

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

Request For Supply Arrangement - Demande pour un arrangement en matière d'approvisionnement

Offer to: Department of Public Works and Government Services

We hereby offer to provide to Canada, as represented by the Minister of Public Works and Government Services, in accordance with the terms and conditions set out herein or attached hereto, the goods, services, and construction detailed herein and on any attached sheets.

Offre au: Ministère des Travaux publics et des Services
gouvernementaux

Nous offrons par la présente de fournir au Canada, représenté par le ministre des Travaux publics et des Services gouvernementaux, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
6B1, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Rental of Generators - Location de	
Solicitation No. - N° de l'invitation EN585-120001/B	Date 2012-09-27
Client Reference No. - N° de référence du client EN585-120001	GETS Ref. No. - N° de réf. de SEAG PW-\$\$HN-461-61272
File No. - N° de dossier hn461.EN585-120001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-06	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Picco, Patti	Buyer Id - Id de l'acheteur hn461
Telephone No. - N° de téléphone (819)956-7390 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC 11 rue Laurier Gatineau K1A 0S5	
Security - Sécurité This request for a Supply Arrangement does not include provisions for security. Cette Demande pour un arrangement ne comprend pas 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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

2. Summary

Public Works and Government Services Canada on behalf of any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III of the Financial Administration Act, R.S., 1985, C. F-11, has a requirement to issue two (2) or more Supply Arrangements for the Rental of Generators with kilowatt ratings ranging from 20kw to 2000kw.

Delivery locations will be across Canada with the exception of those locations in a Land Claim Area.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

Pursuant to section 01 of Standard Instructions 2008, a Consent to a Criminal Record Verification form, must be submitted with the arrangement, by Request for Supply Arrangements closing date, for each individual who is currently on the Supplier's Board of Directors.

The Supply Arrangement(s) will be for a period of two (2) years with the option to extend for one (1) one year period under the same conditions.

Upon completion of solicitation EN585-120001/A, a version /B will be issued on the MERX system to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement under version /A, will not be required to submit a new arrangement.

Any Supply Arrangement awarded under the version /B will have the same duration as the Supply Arrangements awarded under the first /A solicitation process.

3. Debriefings

After issuance of a supply arrangement, suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSa) 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>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSa and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2012-07-11) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSa.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

1.1 SACC Manual Clauses

Reference	Section	Date
S0030T	Financial Viability	2011-05-16

2. Submission of Arrangements

Arrangements must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

3. Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than ten (10) calendar days before the Request for Supply Arrangements (RFSa) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSa to which the enquiry relates. Care should be taken by suppliers 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 questions or may request that suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

4. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy and 1 soft copy on CD or DVD)

Section II: Financial Arrangement and Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, suppliers are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The supplier is requested to provide the following information:

1) Procurement Business Number (PBN)

<https://buyandsell.gc.ca/for-businesses/register-as-a-supplier>

The Procurement Business Number of the supplier is: _____

2) List of Manufacturers

For each product category that is presented at Annex "A", to which there is an intent to supply, the supplier must provide a list of the manufacturers that it will represent.

This list, which must be produced using the same order as the list appearing in Annex "A", will include only the categories being supplied and be submitted electronically in an Microsoft MS Excel Version. A hard copy of this list must also be included with the offer.

The supplier must provide certification that it is an authorized distributor or agent of the manufacturers listed. See Part 5, Article 2.2 herein.

Note: Only the products and manufacturers identified on Annex A submitted at the time of closing of the RFSA will be authorized for offering to the Identified Users under a Supply Arrangement. Should a change be required to the list of manufacturers during the period of the SA, it is the supplier's responsibility to advise the Supply Arrangement Authority and request a revision to the supplier's SA.

3) Geographical Region

Identify in Annex A the region that the offer applies to. The regions are defined as follows:

Atlantic - Newfoundland and Labrador, Prince Edward Island, Nova Scotia and New Brunswick

Central - Quebec and Ontario

Western - Saskatchewan, Manitoba

Pacific - Alberta and British Columbia

North - North West Territories and Nunavut

Section II: Financial Arrangement and Certifications

1. Financial Arrangement

Payment of Invoices by Credit Card

Canada requests that supplies complete one of the following:

() Yes, Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices under the Supply Arrangement.

The following credit card(s) are accepted:

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

☐ Visa

☐ Mastercard

OR

☐ No, Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices under the Supply Arrangement.

The supplier is not obligated to accept payment by credit card. Acceptance of credit cards for payment of invoices will not be considered as a qualification criteria.

2. Certifications

Suppliers must submit the certifications required under Part 5 - Certifications.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

1.1. Technical Evaluation

Mandatory Technical Criteria

Must Offer 60% of the Categories listed in Annex A and offer a minimum of 2 subcategories for every Category offered;

Must identify which geographical regions their offer is applicable to.

Must submit an electronic version of the list of manufacturers using Microsoft (MS) Excel as detailed at Part 3 Section I, Article 2 - List of Manufacturers.

Must submit a hard copy of the same electronic version of the list of Manufacturers produced.

Acceptance of terms and conditions as detailed in the RFSA;

Completion of the information requested in the RFSA;

Acceptance of Disclosure of Information clause in 2020 - General Conditions - Supply Arrangement - Goods or Services

2. Basis of Selection

- 2.1** An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.
- 2.2** Supply Arrangements will be awarded on a regional basis.
- 2.3** An arrangement will only be awarded when two (2) or more offers have been received for a category in an identified region.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications to be issued a supply arrangement (SA). Canada will declare an arrangement non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications suppliers provide to Canada is subject to verification by Canada during the arrangement evaluation period (before issuance of a SA) and after issuance of a SA. The Supply Arrangement Authority will have the right to ask for additional information to verify suppliers' compliance with the certifications before issuance of a SA. The arrangement will be declared non-responsive if any certification made by the Supplier is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Supply Arrangement Authority for additional information will also render the arrangement non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Suppliers must submit with their arrangement, by Request for Supply Arrangements closing date:

(a) a complete list of names of all individuals who are currently directors of the Supplier;

(b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.

2. Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will so inform the Supplier and provide the Supplier with a time frame within which to meet the requirement. Failure to comply with the request of the Supply Arrangement Authority and meet the requirements within that time period will render the arrangement non-responsive.

2.1 Federal Contractors Program - Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a supply arrangement. If the Supplier, or,

if the Supplier is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a supply arrangement.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any arrangements from ineligible contractors, including an arrangement from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2.If the Supplier does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Supplier must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3.The Supplier, or, if the Supplier is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Supplier or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full- time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

Signature

Date

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2.2 Distributorship Certification

The supplier certifies that it is an agent or distributor fully authorized by the manufacturer(s) to offer all products from the categories listed in Annex "A" attached, for the Province of Ontario and the National Capital Region (NCR).

Signature

Date

Actual letters of certification are not required, but the supplier agrees to be willing and able to provide proof of means of a letter from any manufacturer upon request.

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

1. Arrangement

The Supply Arrangement covers the Work described in the Requirement at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2020 (2012-07-16) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

2.2 Supply Arrangement Reporting

Suppliers must compile and keep current data on products purchased by Identified Users with respect to contracts arising from a Supply Arrangement (SA). These data or reports must include the contract number, the ID name, the good(s) purchased and the total contract value, including purchases using the Government of Canada Acquisition Card. A copy of the contract for the same period must be included with this report if requested by the Supply Arrangement Authority. Each quarter, Suppliers must collect the data and submit it to the SA Authority at Public Works and Government Services Canada.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex B.

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period.

3. Term of Supply Arrangement

3.1 Initial Period of the Supply Arrangement

The period for awarding contracts under the Supply Arrangement is for two (2) years upon award from _____ to _____.

3.2 Extension of the Supply Arrangement

Should the SA be authorized for use beyond the Initial Period, the Supplier will accept to extend its arrangement for an additional one (1) year period, under the same clauses and conditions specified in the SA.

The Supplier will be advised of the decision to authorize the use of the SA for an extended period by the SA Authority before the expiry date of the SA. A revision to the SA will be issued by the SA Authority.

4. On-going Opportunity for Qualification

Upon completion of solicitation EN585-120001/A, a version /B will be issued on MERX system to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement under version /A, will not be required to submit a new arrangement.

Any Supply Arrangement awarded under the re-issued version /B will have the same duration as the Supply Arrangements awarded under the first /A solicitation process.

5. Authorities

5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Name: Patti Picco

Title: Supply Team Leader

Public Works and Government Services Canada
 Acquisitions Branch
 Directorate: Logistics, Electrical, Fuel and Transportation Directorate
 Address: 11 rue Laurier, Gatineau, PQ, K1A 0S5

Telephone: 819- 956- 0968
 Facsimile: 819 - 953 - 4944
 E-mail address: patti.picco@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

5.2 Supplier's Representative

The main point of contact to be contacted, with authority, to receive enquiries from Identified Users pursuant to this Supply Arrangement is:

General Information

Name: (to be completed on issuance of SA)
Telephone Number: (to be completed on issuance of SA)
Facsimile Number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Receipt of Bid Requests

Name: (to be completed on issuance of SA)
Telephone Number: (to be completed on issuance of SA)
Facsimile Number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Delivery follow-up

Name: (to be completed on issuance of SA)
Telephone Number: (to be completed on issuance of SA)
Facsimile Number: (to be completed on issuance of SA)
E-mail: (to be completed on issuance of SA)

Person responsible for submitting quarterly reports

Name: (to be completed on issuance of SA)
Telephone Number: (to be completed on issuance of SA)
Facsimile Number: (to be completed on issuance of SA)

E-mail: (to be completed on issuance of SA)

Note: Each Offeror will appoint one (1) single point of contact for each item above, whom will be the SA holder's designated responsible, single point of contact that a federal government client will use. Should this contact person change on a permanent basis during the life of the SA, the SA can be amended to reflect the designated replacement.

6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.I, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

7. 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 the Supply Arrangement;
- (b) the general conditions 2020 (2012-07-16), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Requirement;
- (d) Annex B, Quarterly Report;
- (e) the Supplier's arrangement dated _____ (insert date of arrangement) (if the arrangement was clarified or amended, insert at the time of issuance of the arrangement: "as clarified on _____" **or** "as amended _____". (Insert date(s) of clarification(s) or amendment(s), if applicable).

8. Certifications**9.1 Compliance**

Compliance with the certifications provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification or it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

9. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Service Level

The minimum service level that suppliers are to provide to Identified Users is described below:

- a) Provide information to Identified Users to help them to select products in accordance with their requirements;
- b) Help Identified Users prepare their Bid Solicitations;
- c) In-depth knowledge of the products available in the supply arrangement so that the supplier can knowledgeably discuss the needs of Identified Users with them in relation to available products;
- d) Respond to all Identified User queries (other than RFQs) within twenty-four (24) hours of receiving the User query.

11. Supplier's Responsibility

- a) The supplier is responsible for the following:
 - Provide all mandatory quarterly reports within the agreed time frame;
 - On a timely basis, resolve problems that may arise
 - Sell only products listed in Annex "A" - List of Offered Categories
 - Comply with all terms and conditions of the SA.

If the above-mentioned requirements are not respected, the supplier may be removed from the list of qualified suppliers under a SA and be subject to corrective measures applicable to supplier performance.

- b) The supplier must write to the Supply Arrangement Authority to add or delete manufacturers from Annex "A" of this document. An official amendment to the SA will be issued in order to incorporate the requested changes.

12. Responsibility of Identified Users

The Identified User is responsible for, but not limited to:

Advising Public Works and Government Services Canada (PWGSC) of any problem with a supplier;

Complying with the contract limits

Complying with all terms and conditions of the Supply Arrangement

Providing funding required to purchase products

Ensuring that the requirements are for official government use only

Providing the appropriate provincial sale tax exemption licence number, if applicable

Not apportioning requirements among several suppliers in order to get around SA limits

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Indicating, on a contract awarded under a SA, a detailed description of the requirement. These contracts will be sent to suppliers in electronic format in order to facilitate completing the quarterly reports

B. BID SOLICITATION

1. Bid Solicitation Documents

Canada will use the bid solicitation templates 2T-LDV1 for medium complexity requirements; available in the *Standard Acquisition Clauses and Conditions Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements;
- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) conditions of the resulting contract.

2. Bid Solicitation Process

2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.

2.2 The bid solicitation will be sent directly to suppliers as follows:

- a. For requirements where the estimated price does not exceed \$5,000.00, bid solicitations may be directed by the Identified User (IU) to any one (1) or more of the Supply Arrangement holders. This limit includes the Goods and Services or Harmonized Sales Tax and delivery charges.
- b. For requirements where the estimated price is between \$5,000.00 and \$25,000.00, bid solicitations are to be issued by the Identified User (IU) to all Supply Arrangement holders. This limit includes the Goods and Services or Harmonized Sales Tax and delivery charges.

-
- c. For requirements where the estimated price is between \$25,000.00 and \$60,000.00, bid solicitations are to be issued by the Identified User (IU) to all Supply Arrangement Holders. This limit includes the Goods and Services or Harmonized Sales Tax and delivery charges. The IU will be required to post a Notice of Proposed Procurement (NPP) on MERX for all requirements meeting this criterion for a minimum period of ten (10) days.
 - d. The Supply Arrangement cannot be used for requirements that are more than \$60,000.00 (all inclusive).
 - e. The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the Electronic Forms Catalogue (http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) Website.

PWGSC-TPSGC 9400-3

Bid Solicitation

PWGSC-TPSGC 9400-4

Contract

- f. Use of the bid solicitation template 2T-LDV1 for low dollar value requirements or the 2T-MED1 for medium complexity.
- g. The party responsible for the solicitation bid and contract award process must obtain price support in all cases where a sole responsive bid has been received, in accordance with the provisions set out in Standard Instructions - Goods or Services - Competitive 2003.

C. RESULTING CONTRACT CLAUSES

1. General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using:

- (a) 2T-LDV1 (for low dollar value requirements), general conditions 2029 will apply to the resulting contract;
- (b) 2T-MED1 (for medium complexity requirements), general conditions 2010A will apply to the resulting contract;

The above template is set out in the Standard Acquisition Clauses and Conditions Manual

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(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

ANNEX A

REQUIREMENT

See attachment Annex A Requirement (Annex-A.doc)

Email patti.picco@tpsgc-pwgsc.gc.ca to receive a soft copy of Annex A, in order to provide a soft copy response to this solicitation.

The following table represents the categories and sub-categories of generators available for rent that Canada is interested in issuing a Supply Arrangement

Offerors must be able to provide fuel and installation services in the Region bid, in accordance with applicable laws and regulations.

Offerors are requested to submit one Annex A for each Region.

Offerors should indicate on each Annex A: the Manufacturer they represent and the Categories and Sub-Categories they are able to offer for Rental in that Region.

Atlantic - Newfoundland and Labrador, Prince Edward Island, Nova Scotia and New Brunswick

Central - Quebec and Ontario

Western - Saskatchewan, Manitoba

Pacific - Alberta and British Columbia

North - North West Territories and Nunavut

Goods and Services cannot be delivered to any area subject to a Comprehensive Land Claim Agreement

Region: _____

Category	Sub-Category				
Kilowatts	Voltage	Manufacturer 1	Manufacturer 2	Manufacturer 3	Manufacturer 4
15	120				
15	208/240				
15	347				
15	480				
15	600				
20	120				
20	208/240				
20	347				
20	480				

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20	600
30	120
30	208/240
30	347
30	480
30	600
45	120
45	208/240
45	347
45	480
45	600
55	120
55	208/240
55	347
55	480
55	600
60	120
60	208/240
60	347
60	480
60	600
80	120
80	208/240
80	347
80	480
80	600
100	120
100	208/240
100	347
100	480
100	600
125	120
125	208/240
125	347
125	480
125	600
130	120
130	208/240
130	347
130	480
130	600
150	120

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150	208/240
150	347
150	480
150	600

175	120
175	208/240
175	347
175	480
175	600

180	120
180	208/240
180	347
180	480
180	600

200	120
200	208/240
200	347
200	480
200	600

230	120
230	208/240
230	347
230	480
230	600

250	120
250	208/240
250	347
250	480
250	600

300	120
300	208/240
300	347
300	480
300	600

400	120
400	208/240
400	347
400	480
400	600

500	120
500	208/240
500	347

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500	480
500	600
600	120
600	208/240
600	347
600	480
600	600
800	120
800	208/240
800	347
800	480
800	600
1000	120
1000	208/240
1000	347
1000	480
1000	600
1250	120
1250	208/240
1250	347
1250	480
1250	600
1500	120
1500	208/240
1500	347
1500	480
1500	600
1750	120
1750	208/240
1750	347
1750	480
1750	600
2000	120
2000	208/240
2000	347
2000	480
2000	600

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ANNEX B

QUARTERLY USAGE REPORT

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An excel format template will be provided to the contractor for use in submitting electronically the standing offer quarterly usage report. The quarterly reporting requirements include the following details:

Standing Offer #
Reporting Period
Report Total \$
Cumulative total for SO
Identified User
Region
City
Quantity
Unit Price
Total Value
Order Date
Date of Invoice
Delivery Date

ANNEX C

ENVIRONMENTAL ATTRIBUTES

The purpose of this questionnaire is to assist the Government of Canada (GoC) in understanding the industry's progress in greening its supply chain and operations.

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Assessing the environmental impact of a product or service involves considering the whole life cycle of the product or service, from the extraction of the raw material to its disposition at the end of its useful life.

GoC wants to understand how the industry has progressed in greening its own supply chain and operations and the goods and services it provides. Upcoming bid solicitations may include evaluation criteria (either mandatory or rated) or contractual requirements related to the environment and GoC is currently gathering information so that it can consider appropriate environmental evaluation criteria and/or contractual requirements for future procurements.

Questionnaire

Please fill out the questionnaire on the following pages and return it with your bid.

	Yes	No	Expected Completion Date	Additional Comments
General Environmental Considerations Required for All Services				
Invoices, correspondence and/or draft reports are sent and processed electronically				
Uses electronic signatures to reduce paper consumption				
Paper is certified as originating from a sustainably managed forest and/or has a minimum of 30% recycled content				
Travel policy includes environmental considerations (e.g. Statement of preference for travel type that minimizes environmental impact including use of hybrid vehicles and environmentally preferable fuels).				

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	Yes	No	Expected Completion Date	Additional Comments
Supplier Environmental Attributes				
<i>Policies and Programs</i>				
Environmental management policies and practices				
Effective waste disposal programs				
Action programs and performance measurements in place to address major environmental impacts associated with service delivery. If yes, please provide examples.				
Regularly reporting on greenhouse gas emissions. If yes, please provide sample report.				
Regular completion of waste audits				
ISO 14001 certification or an equivalent (please specify) that indicates certification of supplier process				

	Yes	No	In progress (% completed)	Additional Comments
Supplier Operations when delivering a Service				
<i>Travel (if applicable)</i>				
Minimization of travel during service delivery (e.g. via use of video/telephone conferencing and/or use of local employees)				
Accommodation preference for green-rated hotels, where value for money is demonstrated				

	Yes	No	In progress (% completed)	Additional Comments
Specification relating to goods and equipment used in delivery of Service				
Energy Star qualified products such as Office Equipment, Lighting, Products, HVAC Equipment, Consumer Electronics, Appliances, etc. (Note: For complete list of Energy Star qualified products and information and tools.				
<i>Packaging (if applicable)</i>				
Reduction of packing material. Specify.				

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Recycled material used in packaging. Specify %.				
Supplier has take-back programs for packaging.				
Reduction/elimination of toxic material in packaging				