

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> HVAC SUPPLIES	
<b>Solicitation No. - N° de l'invitation</b> E6BOR-106002/B	<b>Date</b> 2012-03-06
<b>Client Reference No. - N° de référence du client</b> E6BOR-10-6002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-219-5882
<b>File No. - N° de dossier</b> TOR-0-32122 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-04-17</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Van Allen, Shelly	<b>Buyer Id - Id de l'acheteur</b> tor219
<b>Telephone No. - N° de téléphone</b> (905)615-2077 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> VARIOUS - SEE HEREIN	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - I	AS PER CALL-UP DOCUMENT	I - I	AS PER CALL-UP DOCUMENT



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	HVAC SUPPLIES	D - 1	I - 1	1	Lot	\$	XXXXXXXXXXXX	XXXXXXXXXXXX	See Herein	

Solicitation No. - N° de l'invitation

E6BOR-106002/B

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-0-32122

Buyer ID - Id de l'acheteur

tor219

CCC No./N° CCC - FMS No/ N° VME

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

E6BOR-10-6002

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## Reissue of Bid Solicitation

**This bid solicitation cancels and supersedes previous bid solicitation number E6BOR-106002/A dated January 10, 2012 with a closing of February 21, 2012 at 2:00 p.m. EST.**

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Solicitation No. - N° de l'invitation

E6BOR-106002/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor219

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

E6BOR-10-6002

File No. - N° du dossier

TOR-0-32122

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

- Annex A - Requirement/Locations of Supply
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- Annex C - Standing Offer Reporting Form
- Annex D - Evaluation Criteria

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- 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:

- Annex A, Requirement/Location of Supply
- Annex B, Basis of Payment; and
- Annex C Standing Offer Reporting Form
- Annex D, Evaluation Criteria

### 2. Summary

- (i) To establish a Regional Master Standing Offer (RMSO) for (1) the supply and delivery of a wide variety of HVAC parts, components, and materials listed in the \*Allpriser (Silver) HVAC Price Guide, Ontario Edition, latest issue; (2) a variety of HVAC related Miscellaneous and custom work not listed in the Allpriser Price Guide; and (3) a wide variety of filter and media products, to various Federal Government Departments and Agencies within the Ontario Region, excluding the National Capital Area on an "as and when requested" basis.
  - \* Copy of the Allpriser (Silver) HVAC Price Guide can be obtained from Allpriser Ltd., 322 LaRose Avenue, Box 307, Station D, Etobicoke, ON M9A 4X3 Website: [www.allpriser.com](http://www.allpriser.com)
- (ii) The period of the Standing Offer will be from 01 May 2012 to 30 April 2014.
- (iv) The estimated expenditure for the goods during the initial two (2) year period including the extended period is estimated at \$1.2M (HST included).

The Estimated Usage is for evaluation purposes only. This information is only an estimate which is provided in good faith and does not represent an agreement by Canada for the estimated quantity.

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- (v) 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)."
- (vi) Only 1 Standing Offer will be issued as a result of this RFSO.

### 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 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 [\\_ \(http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp\)](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: ninety (90) days

### 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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 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,

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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 Ontario.

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. Equivalent Products

1. Products that are equivalent in form, fit, function and quality to the item(s) specified in the offer solicitation will be considered where the Offeror:
  - (a) designates the brand name, model and/or part number of the substitute product;
  - (b) states that the substitute product is fully interchangeable with the item specified;
  - (c) provides complete specifications and descriptive literature for each substitute product;
  - (d) provides compliance statements that include technical specifics showing the substitute product meets all mandatory performance criteria that are specified in the bid solicitation; and
  - (e) clearly identifies those areas in the specifications and descriptive literature that support the substitute product's compliance with any mandatory performance criteria.
2. Products offered as equivalent in form, fit, function and quality will not be considered if:
  - (a) the bid fails to provide all the information requested to allow the Contracting Authority to fully evaluate the equivalency of each substitute product; or
  - (b) the substitute product fails to meet or exceed the mandatory performance criteria specified in the bid solicitation for that item.
3. In conducting its evaluation of the bids, Canada may, but will have no obligation to, request offerors offering a substitute product to demonstrate, at the sole cost of offerors, that the substitute product is equivalent to the item specified in the bid solicitation.

## 6. Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.
- The following credit card(s) are accepted:
- VISA \_\_\_\_\_
- MasterCard\_\_\_\_\_
- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Technical Offer (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: 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 (<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: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Offer**

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

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

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

**1.1 Technical Evaluation****1.1.1 Mandatory Technical Criteria**

*(See Annex D, Evaluation Criteria)*

Any Offer which fails to meet the Mandatory Technical Criteria at Annex D, Evaluation Criteria will be deemed non-responsive and will receive no further consideration.

**1.2 Financial Evaluation**

- 1.2.1** The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Transportation charges, Canadian customs duties and excise taxes included.
- 1.2.2** The discounts/prices offered at Annex B, Basis of Payment will be used for price evaluation. The sum of the Total Price will be used to determine the lowest aggregate bid price (see example provided at Annex D).

**2. Basis of Selection**

- 2.1** 1. To be declared responsive, an offer must:
  - (a) comply with all the requirements of the Request for Standing Offers (RFSO); and
  - (b) meet all mandatory technical evaluation criteria.
- 2. Offers not meeting (a) or (b) above will be declared non-responsive. The responsive offer with the lowest evaluated aggregate bid price will be recommended for issuance of a standing offer.

## 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

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, 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, 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 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.

## **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 Annex B.

#### **2. 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 <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp> Manual issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

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

#### **2.2 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 C. 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 10 calendar days after the end of the reporting period.

**3. Term of Standing Offer**

**3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 01 May 2012 to 30 April 2014.

**4. Authorities**

**4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Shelly Van Allen  
Title: Contracting Authority  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr., Suite 480, Mississauga, ON L5B 2N5  
Telephone: 905-615-2077  
Facsimile: 905-615-2060  
E-mail address: shelly.vanallen@pwgsc.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.

**4.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

**4.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**5. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are Representatives of Federal Government Departments and Agencies within the Ontario Region.

## 6. Call-up Instrument

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

## 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 8. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ (to be provided at the time of issuing a SO), (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 4 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.

## 9. 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 2010A (2011-05-16), General Conditions - Goods (Medium Complexity)
- e) the Offeror's offer dated \_\_\_\_\_ (to be inserted at the time of issuance of the offer).

## 10. Certifications

### 10.1 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.

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## 11. 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 \_\_\_\_\_.

## 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. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

### 3. Term of Contract

#### 3.1 Delivery Date

- a) **Stock items** - Delivery must be made within \_\_\_\_\_ calendar days from receipt of a call-up against the Standing Offer.
- b) **Unstocked items** - Delivery must be made within \_\_\_\_\_ calendar days from receipt of a call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, less a discount where applicable, as specified in Annex B for a cost of the amount stipulated in the call-up document. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### 4.2 SACC Manual Clause

H1001C (2008-05-12) Multiple Payment

#### 4.3 Payment by Credit Card

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

#### 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.

2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on the Call-up document for certification and payment.

#### 6. SACC Manual Clauses

- A9062C (2011-05-16) - Canadian Forces Site Regulations
- B1501C (2006-06-16) - Electrical Equipment
- B1505C (2006-06-16) - Shipment of Hazardous Materials
- 00 G1005C (2008-05-12) - Insurance
- B7500C (2006-06-16) - Excess Goods (where applicable)

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## ANNEX A

### THE REQUIREMENT

#### A. THE REQUIREMENT

##### A1. Requirement:

For the supply and delivery of HVAC parts, including refrigeration, cooling, heating, air filters, belts and bearings which are listed in the "Allpriser (silver) HVAC Price Guide (Ontario Edition, to various Federal Government Departments and Agencies within the Ontario Region, excluding the National Capital Area on an "as and when requested" basis.

##### A2. Offeror Service:

Offeror must be able to receive orders by telephone (including a toll-free number), facsimile, and e-mail. Offeror must be open for business Monday to Friday from 8:00 a.m. to 5:00 p.m. Local time (except for Statutory Holidays). Offeror must provide a bilingual customer service representative for bilingual designated areas within Eastern and Northern Ontario regions.

##### A3. Delivery Response time - Urgent Orders:

Offeror must be able to deliver the goods/services within 24 hours from receipt of a call-up for urgent orders.

##### A4. Ordered Products:

If a delivery error is made by the Offeror, the Offeror must pickup, free of charge, replace, credit or refund any item(s) within 5 working days after notification by the identified User(s).

##### A5. Call-up - Small Quantity Orders:

During the period of the Standing Offer, Call-ups for small quantity orders may be made against the Standing Offer by the client departments to fill several delivery points within their facility. The call-up document will indicate any special delivery instructions.

**B. LOCATIONS OF SUPPLY**

Offerors must be capable of supplying the goods/services to the following Supply Locations.

Offerors should indicate below any other areas of supply locations within the Ontario Region, excluding the National Capital Area.

In addition, provide the address, telephone and facsimile numbers as well as contact names for all supply locations.

Location	Address	Telephone Number	Facsimile Number	Contact Name
Kingston				
Downsview				
Petawawa				
Borden				
Trenton				
London				
North Bay				

## ANNEX B BASIS OF PAYMENT

**PERIOD : 01 MAY 2012 TO 30 APRIL 2014**

**1. ALLPRISER ITEMS:**

a) **Pricing:** Prices will be in accordance with the current Allpriser (Silver) HVAC Price Guide, (Ontario Edition) at the time of call-up, less the discount specified below. Customs duty and transportation charges included, FOB destination and the Goods and Services Tax or the Harmonized Sales tax extra, if applicable.

**(b) Regulations:**

- i) Goods being purchased must comply with Federal Halocarbon Regulations 2003.
- ii) The importer of HVAC supplies must comply with Ozone Depleting Substances Regulations.

Allpriser Section	Product Description	Less % discount
A	Gas Furnaces & Heaters	_____ %
B	Oil Furnaces & Heaters	_____ %
C	Intentionally left blank	-----
D	Air Conditioning Units	_____ %
E	Blowers & Pulleys	_____ %
F	Exhaust Fans	_____ %
G	Indoor Air Quality	_____ %
H	Controls	_____ %
I	Registers & Grills	_____ %
J	Sheet Metal Fittings	_____ %
K	Chimneys, Vents & Liners	_____ %
L	Boilers & Radiation	_____ %
M	Hydronic Specialties	_____ %
N	Water Heaters & Storage Tanks	_____ %
O	Intentionally left blank	-----
P	Pipe & Fittings	_____ %
Q	High Efficiency Vent Pipe & Fittings	_____ %
R	Valves	_____ %
S	Intentionally left blank	-----
T	HVAC Motors & Electrical	_____ %
U	HVAC Repair Parts	_____ %
V	Intentionally left blank	-----
W	Intentionally left blank	-----
X	Refrigeration	_____ %

**2. MISCELLANEOUS HVAC SUPPLIES:**

Item No.	Product Description	Plus a Mark-up
2.1	Miscellaneous HVAC related items and custom orders not listed in the Allpriser HVAC Price Guide will be at the actual laid down cost, plus a mark-up.  Offeror must submit with their invoice, documentation as price support for these items.	_____ %

**3. FILTERS (Frequently used items)**

Prices will be firm unit price per Case, Customs duty and transportation charges included, FOB destination and the Goods and Services Tax or the Harmonized Sales tax extra, if applicable.

Item	Product Description	U of I	Price per Case
1	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 20 inch by 2 inch	Case	\$_____
2	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 25 inch by 2 inch	Case	\$_____
3	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 24 inch by 2 inch	Case	\$_____
4	Polytac - 2 ply filter media size 24 inch x 24 inch x 2 inch tackified (or equal), 25% to 30% efficiency arrestance	Case	\$_____
5	DP-MAX 40 pleated filter, size 20 inch x 20 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	Case	\$_____
6	DP-MAX 40 pleated filter, size 16 inch x 25 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	Case	\$_____
7	DP-MAX 40 pleated filter, size 24 inch x 24 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	Case	\$_____
8	DP-MAX 40 pleated filter, size 20 inch x 25 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	Case	\$_____
9	air filter, triplex 85 20 inch x 25 inch x 1 inch, average arrestance efficiency 85%, frame heavy duty beverage board	Case	\$_____
10	filter 11 radial pleats per foot, 80% efficiency, size 16 inch x 20 inch by 2 inch	Case	\$_____
11	filter 11 radial pleats per foot, 80% efficiency, size 16 inch x 25 inch by 2 inch	Case	\$_____
12	filter 11 radial pleats per foot, 80% efficiency, size 16 inch x 24 inch by 2 inch	Case	\$_____
13	filter 11 radial pleats per foot, 80% efficiency, size 24 inch x 24 inch by 2 inch	Case	\$_____

14	filter 11 radial pleats per foot, 80% efficiency, size 12 inch x 24 inch by 2 inch	Case	\$_____
15	filter 11 radial pleats per foot, 25% to 30% efficiency, size 19.5 inch x 21.5 inch by 2 inch	Case	\$_____
16	filter 11 radial pleats per foot, 25% to 30% efficiency size 16 inch x 30 inch by 2 inch	Case	\$_____
17	filter 11 radial pleats per foot, 25% to 30% efficiency size 20 inch x 30 inch by 2 inch	Case	\$_____
18	filter 11 radial pleats per foot, 25% to 30% efficiency size 16 inch x 25 inch by 1 inch	Case	\$_____
19	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 24 inch by 4 inch	Case	\$_____
20	filter 11 radial pleats per foot, 80% efficiency, size 24 inch x 24 inch by 4 inch	Case	\$_____
21	filter 11 radial pleats per foot, 25% to 30% efficiency size 14 inch x 20 inch by 1 inch	Case	\$_____
22	filter 11 radial pleats per foot, 25% to 30% efficiency size 15 inch x 20 inch by 1 inch	Case	\$_____
23	filter 11 radial pleats per foot, 25% to 30% efficiency size 12 inch x 16 inch by 2 inch	Case	\$_____
24	filter media, fiberglass, tackified 25% to 30% efficiency arrestance, size 20 inch x 25 inch by 2 inch	Case	\$_____
25	filter media, fiberglass, tackified 25% to 30% efficiency arrestance, size 25 inch x 25 inch by 2 inch	Case	\$_____
26	filter media, fiberglass, tackified 25% to 30% efficiency arrestance, size 16 inch x 20 inch by 1 inch	Case	\$_____
27	filter media, fiberglass, tackified 25% to 30% efficiency size 16 inch x 25 inch by 1 inch	Case	\$_____
28	cardboard filters, 25% to 30% efficiency, size 16 inch x 25 inch by 2 inch	Case	\$_____
29	cardboard filters, 25% to 30% efficiency size 16 inch x 25 inch by 1 inch	Case	\$_____
30	filter inserts 11 radial pleats per foot, 80% efficiency, size 24 inch x 24 inch by 2 inch.	Case	\$_____
31	filter inserts 11 radial pleats per foot, 80% efficiency, size 16 inch x 24 inch by 2 inch.	Case	\$_____

#### 4. MINIMUM ORDER:

There is a minimum order of \$25.00 for each section above.



## ANNEX D EVALUATION CRITERIA

### 1. Mandatory Technical Criteria

Item No.	Mandatory Technical Criteria	Identify page number in your proposal where information can be found
1	Offerors must comply with the Requirement at Annex A.	
2	Offerors must be capable of supplying the goods/services to the Supply Locations listed at Annex A. Offerors must complete Annex A, Locations of Supply and submit with your bid at the date and time of bid closing.	
3	Offerors must complete Annex B, Basis of Payment (in the same format provided) and submit with your bid at the date and time of bid closing.	
4	Offerors must provide a letter from 2 manufacturers listed in the current "Allpriser (Silver) HVAC Price Guide (Ontario Edition), indicating that your company is an authorized distributor/wholesaler of the manufacturer for at least 3 years (within the past 5 years), The 2 letters must be submitted at the date and time of bid closing.	

## 2. Financial Evaluation

The discounts/prices offered at Annex B, Basis of Payment will be used below for price evaluation.

For Article 2.1 - The Total Price (Column C) will be calculated as follows:  
Column A minus Column B = Column C

For Article 2.2.1 - The Total Price (Column C) will be calculated as follows:  
Column A plus Column B = Column C

For Article 3. - The Total Price (Column C) will be calculated as follows:  
Column A X Column B = Column C

The sum of the Total Price (2.1, 2.2.1. and 3. below) will be used to determine the lowest aggregate bid price.

2.1	Allprizer items	A	B	C
Allprizer Section	Product Description	Estimated \$ Usage	Less % discount	Total Price
A	Gas Furnaces & Heaters	\$30,000	_____ %	
B	Oil Furnaces & Heaters	\$20,000	_____ %	
D	Air Conditioning Units	\$20,000	_____ %	
E	Blowers & Pulleys	\$45,000	_____ %	
F	Exhaust Fans	\$20,000	_____ %	
G	Indoor Air Quality	\$120,000	_____ %	
H	Controls	\$194,000	_____ %	
I	Registers & Grills	\$8,000	_____ %	
J	Sheet Metal Fittings	\$30,000	_____ %	
K	Chimneys, Vents & Liners	\$5,000	_____ %	
L	Boilers & Radiation	\$52,000	_____ %	
M	Hydronic Specialties	\$26,000	_____ %	
N	Water Heaters & Storage Tanks	\$16,000	_____ %	
P	Pipe & Fittings	\$10,000	_____ %	
Q	High Efficiency Vent Pipe & Fittings	\$5,000	_____ %	
R	Valves	\$40,000	_____ %	
T	HVAC Motors & Electrical	\$10,000	_____ %	
U	HVAC Repair Parts	\$20,000	_____ %	
X	Refrigeration	\$16,000	_____ %	

**2.2 MISCELLANEOUS HVAC SUPPLIES:**

		<b>A</b>	<b>B</b>	<b>C</b>
<b>Item No.</b>	<b>Product Description</b>	<b>Estimated \$ Usage</b>	<b>Plus a Mark-up</b>	<b>Total Price</b>
2.2.1	Miscellaneous HVAC related items and custom orders not listed in the Allpriser HVAC Price Guide will be at the actual laid down cost, plus a mark-up.	\$100,000.	_____ %	

**3. FILTERS (Frequently used items)**

The Offeror must submit prices for at least 25 out of 31 items listed below to be considered. For those items where one or more offerors did not submit a price, the item (s) will be removed from the aggregate calculation for all offerors.

	<b>Filters</b>	<b>A</b>	<b>B</b>	<b>C</b>
<b>Item</b>	<b>Product Description</b>	<b>Estimated Quantity</b>	<b>Price per Case</b>	<b>Total Price</b>
1	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 20 inch by 2 inch	1,800	\$ _____	
2	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 25 inch by 2 inch	1,000	\$ _____	
3	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 24 inch by 2 inch	750	\$ _____	
4	Polytac - 2 ply filter media size 24 inch x 24 inch x 2 inch tackified (or equal), 25% to 30% efficiency arrestance	750	\$ _____	
5	DP-MAX 40 pleated filter, size 20 inch x 20 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	300	\$ _____	
6	DP-MAX 40 pleated filter, size 16 inch x 25 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	300	\$ _____	
7	DP-MAX 40 pleated filter, size 24 inch x 24 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	300	\$ _____	
8	DP-MAX 40 pleated filter, size 20 inch x 25 inch x 2 inch, 25% to 30% efficiency arrestance exceeds 90% frame heavy duty beverage board (or equal)	300	\$ _____	
9	air filter, triplex 85 20 inch x 25 inch x 1 inch, average arrestance efficiency 85%, frame heavy duty beverage board	150	\$ _____	

10	filter 11 radial pleats per foot, 80% efficiency, size 16 inch x 20 inch by 2 inch	450	\$ _____	
11	filter 11 radial pleats per foot, 80% efficiency, size 16 inch x 25 inch by 2 inch	600	\$ _____	
12	filter 11 radial pleats per foot, 80% efficiency, size 16 inch x 24 inch by 2 inch	90	\$ _____	
13	filter 11 radial pleats per foot, 80% efficiency, size 24 inch x 24 inch by 2 inch	750	\$ _____	
14	filter 11 radial pleats per foot, 80% efficiency, size 12 inch x 24 inch by 2 inch	90	\$ _____	
15	filter 11 radial pleats per foot, 25% to 30% efficiency, size 19.5 inch x 21.5 inch by 2 inch	60	\$ _____	
16	filter 11 radial pleats per foot, 25% to 30% efficiency size 16 inch x 30 inch by 2 inch	45	\$ _____	
17	filter 11 radial pleats per foot, 25% to 30% efficiency size 20 inch x 30 inch by 2 inch	45	\$ _____	
18	filter 11 radial pleats per foot, 25% to 30% efficiency size 16 inch x 25 inch by 1 inch	120	\$ _____	
19	filter 11 radial pleats per foot, 80% efficiency, size 20 inch x 24 inch by 4 inch	150	\$ _____	
20	filter 11 radial pleats per foot, 80% efficiency, size 24 inch x 24 inch by 4 inch	225	\$ _____	
21	filter 11 radial pleats per foot, 25% to 30% efficiency size 14 inch x 20 inch by 1 inch	30	\$ _____	
22	filter 11 radial pleats per foot, 25% to 30% efficiency size 15 inch x 20 inch by 1 inch	30	\$ _____	
23	filter 11 radial pleats per foot, 25% to 30% efficiency size 12 inch x 16 inch by 2 inch	15	\$ _____	
24	filter media, fiberglass, tackified 25% to 30% efficiency arrestance, size 20 inch x 25 inch by 2 inch	450	\$ _____	
25	filter media, fiberglass, tackified 25% to 30% efficiency arrestance, size 25 inch x 25 inch by 2 inch	600	\$ _____	
26	filter media, fiberglass, tackified 25% to 30% efficiency arrestance, size 16 inch x 20 inch by 1 inch	180	\$ _____	

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

E6BOR-106002/B

tor219

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6BOR-10-6002

TOR-0-32122

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27	filter media, fiberglass, tackified 25% to 30% efficiency size 16 inch x 25 inch by 1 inch	150	\$ _____	
28	cardboard filters, 25% to 30% efficiency, size 16 inch x 25 inch by 2 inch	180	\$ _____	
29	cardboard filters, 25% to 30% efficiency size 16 inch x 25 inch by 1 inch	180	\$ _____	
30	filter inserts 11 radial pleats per foot, 80% efficiency, size 24 inch x 24 inch by 2 inch.	90	\$ _____	
31	filter inserts 11 radial pleats per foot, 80% efficiency, size 16 inch x 24 inch by 2 inch.	90	\$ _____	

Note: The Estimated Dollar Usages and the Estimated Quantities herein are provided in good faith, and do not represent a guarantee of call-ups by Canada.