

**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 PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

|  |  |
|--|--|
| <b>Title - Sujet</b><br>Hardware   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>E6TOR-12RM12/A   | <b>Date</b><br>2012-10-31                    |
| <b>Client Reference No. - N° de référence du client</b><br>E6TOR-12RM12  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$TOR-031-6071   |  |
| <b>File No. - N° de dossier</b><br>TOR-2-35205 (031)   | <b>CCC No./N° CCC - FMS No./N° VME</b>       |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2012-12-11</b>   |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Eastern Standard Time<br>EST  |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Schmidt, Jeff   | <b>Buyer Id - Id de l'acheteur</b><br>tor031 |
| <b>Telephone No. - N° de téléphone</b><br>(905) 615-2058 ( )   | <b>FAX No. - N° de FAX</b><br>(905) 615-2060 |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA<br>STE 480<br>33 CITY CTRE DR<br>MISSISSAUGA<br>Ontario<br>L5B2N5<br>Canada |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Code of Conduct Certifications - Certifications Required Precedent to Issuance of a Standing Offer
2. Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures
7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications
12. Applicable Laws

#### **B. RESULTING CONTRACT CLAUSES**

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment

Solicitation No. - N° de l'invitation

E6TOR-12RM12/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor031

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

E6TOR-12RM12

File No. - N° du dossier

TOR-2-35205

CCC No./N° CCC - FMS No/ N° VME

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5. Invoicing Instructions
6. Insurance
7. SACC Manual Clauses

List of Annexes:

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C - Sample 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, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, 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 Requirement, the Basis of Payment and Sample Reporting Form.

### 2. Summary

This Request for Standing Offer is for the provision of a variety of hardware supplies to Federal Government and Agencies in the Ontario Region (excluding the National Capitol Region) but primarily used by the Department of National Defence and federal government departments in the areas of Borden, Kingston, Petawawa, Greater Toronto Area (GTA), North Bay and Trenton. Goods are to be supplied as and when requested in accordance with the terms and conditions set out herein during the contract period from 1 January 2013 to 31 December 2014.

The anticipated annual usage of each area is:

Borden and surrounding area \$300,000.00  
 Kingston and surrounding area \$45,000.00  
 \*Petawawa and surrounding area \$148,000.00  
 GTA and surrounding area \$50,000.00  
 Trenton and surrounding area \$5,000.00  
 North Bay and surrounding area \$5,000.00

One Standing Offer will be awarded for each area identified above except Petawawa.

Solicitation No. - N° de l'invitation

E6TOR-12RM12/A

Amd. No. - N° de la modif.

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TOR-2-35205

Buyer ID - Id de l'acheteur

tor031

CCC No./N° CCC - FMS No/ N° VME

E6TOR-12RM12

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\*Two Standing Offers will be awarded for the Petawawa area. The total estimated expenditure will be split proportionally between the first (\$88,800.00) and second (\$59,200.00) ranked offers.

Federal Government Department and Agencies outside of the areas identified may also use the resulting standing offers.

Resultant Standing Offer holders must make every reasonable effort to prepare themselves to immediately supply product upon award of a Standing Offer.

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.

### **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.

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## 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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

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.

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### 3. Enquiries - Request for Standing Offers

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

## 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 (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

#### Section I: Technical 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 A, 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:  
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 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.

#### **1.2 Financial Evaluation**

See Annex "D", Evaluation Criteria.

### **2. Basis of Selection**

See Annex "D", Evaluation Criteria.

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## 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. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

**1.1** Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the offer being declared non-responsive.

### 2. 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.

#### 2.1 Federal Contractors Program - Certification

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

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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.

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## **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 Requirement at Annex "A".

#### **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 Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

##### **2.1 General Conditions**

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications – Standing Offer of 2005 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

##### **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, including those 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 monthly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than the 15<sup>th</sup> day of every month.

### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 1 January 2013 to 31 December 2014.

**4. Authorities**

**4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Jeff Schmidt  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario  
Address: 33 City Centre Dr  
Mississauga, ON L5B 2N5

Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: jeff.schmidt@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: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**5. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

**6. Call-up Procedures**

The Call-up Procedures only apply to the Petawawa Area where more than one standing offer has been issued.

**a) \$5,000.00 (GST/HST included) or less - Proportional Basis:**

Call-ups are issued in accordance with the proportional percentage of business volume assigned to the Offerors. The highest ranked Standing Offeror will receive 60% of the total value of the Standing Offer. The second highest ranked Standing Offeror will receive 40% of the total value of the Standing Offer. For requirements estimated at \$5,000.00 (GST/HST included) or less, the authorized call-up authority shall approach the offeror whose Total Call-Up Value is farthest from the assigned estimated business volume they should have received in accordance with the proportional breakdown of business volume. Authorized call-up authority may contact the Standing Offer Authority to confirm the latest business volume for both Offerors. Standing Offer Authority will monitor the proportional breakdown using monthly reports submitted by the Offerors.

**b) Urgent Call-up requirement valued at \$5,000.00 (GST/HST included) or less:**

Urgent call-up requirements are approximately 10% of the total value of the Standing Offer for Petawawa and surrounding area.

The Offeror's delivery response time is indicated in Annex A.

If more than one Offeror can meet the 24 hour delivery response time, the authorized call-up authority shall approach the offeror whose Total Call-Up Value is farthest from their assigned estimated business volume in accordance with the proportional breakdown of business volume. Authorized call-up authority may contact the Standing Offer Authority to confirm the latest business volume for both Offerors.

If only one Offeror can meet the 24 hour delivery response time, the authorized call-up authority shall approach the Offeror who can meet the 24 hour delivery response time.

**c) Above \$5,000.00 (GST/HST included) to \$30,000.00 (GST/HST included)**

For requirements estimated above \$5,000.00 to \$30,000.00 (GST/HST included), the authorized call-up authority must issue a Request for Quotation (RFQ) to both standing offer holders for the Petawawa area. The price quoted by the Offeror must not be greater than the ceiling prices shown at Annex "B" of the Standing Offer. The lowest priced quote as a result of this process will be recommended for award of the call-up.

**d) Urgent Call-up requirement valued above \$5,000.00 (GST/HST included) to \$30,000.00 (GST/HST included):**

Urgent call-up requirements are approximately 10% of the total value of the Standing Offer for Petawawa and surrounding area.

The Offeror's delivery response time is indicated in Annex A.

If both Offerors can meet the 24 hour delivery response time, the authorized call-up authority must issue a RFQ to both standing offer holders for the Petawawa area. The price quoted by the Offeror must not be greater than the ceiling prices shown at Annex "B" of the Standing Offer. The lowest priced quote as a result of this process will be recommended for award of the call-up.

If only one Offeror can meet the 24 hour delivery response time, the authorized call-up authority shall approach the Offeror who can meet the 24 hour delivery response time.

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## 7. 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 an electronic version or (if applicable) Government of Canada Acquisition card.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$30,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be provided upon 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 four 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 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Requirement;
- e) Annex B, Basis of Payment;
- f) Annex C, Sample Reporting Form;
- g) the Offeror's offer dated \_\_\_\_\_.

## 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.

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

### 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

2010A (2012-07-16), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 29 - Code of Conduct and Certifications - Contract of 2010A referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

Section 16 Interest on Overdue Accounts, of 2010A General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

#### 3. Term of Contract

##### 3.1 Delivery Date

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

Delivery response time required is detailed in Annex A.

#### 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 price(s) for a cost of \$ \_\_\_\_\_ (insert the amount at contract award). 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.

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#### **4.2 Single Payment**

SACC Manual Clause H1000C (2008-05-12), Single Payment

#### **4.3 Multiple Payments**

SACC Manual Clause H1001C (2008-05-12), Multiple Payments

#### **4.4 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:
  - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6. Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **7. SACC Manual Clauses**

A9006C (2012-07-16) Defence Contract  
B1501C (2006-06-16) Electrical Equipment  
B7500C (2006-06-16) Excess Goods

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## ANNEX "A" REQUIREMENT

### 1. Requirement

- 1.1 Public Works and Government Services Canada (PWGSC) is establishing Regional Master Standing Offers (RMSOs) for the provision of a variety of hardware items. This method of supply is for use by federal government departments and agencies in the Ontario Region, excluding the National Capital Region, on a "as and when requested" basis. The period of the Standing Offers is for two (2) years.
- 1.2 It is anticipated that the major users will be the Department of National Defence in the areas of area(s) will be inserted at time of award of Standing Offer.
- 1.3 Federal government departments and agencies in the Ontario Region outside the areas identified above may also use this standing offer, where delivery outside the areas identified is provided by the Offeror. Please see Annex B, Basis of Payment for more detail.
- 1.4 Annex B is a list of items that may be purchased under the Standing Offer(s). The list is not all inclusive, and items of a similar nature not listed herein may be ordered against the Standing Offer(s). The Standing Offer(s) is (are) not to be used in lieu of other existing Master Standing Offers or Supply Arrangements for tools, paint, lumber and building materials.
- 1.5 Unless specified by the Project Authority, substitution of items purchased is not acceptable and will not be permitted.
- 1.6 The Offeror must provide copies of current price lists and subsequent amendments to the Project Authority and consignee upon request.

### 2. Offeror Response Time

- 2.1 Delivery Response Time: will be inserted at time of award of Standing Offer.

### 3. Delivery Instruction

- 3.1 Packaging and shipping is to be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination, unless otherwise identified in the call-up document. All items shall remain the responsibility of the Offeror until delivered and accepted by the Project Authority. Costs associated with damage in transit to the destination will be borne by the Offeror.
- 3.2 Each call-up is a separate contract and the shipment of deliverables for each call-up must be packaged separately.
- 3.3 All deliveries will be accepted by the Identified Users during the time of 7:30AM to 11:30AM and 12:30PM to 3:30PM, Monday to Friday excluding Statutory holidays, unless otherwise directed by the Project Authority at the time of call-up.

### 4. Packing Slips

- 4.1 A packing slip indicating the Standing Offer number, the call-up number(s), the shipping date, quantity(ies), unit(s) and part number of deliverables must be included with each shipment.

Solicitation No. - N° de l'invitation

E6TOR-12RM12/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35205

Buyer ID - Id de l'acheteur

tor031

CCC No./N° CCC - FMS No/ N° VME

E6TOR-12RM12

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\*At least one of the Standing Offers for Petawawa will be awarded to an Offeror that can meet the 24 hour delivery response time identified above.

## ANNEX "B" BASIS OF PAYMENT

### Basis of Payment

This applies to the Standing Offer(s) for each respective areas: Borden and surrounding area, Kingston and surrounding area, Petawawa and surrounding area, Trenton and surrounding area and GTA and surrounding area.

1. Call-ups by Users in "area(s) and surrounding area" Identified for Service in the SO:  
Offeror(s) will be paid in Canadian dollars, firm unit and/or lot price(s), GST and HST extra, Customs duties and Excise taxes included, FOB Destination, **including delivery charges**, as indicated in "Column A".
2. Call-ups by Users Outside of "area(s) and surrounding area" Identified for Service in the SO:  
Offeror(s) will be paid in Canadian dollars, firm unit and/or lot price(s), GST and HST extra, Customs duties and Excise taxes included, FOB Destination, **delivery charges extra**, as indicated in "Column B".
2. The unit prices offered below are ceiling prices, subject to downward adjustment only, for the Standing Offer period.
3. Minimum order for delivery is \$50.00. For delivery purposes, an order can consist of delivery(ies) for one or multiple call-up contracts.
4. For items listed in Section A-1 below, discounts must be taken from Manufacturer's Suggested Retail Price List.
5. Special Offers - In addition to the ceiling prices, special offerings due to year end or surplus manufacturing runs, special job lots, sales, etc. are to be made available as they occur if of lesser cost than under this Annex B.

### Invoicing

1. Each invoice must show the discount amount as a separate line item. A sentence on the invoice stating the discount has been included in the unit price is NOT acceptable.
2. The Offeror must invoice separately for each call-up delivered/completed, unless otherwise requested by the Project Authority.
3. If the Project Authority requests consolidated invoicing, the Contractor must submit consolidated invoices that cover all call-ups that have been delivered/completed for that Project Authority during the month prior to the date of the invoice.
4. Any request from a Project Authority for consolidated invoicing must be in writing and must be signed by an authorized representative of that Identified User.

### List of Items

**Note:** *Upon issuance of the Standing offer, text that is italicized will be deleted.*

| AREA(s) and surrounding area: _____ |  |           | For deliveries outside area, as defined in Annex A, Article 1.2, identified. |   |
|-------------------------------------|--|-----------|--|---|
|                                     |  |           | Column A<br>(See Annex B Basis of Payment, Article 1)                        | Column B<br>(See Annex B, Basis of Payment, Article 2)  |
| Item                                | Description  | Est. Qty. | Ceiling price, FOB Destination, all delivery charges INCLUDED.               | Ceiling price, FOB Destination, delivery charges EXTRA. |
| <b>A</b>                            | <b>Builders/Architectural Hardware</b>                     |           |  |   |
| 1                                   | Door Pull, Stanley 479 32-1920<br>SCREEN PULL 4 7/8" C2G   | 15 ea     |  |   |
| 2                                   | Door Pull, Stanley 482#3 6 1/2" C2GY4<br>81-0560 DOOR PULL | 24 ea     |  |   |
| 3                                   | Corner Brace - Stanley 997 x 1"                            | 100 ea    |  |   |
| 4                                   | Corner Brace - Stanley 997 3" X 3/4"<br>PLAIN STEEL        | 40 ea     |  |   |
| 5                                   | Strap Hinge, Heavy Duty, 4" Stanley 209                    | 4 pr      |  |   |
| 6                                   | Hinge, Butt, Screen Door, Mallory #400                     | 50 pr     |  |   |
| 7                                   | Hinge Butt, Loose Pin, 3" x 3" Stanley<br>804              | 15 pr     |  |   |
| 8                                   | Butts, Loose pin, 3" x 3" Stanley 840                      | 100 pr    |  |   |
| 9                                   | Butts, 1/2" x 4" Hanger, BB1279 C15                        | 25 pr     |  |   |
| 10                                  | Hasp, 3 1/2", Stanley 815                                  | 30 ea     |  |   |
| 11                                  | Hasp, 4 1/2" Stanley 815                                   | 25 ea     |  |   |
| 12                                  | Hasp, 4 1/2" Stanley 915                                   | 175 ea    |  |   |
| 13                                  | Dorex 179 C32D 454 Hinges, BB 4 1/2 x<br>4 NRP Stainless   | 10 pr     |  |   |
| 14                                  | Threshold Plate, 2" x 5" x 12", Crowder<br>CT-21-5A        | 10 ea     |  |   |
| 15                                  | Door Sweep, 36" Crowder W11                                | 70 ea     |  |   |
| 16                                  | Door Sweep, 36" Crowder W24S                               | 15 ea     |  |   |
| 17                                  | Door Closer, LCN 4040, Reg AL                              | 15 ea     |  |   |
| 18                                  | Door Closer, LCN 1461FP                                    | 30 ea     |  |   |
| 19                                  | Door Closer, Yale 1902/4                                   | 5 ea      |  |   |
| 20                                  | Lockset, Schlage A53PD, Orbitt 626<br>Y7703 Strike Kiklock | 30 ea     |  |   |
| 21                                  | Lockset, Schlage A53PD, Ply 626 Y7703<br>Strike Kiklock    | 15 ea     |  |   |
| 22                                  | Schlage heavy duty passage set, A<br>series 626            | 20ea      |  |   |
| 23                                  | Schlage, Deadbolt #BC160P-626                              | 5 ea      |  |   |

E6TOR-12RM12/A

tor031

E6TOR-12RM12

TOR-2-35205

|            |  |                         |   |  |
|------------|--|-------------------------|---|--|
| 24         | Weiser passage set - Beverly 2 3/4'  | 30 ea                   |   |  |
| 25         | Weiser GD9471 x 26 D Deadbolts   | 10 ea                   |   |  |
| 26         | Weiser WA101F x 26 D Passage set   | 10 ea                   |   |  |
| 27         | Padlock, combination Dudley RP3  | 35 ea                   |   |  |
| 28         | Padlock, Masterlock 3KA 0464 LAM   | 135 ea                  |   |  |
| 29         | Padlock, Masterlock, MST150D KD  | 100 ea                  |   |  |
| 30         | Abus Padlocks 85/50 KD   | 50 ea                   |   |  |
| 31         | Kick down door holders   | 500 ea                  |   |  |
| 32         | Door jam bumpers   | 25 ea                   |   |  |
| 33         | Hold Open Arm LCN 4040-3049 #689 Alum. Fin   | 10 ea                   |   |  |
| 34         | Dome High Profile Door Stop, #CBH110 x C26   | 25 ea                   |   |  |
| 35         | Dome Low Profile Door Stop # CBH100 x C26  | 25 ea                   |   |  |
| 36         | By-Pass Track & hangers C600   | 20 ea                   |   |  |
| 37         | 6" Chain bolt  | 10 ea                   |   |  |
| 38         | Exit Devices Sargeant medium duty SA 3828F-EN  | 10 ea                   |   |  |
| 39         | Sergeant Heavy Duty SA-8888F-32D   | 10 ea                   |   |  |
| 40         | Von Durbin Medium Duty VD22EO-689  | 10 ea                   |   |  |
| 41         | Von Doring Heavy Duty VD98EO-626   | 10 ea                   |   |  |
| 42         | Arrow Revolution Lockset   | 10 ea                   |   |  |
| 43         | Schlage Electronic Lock  | 10 ea                   |   |  |
| 44         | Medeco cylindrical lockset   | 10 ea                   |   |  |
| 45         | Medeco Maximum Deadbolt  | 10 ea                   |   |  |
| 46         | Medeco mortise cylinder  | 10 ea                   |   |  |
| 47         | Medeco Padlock   | 10 ea                   |   |  |
| <b>A-1</b> | <b>Miscellaneous Builders/Architectural Hardware/Supplies shall be charged in accordance with the Manufacturers Master Price List/ Manufacturers Suggested Retail Price, Less Discount as follows:</b> |                         |   |  |
|            |  | <b>Est. Expenditure</b> | <b>Discount (%)</b>                         | <b>Discount (%)</b>                          |
| 48         | Schlage  | \$5,000.00              |   |  |
| 49         | Kaba Ilco  | \$1,000.00              |   |  |
| 50         | Stanley  | \$2,100.00              |   |  |
| 51         | Hager  | \$1,100.00              |   |  |
| 52         | Yale   | \$1,000.00              |   |  |
| 53         | Corbin   | \$1,000.00              |   |  |
| 54         | LCN  | \$5,000.00              |   |  |
| 55         | Knape & Vogt   | \$1,100.00              |   |  |
| 56         | Taymor   | \$2,000.00              |   |  |
| 57         | Sergeant   | \$1,000.00              |   |  |
|            |  |                         | <b>Column A</b><br>(See Annex B<br>Basis of | <b>Column B</b><br>(See Annex B,<br>Basis of |

E6TOR-12RM12/A

tor031

E6TOR-12RM12

TOR-2-35205

|          |  |                      | Payment,<br>Article 1)   | Payment,<br>Article 2)   |
|----------|--|----------------------|--|--|
| <b>B</b> | <b>Abrasives &amp; Miscellaneous Items</b>   | <b>Est.<br/>Qty.</b> | <b>Ceiling price ,<br/>FOB<br/>Destination,<br/>all delivery<br/>charges<br/>INCLUDED.</b> | <b>Ceiling price,<br/>FOB<br/>Destination,<br/>delivery<br/>charges<br/>EXTRA.</b> |
|          | Sandpaper, 4 ½ x 5 ½ 5/pkg   |                      |  |  |
| 58       | #80 Grit   | 15 pkg               |  |  |
| 59       | #100 Grit  | 15 pkg               |  |  |
| 60       | #150 Grit  | 15 pkg               |  |  |
| 61       | #180 Grit  | 15 pkg               |  |  |
| 62       | Emery Cloth, Medium, 9" x 11" sheets   | 15 pkg               |  |  |
| 63       | Emery Cloth, Crocus, 9" x 11" sheets   | 15 pkg               |  |  |
| 64       | Hose 3/4" x 50 ft., Commercial duty reinforced rubber hose, withstand water temperature up to 80 degree C, remain flexible in weather temperature down to -35 degree C, 600 PSI burst strength. Black rubber cover. Machined brass couplings on both ends. Garden hose thread. | 30 ea                |  |  |
| 65       | Stepladder, aluminum, 4 ft, heavy duty, CSA Grade 1A   | 10 ea                |  |  |
| 66       | Step ladder, aluminum, 6 ft, heavy duty, CSA Grade 1A  | 5 ea                 |  |  |
| 67       | Step ladder, aluminum, 8 ft, heavy duty, CSA Grade 1A  | 5 ea                 |  |  |
| 68       | Step ladder, aluminum, 10 ft, heavy duty, CSA Grade 1A   | 2 ea                 |  |  |
| 69       | Step ladder, aluminum, 12 ft, heavy duty, CSA Grade 1A   | 2 ea                 |  |  |
| 70       | Step ladder, fiber glass, 4 ft, heavy duty, CSA Grade 1A   | 2 ea                 |  |  |
| 71       | Step ladder, fiber glass, 6 ft, heavy duty, CSA Grade 1A   | 2 ea                 |  |  |
| 72       | Step ladder, fiber glass, 8 ft, heavy duty, CSA Grade 1A   | 2 ea                 |  |  |
| 73       | 2 step steel rolling ladder, Grade 1A  | 2 ea                 |  |  |
| 74       | 5 step "Stop" step ladder c/w Double handrails, Grade 1A   | 2 ea                 |  |  |
| 75       | Shelf Brackets , 5" x 4"   | 200 ea               |  |  |
| 76       | Shelf Brackets, 6" x 8"  | 200 ea               |  |  |
| 77       | Shelf Brackets, 10" x 8 "  | 250 ea               |  |  |
| 78       | Brass coat hooks, 4"- 5"   | 50 ea                |  |  |
| 79       | Brass coat hooks, 4"-5", double  | 50 ea                |  |  |
| 80       | Clothesline, blue vinyl covering, 1000 lb test, 50 ft. roll  | 200 rl               |  |  |

|             |   |  |   |  |
|-------------|---|--|---|--|
| 81          | Corn brooms, five sew 100%, corn bristle no fillers   | 25 ea  |   |  |
|             |   |  | <b>Column A</b><br>(See Annex B<br>Basis of<br>Payment,<br>Article 1) | <b>Column B</b><br>(See Annex B,<br>Basis of<br>Payment,<br>Article 2) |
| <b>Item</b> | <b>Description</b>  |  |   |  |
| <b>B-1</b>  | <b>Other miscellaneous items not specified in Section A, A-1 or B shall be priced at Retail List Price, current at the time of call-up, regular, seasonal catalogues and/or published price list, Less Discount As Follows (provide as applicable):</b> |  |   |  |
|             |   | <b>Estimated Expenditure</b><br><i>(for information purposes only)</i> | <b>Discount (%)</b>   | <b>Discount (%)</b>  |
| 82          | Borden and surrounding area   | \$30,000.00  |   |  |
| 83          | Kingston and surrounding area   | \$20,000.00  |   |  |
| 84          | Petawawa and surrounding area   | \$30,000.00  |   |  |
| 85          | Trenton and surrounding area  | \$2,000.00   |   |  |
| 86          | Toronto and surrounding area  | \$2,000.00   |   |  |
| <b>C</b>    | <b>Additional Discounts</b>   |  | <b>Discount (%)</b>   | <b>Discount (%)</b>  |
|             | For each call-up exceeding a value of \$_____, the supplier will allow an additional discount of :  |  |   |  |



E6TOR-12RM12/A

tor031

E6TOR-12RM12

TOR-2-35205

|    |  |  |  |
|----|--|--|--|
| 4  | Corner Brace - Stanley 997 3" X ¾" PLAIN STEEL   |  |  |
| 5  | Strap Hinge, Heavy Duty, 4" Stanley 209  |  |  |
| 6  | Hinge, Butt, Screen Door, Mallory #400   |  |  |
| 7  | Hinge Butt, Loose Pin, 3" x 3" Stanley 804   |  |  |
| 8  | Butts, Loose pin, 3" x 3" Stanley 840  |  |  |
| 9  | Butts, 1/2" x 4" Hanger, BB1279 C15  |  |  |
| 10 | Hasp, 3 1/2", Stanley 815  |  |  |
| 11 | Hasp, 4 1/2" Stanley 815   |  |  |
| 12 | Hasp, 4 1/2' Stanley 915   |  |  |
| 13 | Dorex 179 C32D 454 Hinges, BB 4 ½ x 4 NRP Stainless  |  |  |
| 14 | Threshold Plate, 2" x 5" x 12", Crowder CT-21-5A   |  |  |
| 15 | Door Sweep, 36" Crowder W11  |  |  |
| 16 | Door Sweep, 36" Crowder W24S   |  |  |
| 17 | Door Closer, LCN 4040, Reg AL  |  |  |
| 18 | Door Closer, LCN 1461FP  |  |  |
| 19 | Door Closer, Yale 1902/4   |  |  |
| 20 | Lockset, Schlage A53PD, Orbitt 626 Y7703 Strike Kiklock  |  |  |
| 21 | Lockset, Schlage A53PD, Ply 626 Y7703 Strike Kiklock   |  |  |
| 22 | Schlage heavy duty passage set, A series 626   |  |  |
| 23 | Schlage, Deadbolt #BC160P-626  |  |  |
| 24 | Weiser passage set - Beverly 2 3/4'  |  |  |
|    | Sandpaper, 4 ½ x 5 ½ 5/pkg   |  |  |
| 58 | #80 Grit   |  |  |
| 59 | #100 Grit  |  |  |
| 60 | #150 Grit  |  |  |
| 61 | #180 Grit  |  |  |
| 62 | Emery Cloth, Medium, 9" x 11" sheets   |  |  |
| 63 | Emery Cloth, Crocus, 9" x 11" sheets   |  |  |
| 64 | Hose 3/4" x 50 ft., Commercial duty reinforced rubber hose, withstand water temperature up to 80 degree C, remain flexible in weather temperature down to -35 degree C, 600 PSI burst strength. Black rubber cover. Machined brass couplings on both ends. Garden hose thread. |  |  |
| 65 | Stepladder, aluminum, 4 ft, heavy duty, CSA Grade 1A   |  |  |
| 66 | Step ladder, aluminum, 6 ft, heavy duty, CSA Grade 1A  |  |  |
| 67 | Step ladder, aluminum, 8 ft, heavy duty, CSA Grade 1A  |  |  |
| 68 | Step ladder, aluminum, 10 ft, heavy duty, CSA Grade 1A   |  |  |
| 69 | Step ladder, aluminum, 12 ft, heavy duty, CSA Grade 1A   |  |  |
| 70 | Step ladder, fiber glass, 4 ft, heavy duty, CSA Grade 1A   |  |  |
| 71 | Step ladder, fiber glass, 6 ft, heavy duty, CSA Grade 1A   |  |  |
| 72 | Step ladder, fiber glass, 8 ft, heavy duty, CSA Grade 1A   |  |  |
| 73 | 2 step steel rolling ladder, Grade 1A  |  |  |

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

E6TOR-12RM12/A

tor031

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E6TOR-12RM12

TOR-2-35205

|              |   |  |          |
|--------------|---|--|----------|
| <b>74</b>    | 5 step "Stop" step ladder c/w Double handrails, Grade 1A    |  |          |
| <b>75</b>    | Shelf Brackets , 5" x 4"                                    |  |          |
| <b>76</b>    | Shelf Brackets, 6" x 8"                                     |  |          |
| <b>77</b>    | Shelf Brackets, 10" x 8 "                                   |  |          |
| <b>78</b>    | Brass coat hooks, 4"- 5"                                    |  |          |
| <b>79</b>    | Brass coat hooks, 4"-5", double                             |  |          |
| <b>80</b>    | Clothesline, blue vinyl covering, 1000 lb test, 50 ft. roll |  |          |
| <b>81</b>    | Corn brooms, five sew 100%, corn bristle no fillers         |  |          |
| <b>Total</b> |   |  | \$ _____ |

### Part 3

Identify the top 10 miscellaneous products not identified above, ranked based on total quantity that were ordered by all clients for the month / period submitted. Indicate the total quantity requested and total dollar value for each of these items.

|              | Top 10 items | Total quantity | Total expenditure: |
|--------------|--------------|----------------|--------------------|
| <b>1</b>     |              |                |                    |
| <b>2</b>     |              |                |                    |
| <b>3</b>     |              |                |                    |
| <b>4</b>     |              |                |                    |
| <b>5</b>     |              |                |                    |
| <b>6</b>     |              |                |                    |
| <b>7</b>     |              |                |                    |
| <b>8</b>     |              |                |                    |
| <b>9</b>     |              |                |                    |
| <b>10</b>    |              |                |                    |
| <b>Total</b> |              |                | \$ _____           |

### Part 4

Indicate the top 3 clients ranked based on their respective total expenditure for the month / period submitted. Include the number of call-ups received and the total expenditure for each client.

|          | Top 3 Client | Number of call-ups: | Total expenditure: |
|----------|--------------|---------------------|--------------------|
| <b>1</b> |              |                     |                    |
| <b>2</b> |              |                     |                    |
| <b>3</b> |              |                     |                    |
|          |              |                     |                    |

Solicitation No. - N° de l'invitation

E6TOR-12RM12/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-2-35205

Buyer ID - Id de l'acheteur

tor031

CCC No./N° CCC - FMS No/ N° VME

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

E6TOR-12RM12

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|              |  |  |          |
|--------------|--|--|----------|
| <b>Total</b> |  |  | \$ _____ |
|--------------|--|--|----------|

## ANNEX "D" EVALUATION CRITERIA

### 1. Technical Evaluation

#### 1.1 Mandatory Technical Criteria

- a) Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration. The words "shall", "must", "essential", "will" and "required" in the RFSO are to be interpreted as mandatory requirements.
- b) At RFSO closing date and time, the Offeror must:
- Comply with the following Mandatory Requirements; and
  - Provide the necessary documentation to support compliance.
    - i. The Offeror must comply with Annex A, Requirement;
    - ii. The Offeror must submit Appendix 1 of Annex D with their offer and indicate the Area(s) for which they are submitting an offer;
    - iii. The Offeror must provide pricing in accordance with Annex B. Offeror's must submit prices for at least 70 out of the items numbered 1-81 listed in Annex B to be considered. Those items, where one or more Offeror has not submitted a price will be removed from the aggregate price calculation for all Offerors, to determine the price to be used in the evaluation at Section 1.2.3 under Financial Evaluation below.

#### 1.2 Financial Evaluation

- 1.2.1** Offers for each Area, as indicated in the Appendix 1 of Annex D, will be evaluated separately;
- 1.2.2** SACC Manual Clause M0220T (2007-05-25), Evaluation of Price;
- 1.2.3** The price used in each evaluation will be the aggregate total of the items numbered 1-81 listed in Annex B "Column A", for which each item's estimated usage or estimated quantity are identified. The estimated usages and estimated quantities are for evaluation purposes only. When submitting prices the Offeror should keep in mind the anticipated annual usage for each area given at Part 1, Article 2 of the RFSO.
- 1.2.4** Items 82-86 are area specific. Offerors should provide discount pricing for Annex "B" Section B-1 if applicable however; Section B-1 will NOT be included in the financial evaluation.
- 1.2.5** The ceiling unit prices, delivery charges extra, Column "B", should be filled in by those Offerors interested in supplying goods to Users outside areas, as defined at Annex B, Basis of Payment Article 2, that have been identified. The prices at "Column "B" will NOT be part of the evaluation.
- 1.2.6** The Offeror should submit a separate Annex "B" for each area for which they are submitting an offer OR if the prices are the same they may indicate the Areas covered by the Annex "B".

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## 2. Basis of Selection

- 2.1** An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. For all Areas except Petawawa, the responsive offer with the lowest evaluated price of each area will be recommended for issuance of a standing offer for each respective area.
- 2.2** Two standing offers will be awarded to the Petawawa area. The responsive offer with the lowest evaluated price will be considered the highest ranked. The responsive offer with the next lowest evaluated price, subject to the condition at 2.3 below, will be considered the second ranked.
- 2.3** At least one of the Standing Offers for the Petawawa area will be awarded to an Offeror that can meet the 24 hour delivery response time identified at Appendix 1 of Annex A.

If neither of the two lowest-priced responsive Offers indicate that they can meet the 24 hour delivery response time, Canada will remove the Offeror that ranked second and issue the second standing offer to the next ranked responsive Offeror who indicated the capability to meet the 24 hour delivery response time.

### Appendix 1 of Annex D

The Offeror must indicate which "area(s) and surrounding area" they will service.

The Offeror should indicate the delivery response time they can meet from time of order for urgent, regular stocked items and non stocked items.

If the Offeror does not specify delivery response time, it is understood and agreed that the Offeror will meet the delivery time required as detailed below.

Items requested in an Urgent call-up must be delivered to the destination indicated in the call-up document within 24 hours from the receipt of the call-up. Urgency is dictated by the operational requirement of the client.

If the offeror is unable to meet the 24 hours delivery time required for urgent call-ups, the offeror should indicate the alternative delivery time proposed under the Alternate Delivery Offered column.

| <b>Area and surrounding area</b> | <b>Will Service</b> | <b>Will Not Service</b> | <b>Delivery Response Time Required from the receipt of a call-up document</b> | <b>Can Meet</b> | <b>Alternate Delivery Offered</b> |
|----------------------------------|---------------------|-------------------------|---|-----------------|-----------------------------------|
| Borden and surrounding area      |                     |                         | Urgent - 24 hours   |                 |                                   |
|                                  |                     |                         | Regular Stocked items - 2 calendar days                                       |                 |                                   |
|                                  |                     |                         | Non Stocked Items - 1 to 8 weeks  |                 |                                   |
| Kingston and surrounding area    |                     |                         | Urgent - 24-48 hours  |                 |                                   |
|                                  |                     |                         | Regular Stocked items - 5 calendar days                                       |                 |                                   |
|                                  |                     |                         | Non Stocked Items - 1 to 8 weeks  |                 |                                   |
| *Petawawa and surrounding area   |                     |                         | Urgent - 24-48 hours  |                 |                                   |
|                                  |                     |                         | * Regular Stocked items - 24 hours  |                 |                                   |
|                                  |                     |                         | Non Stocked Items - 1 to 8 weeks  |                 |                                   |
| Trenton and surrounding area     |                     |                         | Urgent - 24-48 hours  |                 |                                   |
|                                  |                     |                         | Regular Stocked items - 5 calendar days                                       |                 |                                   |
|                                  |                     |                         | Non Stocked Items - 1 to 8 weeks  |                 |                                   |
| GTA and surrounding area         |                     |                         | Urgent - 24 hours   |                 |                                   |
|                                  |                     |                         | Regular Stocked Items - 5 calendar days                                       |                 |                                   |
|                                  |                     |                         | Non Stocked Items - 1 to 8 weeks  |                 |                                   |