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Solicitation No. - N° de l'invitation

23294-121519/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm002

Client Ref. No. - N° de réf. du client

23294-121519

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EDM-1-34538

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into six parts and annexes, as follows:

- Part 1      General Information: provides a general description of the requirement;
- Part 2      Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3      Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer 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 offer, if applicable, the basis of selection and Security Requirement;
- Part 5      Certifications: includes the certifications to be provided;
- Part 6      6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### 2. Summary

Regional Individual Standing Offer for the provision all labour, materials, tools, equipment, transportation and supervision necessary to provide minor repair and maintenance electrical services on an "as required" basis for the Department of Natural Resources Canada, Geological Survey of Canada, Calgary, Alberta in accordance with the terms and conditions contained herein and with the Statement of Work attached as Annex "A" for a three (3) year period from date of issue.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

There is a security requirement associated with this requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

### 3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15

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working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: one hundred and twenty (120) days

#### **1.1 SACC Manual Clauses**

M0019T (2007-05-25) Firm Price and/or Rates

M1004T (2011-05-16) Condition of Material

### **2. Submission of Offers**

Offers 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 Standing Offers.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

#### 5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on Wednesday, March 14<sup>th</sup> at 1:30 pm at the main reception desk, The Geological Survey of Canada, Calgary, 3303-33 Street N.W., Calgary, Alberta T2L-2A7. Bidders are requested to communicate with the Contracting Authority one (1) day before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### PART 3 - OFFER PREPARATION INSTRUCTIONS

#### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)  
Section II: Certifications (1 hard copy)

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

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

- (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 Standing Offers.

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, offerors are encouraged to:

- 1) use 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: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

**Section II: Certifications**

Offerors must submit the certifications required under Part 5.

**PART 4 - EVALUATION PROCEDURES, BASIS OF SELECTION AND SECURITY REQUIREMENT****1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**1.1. Financial Evaluation**

The total evaluated offer price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) Unit prices for items A.1i - B.3ii) inclusive will be multiplied by the corresponding estimated usage for each of the three years.
- (b) The markup in item C) will be applied to the estimated annual expenditure for each of the three years.
- (c) The results of the calculations in (a), (b) and (c) above will be added together to obtain the total evaluated bid price.

**1.2 SACC Manual Clauses M0220T (2007-05-25), Evaluation of Price.**

## 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## 3. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 6A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

### 1. Certifications Precedent to Issuance of a Standing Offer

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

#### 1.1 Federal Contractors Program - Certification - \$200,000 or more

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 standing offer. If the Offeror, or, if the Offeror 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 standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror 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 Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, <http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e> Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Offeror 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 <http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html> 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 requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

(d) ( ) is subject to 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.

<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

### Definitions

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

### Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### 1.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a standing offer as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### 2. Security Requirement

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 (CIS D), 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 Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer 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 Standing Offer Authority no later than fifteen (15) calendar days after the end of the reporting period.

**4. Term of Standing Offer**

**4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is three (3) years from date of Standing Offer Issuance. *(Estimated period subject completion of security clearance).*

**5. Authorities**

**5.1 Standing Offer Authority**

The Standing Offer Authority is:

Jasmine Scott  
Supply Specialist  
Acquisitions, Western Region  
Department of Public Works and Government Services  
Telus Plaza North,  
10025 Jasper Avenue, 5th Floor  
Edmonton, AB T5J 1S6

Telephone: (780) 497-3578  
Facsimile: (780) 497-3510  
E-mail address: jasmine.scott@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

**5.2 Project Authority**

*(To be filled in at Standing Offer Issuance)*

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror's Representative

(To be filled in by Offeror)

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

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 6. Identified Users.

The Identified User authorized to make call-ups against the Standing Offer is: Department of Natural Resources Canada, Geological Survey of Canada, Calgary, Alberta.

### 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

### 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$45,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

### 9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$(*to be provided upon Standing Offer issuance*)(Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 10. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2011-05-16), General Conditions - Standing Offers - Goods or Services;

- d) the general conditions 2010C (2011-05-16), General Conditions - Services (Medium Complexity);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Security Requirements Checklist;
- h) Annex "D", Standing Offer Usage Report;
- i) the Offeror's offer \_\_\_\_\_.

## **11. Certifications**

### **11.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010C (2011-05-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts of 2010C (2011-05-16), General Conditions - Services (Medium Complexity), will not apply to payments made by credit cards at point of sale.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

The Work must be completed in accordance with the call-up against the Standing Offer.

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23294-121519/A

Amd. No. - N° de la modif.

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edm002

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23294-121519

File No. - N° du dossier  
EDM-1-34538

CCC No./N° CCC - FMS No/ N° VME

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#### **4. Payment**

##### **4.1 Basis of Payment - Limitation of Expenditure**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$(as per call up document). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

##### **4.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$(as per call up document). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting

Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

##### **4.3 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
C0705C (2010-01-11) Discretionary Audit  
C0710C (2007-11-30) Time and Contract Price Verification  
C2000C (2007-11-30) Taxes - Foreign-based Contractor  
H1000C (2008-05-12) Single Payment

##### **4.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

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## 5. Invoicing Instructions

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

Each invoice must be supported by:

(a) a copy of time sheets to support the time claimed.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6. Foreign Nationals

### 6.1 Foreign Nationals (Canadian Contractor) *(if awarded to a Canadian Contractor)*

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

**OR**

### 6.2 Foreign Nationals (Foreign Contractor) *(if awarded to a Foreign Contractor)*

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

## 7. SACC Manual Clauses

A9039C (2008-05-12) Salvage

A9068C (2010-01-11) Government Site Regulations

B1501C (2006-06-16) Electrical Equipment

G1005C (2008-05-12) Insurance

M3800C (2006-08-15) Estimates

## **ANNEX "A" STATEMENT OF WORK**

### **TITLE**

Electrical Services as required by Geological Survey of Canada

### **OBJECTIVE**

Provide minor repair and maintenance for electrical service to Natural Resources Canada, Geological Survey of Canada.

### **SCOPE**

The Offeror will provide all expertise, labour, equipment, material, tools, supervision and expertise necessary to provide for the minor repair, installation, modification and minor maintenance of electrical services on an as required basis for the period of the Standing Offer.

Geological Survey of Canada's electrical system includes:

Standard electrical services to the Main Institute Building, Stand Alone Warehouse and Stand Alone Storage Building.

Repair, maintenance and installations to all energized building systems, motor controls, bus ducts, power distribution systems, panel boards, power control and distribution systems, lighting systems, switching systems and controls, feeders, transformers, switches, breakers, electrical protection systems, starters, capacitors, and fire alarm systems.

### **OTHER CONSIDERATIONS**

The Offeror must be able to offer 24 hours a day, 7 days a week, 365 days per year service, if required.

The Offeror must provide 24 hour emergency cellular telephone service, 7 days a week.

Most work will be planned with at least 2 full days notice. The Offeror is to respond to a confirming receipt of the 942 Call-up against the Standing Offer document and the actual work will be performed within a time frame agreed to by both parties.

The Offeror must respond to an authorized emergency request within one (1) hour confirming receipt of the 942 Call-Up Against a Standing Offer document and actual work will be performed within a time frame mutually agreed to by both parties. Once on site, the Offeror will work until problem is resolved and unit is returned to service.

Only one trade allowed in the location of where the work is being performed at a time.

### **Codes and Legislated Requirements:**

The Offeror must perform work in and with the following codes and standards, in effect at the time of award and are subject to change/revision. The latest edition of each must be enforced during the period of the Standing Offer Agreement

- 
- i) Treasury Board of Canada
  - ii) Canadian Environmental Protection Act
  - iii) National Building Code of Canada
  - iv) National Fire Code
  - v) Part II of the Canada Labour Code
  - vi) Canadian Occupational Safety and Health Section of Part II of the Canada Labour Code
  - vii) Fire Commissioner of Canada FC 301 Standard for Construction Operations
  - viii) Provincial Acts and Regulations
  - ix) Canadian Construction and Labour Safety Codes; Provincial Government Workers Compensation Board and Municipal Statutes and Authorities
  - x) Canadian Electrical Code, Part 1, CSA 22.1-1998
  - xi) Canadian Plumbing Code
  - xii) Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specification Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced.
  - xiii) Alberta Building Code.

In the event of a conflict between any of the above codes or standards, the most stringent will apply.

**Experience:**

All tradesmen must possess a journeyman licence or be a registered apprentice. Proof of journeyman licence or registered apprentice is to be provided to the Project Authority, upon request.

**ANNEX "B"**  
**BASIS OF PAYMENT**

- Firm unit prices are to remain firm for the period of the Standing Offer. G.S.T./H.S.T. is not to be included in the firm unit prices but will be added as a separate item on any resulting invoice.
- Estimated usages are for evaluation purposes only and not to be construed as a firm commitment from Canada. Actual usages may vary from these amounts.
- Service call-ups rates include all travel time, vehicle costs, as well as the first hour of on-site productive labour. Service call rates will be paid only on the initial call-out. Should the work carry over to subsequent days, the labour rates only will apply.
- Rates quoted must include ALL relative costs including but not limited to the supply of all labour, materials, tools, equipment, transportation, accommodation and supervision, etc., associated with providing this service and are to remain firm for the duration of the Standing Offer.
- Estimates: Where a cost estimate has been submitted and accepted by the Project Authority, fully completed work or services will be provided or performed at a cost no greater than such estimate unless authorized by the Project Authority.
- For work carried over to subsequent days, accommodations will be reimbursed as per Travel Directive Policy. The current Travel Directive Policy is available at: <http://www.njc-cnrm.gc.ca/directive/travel-voyage/index-eng.php> . Accommodation costs are not to include a mark-up and must be supported with receipt(s).

<b>Firm Unit Pricing</b>					
Item	Description	Year 1	Year 2	Year 3	Yearly Estimated Usage
<b>A</b>	<b>Service call, including first hour of on-site, productive labour including travel and transportation costs.</b>				
1.	During regular working hours, 08:00 to 16:15, Monday to Friday:				
i.	Journeyman	\$ ____/call	\$ ____/call	\$ ____/call	70 calls
ii.	Tradeshelper	\$ ____/call	\$ ____/call	\$ ____/call	30 calls
2.	Outside regular working hours, after 16:15, Monday through Friday:				
i.	Journeyman	\$ ____/call	\$ ____/call	\$ ____/call	16 calls
ii.	Tradeshelper	\$ ____/call	\$ ____/call	\$ ____/call	8 calls
3.	Outside regular working hours, weekends and statutory holidays:				
i.	Journeyman	\$ ____/call	\$ ____/call	\$ ____/call	10 calls
ii.	Tradeshelper	\$ ____/call	\$ ____/call	\$ ____/call	5 calls

<b>B</b>	<b>Labour rates, after the first hour:</b>				
1.	During regular working hours, 08:00 to 16:15, Monday to Friday:				
i.	Journeyman	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	160 hours
ii.	Tradeshelper	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	120 hours
2.	Outside regular working hours, after 16:15, Monday through Friday:				
i.	Journeyman	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	80 hours
ii.	Tradeshelper	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	20 hours
3.	Outside regular working hours, weekends and statutory holidays:				
i.	Journeyman	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	60 hours
ii.	Tradeshelper	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	20 hours
<b>C</b>	Materials to be charged at the Offeror's laid-down cost, plus a mark -up of..... Verification of Offeror's cost to be provided with invoices.	_____ %	_____ %	_____ %	\$30,000.00 / year

Solicitation No. - N° de l'invitation

23294-121519/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34538

Buyer ID - Id de l'acheteur

edm002

CCC No./N° CCC - FMS No/ N° VME

23294-121519

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**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**

Please see Security Requirements Check List (SRCL) form attached to this document.



Solicitation No. - N° de l'invitation

23294-121519/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-1-34538

Buyer ID - Id de l'acheteur

edm002

CCC No./N° CCC - FMS No/ N° VME

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Client Ref. No. - N° de réf. du client

23294-121519

11-102

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 23294-044754/A-121519  
Security Classification / Classification de sécurité

nh

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Contracting Government / Département or Organization / Ministère ou organisme gouvernemental d'origine: NRCan  
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:

4. Brief Description of Work / Brève description du travail: Electrical Service & Maintenance

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

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?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis: ZITH

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?  No / Non  Yes / Oui  
(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)

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.  No / Non  Yes / Oui

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?  No / Non  Yes / Oui

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: NA

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

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted for (1, 2, 3) / Restreint (1, 2, 3) <input type="checkbox"/>	Restricted for (1, 2, 3) / Restreint (1, 2, 3) <input type="checkbox"/>	Restricted for (1, 2, 3) / Restreint (1, 2, 3) <input type="checkbox"/>
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'inform.

PROTECTED A	NATO UNCLASSIFIED	PROTECTED A
PROTEGE A <input type="checkbox"/>	NATO NON CLASSIFIE <input type="checkbox"/>	PROTEGE A <input type="checkbox"/>
PROTECTED B	NATO RESTRICTED	PROTECTED B
PROTEGE B <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTEGE B <input type="checkbox"/>
PROTECTED C	NATO CONFIDENTIAL	PROTECTED C
PROTEGE C <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>	PROTEGE C <input type="checkbox"/>
CONFIDENTIAL	NATO SECRET	CONFIDENTIAL
CONFIDENTIEL <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	CONFIDENTIEL <input type="checkbox"/>
SECRET	COSMIC TOP SECRET	SECRET
SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET		TOP SECRET
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT)		TOP SECRET (SIGINT)
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TSS-601 (SA-103/0004/02)

Security Classification / Classification de sécurité

Canada

11-102

Contract Number / Numéro du contrat: 23294-674 157/A  
Security Classification / Classification de sécurité

12/15/19 NA.

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, indiquez le niveau de sensibilité.

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement sensible?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel  
Document Number / Numéro du document

PARTY PERSONNEL (SUPPLIER / PARTIE - PERSONNEL (FOURNISSEUR))

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis  
RELIABILITY STATUS / COÛTE DE FIDÉLITÉ  
TOP SECRET - SIGINT / TRÈS SECRET - SIGINT  
SITE ACCESS / ACCÈS AUX EMPLACEMENTS  
CONFIDENTIAL / CONFIDENTIEL  
NATO CONFIDENTIAL / NATO CONFIDENTIEL  
SECRET / SECRET  
NATO SECRET / NATO SECRET  
TOP SECRET / TRÈS SECRET  
COSMIC TOP SECRET / COSMIC TRÈS SECRET  
Special comments / Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unescorted personnel be used for portions of the work? / Du personnel sans autorisation sécuritaire pourra-t-on utiliser pour certaines parties du travail?  
If Yes, will unescorted personnel be escorted? / Dans l'affirmative, le personnel en question sera-t-il escorté?

PARTY OF SAFEGUARDS (SUPPLIER / PARTIE - MESURES DE PROTECTION (FOURNISSEUR))

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS  
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? / Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  
11. b) Will the supplier be required to safeguard COMSEC information or assets? / Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION  
12. a) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? / Les installations du fournisseur seront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT, MEDIA) / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)  
13. a) Will the supplier be required to use its IT systems to electronically produce, produce or store PROTECTED and/or CLASSIFIED information or data? / Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  
13. b) Will there be an electronic link between the supplier's IT systems and the government department or agency? / Existe-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

11-102



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 23294-094754/A
Security Classification / Classification de sécurité

121519nh

**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required on the supplier's assets or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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 / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE		NATO				COMSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO REFERENCE	NATO CONFIDENTIAL	NATO SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL	SECRET	TOP SECRET	
										A	B	C				
Information Assets / Informations																
Personnel / Personnel																
Facilities / Installations																
Other / Autres																

11. 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?  No / Non  Yes / Oui
- 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.
- 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?  No / Non  Yes / Oui
- 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité
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