and clean Lexan and surrounding area

Spline method:

Install spline to permanent stop and install glass.

Apply removable stops and spline and secure in place.

Mirror Installation

Install mirrors where indicated

Finishing

Immediately remove sealant and compound droppings from finished surfaces. Remove labels after work is completed.

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APPENDIX 3 - MANDATORY REQUIREMENTS

Failure to meet the following mandatory criteria will render the offer as non-responsive.

- We _____ (company name) certify that we have in the past completed works which are similar to the work for which the present offer is made. **YES** **NO**
- Provide the following information for two (2) projects completed in the last three (3) years of similar size and scope.

1. Name and address of facility(ies):

A brief description of the work performed:

Contract dollar amount:

Name and phone number of project contact:

2. Name and address of facility(ies):

A brief description of the work performed:

Contract dollar amount:

Name and phone number of project contact:

- Each job **MUST** involve at least one person who holds a glazing ticket. This person must be qualified with the ability to manage helpers working with him. **YES** **NO**

How many employees currently hold glazing tickets? _____

- Provide a photocopy of the glazing ticket for each employee identified.
Included with the bid **YES** Will be sent in after bid closing **YES**
- Bidders must employ only personnel who are qualified and experienced in the specified work.
YES **NO**
- Provide the name and title of the individual who will be the point of contact for call ups and the names and qualifications of all current staff who you anticipate will be working on the standing offer.

APPENDIX 4 - PRICE PROPOSAL FORM

Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.

.2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.

.3 The prices inserted in the Price Schedule of this Offer include all applicable federal, provincial, and municipal taxes.

.1 However, they do not include any amount for the Goods and Services Tax Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.

.2 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.

.3 Pricing

The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and

replacement parts relating to the delivery of labour.

4. PRICES

The Offeror agrees that the following are the prices referred to above:

4.1 Unit Price Schedules - Rates

A) Years 1 & 2

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated	Unit Price	Estimated

			Hours/ Quantity	\$	total price \$
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0800 - 1630 hours, Monday through Friday i) Glazier ii) Trades Helper b) Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Glazier ii) Trades Helper	per hour per hour per hour per hour	300 300 10 10		

2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$100,000.00 + % mark up =)	\$100,000.00	_____ %	\$
Sub Total A): Estimated Total Amount Years 1 & 2 GST/HST Extra				\$

B) Year 3

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Estimated Hours/ Quantity	Unit Price \$	Estimated total price \$
1.	Hourly rate, including travel time and all related expenses. a) During Regular Hours: 0800 - 1630 hours, Monday through Friday i) Glazier	per hour	150		

ii) Trades Helper

per hour

150

b) **Outside Regular Hours:**Monday through Sunday, including all day
Saturday, Sunday and holidays.

i) Glazier

per hour

5

ii) Trades Helper

per hour

5

2.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (\$50,000.00 + % mark up =)	\$50,000.00	_____ %	\$
Sub Total B): Estimated Total Amount Year 3 GST/HST Extra				\$

TOTAL EVALUATED PRICE:

Sub Total A 1st & 2nd Year Term	Sub Total B <u>3rd Year</u>	Total Evaluated Price (col.1 + col.2 = col.3)
\$ _____	\$ _____	\$ _____ GST/HST Extra

Cost will be evaluated on the Total Evaluated Price in Column 3. It is anticipated that 1 standing offer will be issued to the lowest compliant offeror.

SUPPLIER CONTACTS: The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

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SIGNATURE:

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

APPENDIX 5 - PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Name	Phone Number	E-mail

at:

Dept. Of National Defence
CE Contracting, CFB Esquimalt
P.O. Box 17000, Station Forces
Victoria, BC V9A 7N2

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call up #	Total Billing

NIL REPORT: We have not done any business with the federal government for this period.

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

APPENDIX 6 - SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine												2. Branch or Directorate / Direction générale ou Direction											
3. a) Subcontract Number / Numéro du contrat de sous-traitance												3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant											
												Address - adresse											
4. Brief Description of Work / Brève description du travail Window repairs and glazing for all areas of CFB Esquimalt.																							
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?																							
<input checked="" type="checkbox"/>												N o		Y e s									
												N		O									
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?																							
<input checked="" type="checkbox"/>												N o n		Y e s O u i									
												N		O									
6. Indicate the type of access required / Indiquer le type d'accès requis																							
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)																							
<input checked="" type="checkbox"/>												N o n		Y e s O u i									
												N		O									
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.																							
<input checked="" type="checkbox"/>												N o n		Y e s O u i									
												N		O									
												N		O									

6. c) Is this a commercial courier or delivery requirement with **no** overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale **sans** entreposage de nuit?

X

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7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada		NATO / OTAN		Foreign / Étranger	
--------	--	-------------	--	--------------------	--

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions		All NATO countries		No release restrictions	
Not releasable					
Restricted to: / Limité à :		Restricted to: / Limité à :		Restricted to: / Limité à :	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	

7. c) Level of information / Niveau d'information

PROTECTED A		NATO UNCLASSIFIED		PROTECTED A	
PROTÉGÉ A		NATO NON CLASSIFIÉ		PROTÉGÉ A	
PROTECTED B		NATO RESTRICTED		PROTECTED B	
PROTÉGÉ B		NATO DIFFUSION RESTREINTE		PROTÉGÉ B	
PROTECTED C		NATO CONFIDENTIAL		PROTECTED C	
PROTÉGÉ C		NATO CONFIDENTIEL		PROTÉGÉ C	
CONFIDENTIAL		NATO SECRET		CONFIDENTIAL	
CONFIDENTIEL		NATO SECRET		CONFIDENTIEL	
SECRET		COSMIC TOP SECRET		SECRET	
SECRET		COSMIC TRÈS SECRET		SECRET	
TOP SECRET				TOP SECRET	
TRÈS SECRET				TRÈS SECRET	
TOP SECRET (SIGINT)				TOP SECRET (SIGINT)	
TRÈS SECRET (SIGINT)				TRÈS SECRET (SIGINT)	

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

N
oY
e
s

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category

Catégorie

PROTECTED

PROTÉGÉ

CLASSIFIED CLASSIFIÉ

NATO

COMSEC

A

B

C

CONFIDENTIAL

CONFIDENTIEL

SECRET

TOP

SECRET

TRÈS SECRET

NATO

RESTRICTED

NATO
DIFFUSIONRESTREINTE
NATO

CONFIDENTIAL

NATO

CONFIDENTIEL

NATO

SECRET

COSMIC

TOP

SECRET

COSMIC

TRÈS SECRET

PROTECTED

PROTÉGÉ

CONFIDENTIAL

CONFIDENTIEL

SECRET

TOP

SECRET

TRÈS

SECRET

A

B

C

Information /Assets

Renseignements / Biens

adfgasdf

Production

IT Media /

Support TI

IT Link /

Lien électronique

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

No

Yes

No
n

Oui

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

No

Yes

No
n

Oui