

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Security Requirement

5. 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. Certifications Precedent to Issuance of a Standing Offer

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement
2. Financial Capability
3. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

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

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic250

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

W3555-125253

File No. - N° du dossier

VIC-1-34199

CCC No./N° CCC - FMS No/ N° VME

12. Certifications
13. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements
7. SACC Manual Clauses

List of Annexes:

- Annex A - Requirement
- Annex B - Materiels List
- Annex C - Basis of Payment
- Annex D - Insurance
- Annex E - Contractor Pass sample
- Annex F - Reporting Requirements

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
6A, Standing Offer, and
6B, Resulting Contract Clauses; and,

the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Annexes: The list of Annexes is included in the Table of Contents.

2. Summary

Supply and maintain inventories of "Ready Use Materiel", including but not limited to various connectors, screws, nuts, washers and miscellaneous items for various Work Centres located within CFB Esquimalt, Victoria, BC, Canada as detailed herein and in the attached annexes for a three (3) year term with options for up to two (2) additional one (1) year terms.

Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site.

The site visit will be held on June 05, 2012 at 10:00am PDT at CFB Esquimalt, Dockyard Facility. Bidders are requested to meet at the main Dockyard gate at the foot of Admiral's Road in Victoria, BC. Bidders are suggested to use the parking lot on the right hand side as there is 2 hour visitor parking available.

Due to Security Check-in procedures, Bidders must communicate with the Contracting Authority by email no later than June 04, 2012 at 2:00pm PDT to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site.

Bidders will be requested to sign an attendance form.

Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid.

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

3. Security Requirement

Not applicable to this requirement.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of notification that their offer was unsuccessful. The debriefing may be provided in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* 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(2012-03-02) 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

1.1 SACC Manual Clauses

M0019T	(2007-05-25)	Firm Price and/or Rates
M1004T	(2011-05-16)	Materiel

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 or electronic mail 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 seven (7) 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.

Offerors may communicate with the Standing Offer Authority via:

Email to: mike.sole@pwgsc.gc.ca

(Contact info for enquiries only. Bids must be sent to the address indicated on the cover page of the document.)

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 British Columbia.

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: two (2) hard copies AND two (2) soft copies on *CD or DVD*

Section II: Financial Offer: one (1) hard copy AND one (1) soft copy on *CD or DVD*

Section III: Certifications: one (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.

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 Annex C, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Prices must be in Canadian currency. Prices quoted in other than Canadian currency will be rejected and not considered further.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section 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**

- 1. The Offeror must offer to supply the requirements in accordance with Annex A and B.
- 2. The Offeror must be able to supply and submit pricing for a minimum of 90% of the specified items in each Group in Annex B in order to be considered responsive.
- 3. The Offeror must be capable of emergency replenishment within 24 hours.
- 4. The Offeror must offer customer services that are timely and responsive to the FMFCB operation.

1.2 Financial Evaluation

1.2.1 The Offeror must provide a financial offer in accordance with the Basis of Payment instructions in Part 3.

Offerors must submit firm prices for multiple groups of items. Offerors must submit firm prices for a minimum of 90 % of all items listed in each of the groups. The groups of items are as follows:

- (a) Group A: Combat Work Centre, All items listed in Annex "B", worksheets prefaced with "CWC-"
- (b) Group B: Electrical Work Centre, All items listed in Annex "B", worksheets prefaced with "EWC-"
- (c) Group C: Metal Fabrication Work Centre, All items listed in Annex "B", worksheets prefaced with "MFWC-"
- (d) Group D: Shipwrights Work Centre, All items listed in Annex "B", worksheets prefaced with "SWC-"
- (e) Group E: Mechanical Work Centre, All items listed in Annex "B", worksheets prefaced with "MWC-"
- (f) Group F: Plant Maintenance Work Centre, All items listed in Annex "B", worksheets prefaced with "PMWC-"
- (g) Group G: Refrigeration Work Centre, All items listed in Annex "B", worksheets prefaced with "RWC-"
- (h) Group H: Weapons Work Centre, All items listed in Annex "B", worksheets prefaced with "WWC-"
- (i) Group I: Base Construction Engineering Office Work Centre, All items listed in Annex "B", worksheets prefaced with "BCEO-"

1.2.2

Specified items that are not individually priced will be given the following values for evaluation purposes only:

- The greater of \$1.00 or the highest price proposed by that item for any vendor.

Consistent Pricing: An Offeror that has the same item listed in multiple categories must have a consistent price across each of those categories. Any discrepancies that are noted to this will have the higher price utilized on all annexes for evaluation purposes.

2. Basis of Selection

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

2.1

An aggregate price of all specified items in Annex "B" for ALL YEARS will be utilized for evaluation purposes (including non-priced items as per 1.2.2) . This combined aggregate price will be assigned a weighting of 80%.

Annex "C" Basis of Payment, item 2.1 will also be utilized for evaluation purposes.

An estimated usage value of \$20,000.00 ANNUALLY for "non-specified optional" items applied against the identified percentage discount will determine a dollar value. This dollar value will be assigned a weighting of 20%.

The lowest priced/highest percentage bids will be awarded full percentage points, and the subsequent bids prorated accordingly.

The responsive offer with the lowest evaluated price point will be recommended for issuance of a standing offer.

3. Security Requirement

Not applicable to this requirement.

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

Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

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

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

Certification

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

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

Not applicable to this requirement.

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

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

W3555-125253

CCC No./N° CCC - FMS No/ N° VME

2. Financial Capability

SACC Manual clause M9033T (2011-05-16) Financial Capability

3. Insurance Requirements

See Annex D

PART 7 - 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. Security Requirement

Not applicable to this requirement.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer.

This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "G". 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: Standing offer award to September 30;

2nd quarter: October 1 to December 31;

3rd quarter: January 1 to March 31.

4th quarter: April 1 to June 30;

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of Standing Offer award to for a period of 3 years (dates to be provided on Standing Offer award).

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for up to two (2) additional one (1) year periods, from (dates to be provided on Standing Offer award) under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **a minimum of 30** days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Mike Sole
Title: Supply Specialist
Public Works and Government Services Canada
Pacific Region Acquisitions - Victoria

Address: 401-1230 Government St
Victoria, BC V8W3X4

Telephone: 250-363-8444
Facsimile: 250-363-0395
E-mail address: Mike.Sole@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

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.

5.3 Offeror's Representative

To be provided on Standing Offer award.

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

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

W3555-125253

CCC No./N° CCC - FMS No/ N° VME

6. Identified Users

The Identified User(s) authorized to make call-ups against the Standing Offer are :

Fleet Maintenance Facility (FMF) Cape Breton CFB Esquimalt

Base Construction Engineering Office (BCEO) CFB Esquimalt

7. Call-up Procedures

The Identified User shall review requirements on a bi-weekly basis with the Offeror who will respond in accordance with the pricing provision of the Standing Offer.

8. 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

9. 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).

10. Financial Limitation

Not Applicable

11. 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 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d)
- e) the general conditions 2010A (2012-03-02) ; General Conditions - Goods (Medium Complexity)
- f) Annex A, Requirement;
- g) Annex C_, Basis of Payment _____;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer _____ (insert date of offer), _____ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" **or** "as amended _____". (insert date(s) of clarification(s) or amendment(s) if applicable).

12. Certifications

12.1 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

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

CCC No./N° CCC - FMS No/ N° VME

W3555-125253

is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. 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 British Columbia.

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 (2012-03-02)), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2012-03-02) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards at point of sale.

3. Term of Contract**3.1 Period of Contract**

The Work must be completed in accordance with the 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 price(s) as specified in Annex C. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 SACC Manual Clauses

C6000C (2007-05-25) Limitation of Price

H1008C (2008-05-12) Monthly Payment

4.3 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

(If applicable, to be inserted at issuance of the Offer)

5. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of packing/delivery slips to support the invoice;

5.2. 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.

5.3

Ready Use Material shall be billed on a consolidated MONTHLY invoice.

Invoices shall be issued to the Contracts Office (FMFCB or BCEO) that issued the callup.

The preferred method of payment is Acquisition Card. Invoices will be compared to the Delivery/Stocking Slips and will be processed with a Acquisition Card Purchase Order.

Invoice shall reflect:

- Invoice Date;
- Call-Up No;
- Consignees name & address;
- Period Covered;
- Work Centre Area;
- Delivery Slip # s;
- Itemized costing of individual items per delivery slip;
- Total aggregate cost of all delivery slips.

6. Shipping Instructions - Delivery at Destination

Shipment shall be consigned to the destination specified in the contract and delivered:

DDP - Delivered, Duty Paid (Victoria BC) Incoterms 2000 for shipments from a commercial supplier.

7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

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

W3555-125253

CCC No./N° CCC - FMS No/ N° VME

complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. SACC Manual Clauses

A9062C 2011-05-16 Canadian Forces Site Regulations

ANNEX "A"

REQUIREMENT

SUPPLY OF READY USE FASTENERS FOR VARIOUS WORK CENTRES AT FLEET MAINTENANCE FACILITY CAPE BRETON (FMFCB), AND VARIOUS WORK CENTRES AT BASE CONSTRUCTION ENGINEERING OFFICE (BCEO).

1. PURPOSE

This Requirement describes the requirements for the Contractor to provide for the supply and maintenance of Ready-Use Fastener Inventories held within the identified areas.

2. BACKGROUND

The materials management concept of operations at CFB Esquimalt considers the timely provision of tools/materials to Trades people. Trade Service Centres (TSCs) have been established to provide tools/equipment, inventory, and, Work In Process (WIP) storage.

"Ready-use" material - is defined as low value, high volume, non-controlled goods that are receipted, stored and issued as consumable items that are not accounted for through the work order process. Thus items ordered on a designated work order are not Ready-Use; therefore not part of this contract.

3. MATERIAL REQUIREMENTS

The Offeror is required to maintain inventory levels at the indicated min/max levels. While there may be other ways to do so other than having a representative to keep stock levels, the anticipated way of doing so would be to have a representative onsite to perform that duty during the bi-weekly stocking and delivery periods.

3.1. Material List

Provide Ready Use Materials as specified in the attached Annex "B" which focuses exclusively on Fasteners (i.e. nuts, bolts, washers, rivets, etc.).

3.2 Quantities (Min/Max):

All items must be stocked to the Maximum Stock quantities listed at the time the contract is established.

The Maximum Stock quantities specified must not be exceeded unless an increase has been ordered and confirmed as per 3.4 below.

3.3 Adding /Deleting Items or Areas:

New Items or Areas (Work Centres) may be added on the request of the Technical Authority or Technical Authority's Representative and forwarded through the Contracts Office at FMFCB or BCEO to the Standing Offer Authority at PWGSC.

3.4 Increases / Decreases:

FMFCB/BCEO may request from time to time increases or decreases to the Minimum or Maximum stock quantities. Increases and decreases changes must be reflected on the delivery slips with the date of the increase/decrease and the name of the FMFCB/BCEO employee who requested the change. Increases and/or decreases to the Minimum or Maximum stock quantities will be forwarded through the Contracts Office from the Technical Authority to the Standing Offer Authority for issuance of a formal contract amendment.

3.5 Emergency Replenishment:

The contractor must be capable of emergency replenishment within 24 hrs. All emergency replenishment requests must be submitted to the contractor in writing by the Technical Authority or Project Manager.

3.6 Substitution Allowances:

There shall be no substitutions of items listed in Annex B unless specified in formal contract amendment issued by the Contracting Authority.

3.7 Defective/Damaged Material:

All defective/damaged material shall be replaced by the contractor in a timely fashion. A written statement of defect shall be provided to the contractor by the Technical Authority.

3.8 Storage Media:

Supplier shall locate stock and maintain all ready use materials in existing storage media. If additional storage media is required it shall only be procured with the Project Manager Authorization who is listed in the contract and shall not be part of this contract.

4. SERVICE REQUIREMENTS

4.1. Cleanliness:

Supplier shall be responsible for the removal of all packing and cardboard boxes from the bin locations once "top-up" has been completed.

4.2. Inspection Requirements:

Contractor is responsible for ensuring that all material and/services provided conform to the contracts requirements; Supplier shall be aware there shall be periodic inspections of the Item's stocked by FMFCB/BCEO staff, and shall be given a written report of findings.

4.3. Schedule:

A schedule of bi-weekly delivery/stocking date's and times is to be mutually agreed upon by the FMFCB/BCEO and the Contractor. Both delivery and stocking will be made during normal working hours, which are 8:00 AM to 4:30 PM. Suppliers shall sign all delivery slips and TSC staff will verify that the stock has been added.

4.4. Identification and Labeling of storage media and shelf locations:

The Contractor shall be responsible for the identification and labeling of storage media and shelf locations as required to correspond with its own material information.

4.5. Quality Management Systems:

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

CCC No./N° CCC - FMS No/ N° VME

W3555-125253

The Contractor shall be responsible for implementing a quality system appropriate to the scope of the work to be performed. It is recommended that the quality system be based on ISO 9001:2001 - Quality Management Systems - Requirements.

4.6. Certificates - Stainless steel

Certificates of conformity for all stainless steel materials must be provided upon request.

5. ADMINISTRATION REQUIREMENTS:

5.1 Delivery Slips:

Delivery/Stocking slips shall be left with the Work Centers' attendant(s) for each delivery.

Delivery Slips must indicate the following information:

- Delivery Date;
- Delivery Slip #
- Work Centre Area
- Items Delivered
- Qty Delivered

Annex B - Materiel List

Specified items are identified on a spreadsheet which forms the materiel list. This spreadsheet will be made available in electronic form from the Standing Offer Authority to those bidders requesting documentation packages.

Annex C - Basis of Payment

For all items, unit prices are to be all-inclusive cost to supply and deliver the items to the existing storage media on site at the identified Work Centres at CFB Esquimalt.

Additional charges for delivery and/or stocking of items will not be accepted.

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer:

- 1) For the specified items listed, unit prices are to be entered in the applicable category on the spreadsheets provided as Annex B.
- 2) For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable.

Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.

2.1) Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, less a discount of _____ percent; and/or

2.2) Materiel and replacement parts (except free issue) to be in accordance with our manufacturer's suggested retail price list, as last amended/published, less a discount of _____ percent; or; plus a markup of _____ percent; and/or

2.3) Materiel and replacement parts (except free issue) at laid down cost plus a markup of _____ percent excluding sales tax. Sales tax to be shown as a separate item; and/or

2.4) Special additional discounts of _____ percent for advance (greater than ____ calendar days) ordering.

3) In addition to the above pricing, special offering 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 the above pricing arrangement.

4) Price books or catalogues or price lists must be identified by name/date. Price books, catalogues or price lists must be supplied to the Contracting Authority on request.

5) Indicate any applicable minimum order quantity or minimum charge as/if applicable: _____

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

CCC No./N° CCC - FMS No/ N° VME

W3555-125253

Annex "D" Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

(l) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic250

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

W3555-125253

File No. - N° du dossier

VIC-1-34199

CCC No./N° CCC - FMS No/ N° VME

Annex E - SAMPLE Contractor Pass Application -

Original application(s) to be completed by successful bidder.

**NATIONAL DEFENCE IDENTIFICATION UNIT
CFB ESQUIMALT**

5450-1 NPM(P)

PASS APPLICATION (Type or Print)

Today's Date:

PART 1

SURNAME:

GIVEN NAMES:

DATE OF BIRTH:

**HEIGHT(CM)
YYYYMMDD**

WEIGHT(KG)

EYES:

HAIR:

COMPLEXION:

SCARS:

VISIBLE ONLY
VISIBLE ONLY

TATTOOS:

HOME ADDRESS:

POSTAL CODE:

CITY AND PROVINCE:

PASS TYPE:

CLEANER / CONTRACTOR

PASS ACCESS TO:

PASS EXPIRY DATE:

Dockyard /Naden /Colwood

EMPLOYED BY:

PHONE NO: .

CONTRACTED TO:

PHONE NUMBER:

COMPANY REP:

PART 2

I hereby certify that the above information is correct. I will observe all laws and regulations instituted for the protection of National Defence Property and I understand that contravention of these regulations and laws regulations may result in cancellation of this pass and/or criminal prosecution. The loss of this pass will be reported immediately to the Naval Provost Marshal (Pacific), CFB Esquimalt. Further, I assume responsibility for the return of the pass upon termination or completion of the contracted employment.

Signature of applicant

Date

PART 3

Solicitation No. - N° de l'invitation

W3555-125253/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-1-34199

Buyer ID - Id de l'acheteur

vic250

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

W3555-125253

CCC No./N° CCC - FMS No/ N° VME

I assume responsibility for the return of the pass upon termination or completion of the contracted employment.

**Print name &
Employer/Supervisor**

**Signature of
Date**

PART 4

I hereby certify that the above information is complete and this application has been approved.

