

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338**

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)
Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Title - Sujet Locksmith Services	
Solicitation No. - N° de l'invitation W4M00-12C246/A	Date 2013-02-20
Client Reference No. - N° de référence du client W4M00-12C246	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-013-8449
File No. - N° de dossier WPG-2-35055 (013)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-02	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lamoureux-Bellec, Monique	Buyer Id - Id de l'acheteur wpg013
Telephone No. - N° de téléphone (204)983-6107 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WINNIPEG PO BOX 17000 STATION FORCES WINNIPEG MANITOBA R3J 3Y5 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Buyer ID - Id de l'acheteur

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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 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, Security Requirement Check List, Insurance Requirement and Periodic Usage Reporting Form.

2. Summary

To provide all labour, materials, tools, equipment, and supervision necessary to perform complete Locksmith Services at various locations on behalf of Department of National Defence (DND), Winnipeg, Manitoba. The period of the Contract is from date of issuance of a Standing Offer Agreement (approximately 01 April 2013) to 31 March 2014 with Canada retaining an irrevocable option to extend the Standing Offer Agreement for a period of two (2) additional consecutive twelve (12) month periods.

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

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *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(2013-01-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

M0019T	Firm Price and/or Rates	2007-05-25
M1004T	Condition of Materiel	2011-05-16

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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 (one hard copies)
 Section II: Financial Offer (one hard copy)
 Section III: Certifications (one hard copies)

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.

- 240(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 B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section 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) All offers must be completed in full and provide all of the information requested in the Request for Standing Offer to enable a full and complete evaluation.
- 2) Ability to perform the full scope of work described in Annex A
- 3) Provision of pricing as requested in Annex B, Basis of Payment
- 4) The Bidder must provide a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account.
- 5) Locksmith contractor must be a bonded locksmith with proof of bonding and registration with civit authorities.
- 6) Locksmith Contractor must be registered and licensed with the City of Winnipeg and the Province of Manitoba.

1.2 Financial Evaluation

M0220T

Evaluation of Price

2007-05-25

1.3 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.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have 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 comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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/formulaires-forms-eng.html>) for any or all individuals

aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Additional 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

2.1.1 Federal Contractors Program – over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a 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.

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 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;
- d. () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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

2.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with

Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

2.3 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive

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 AND INSURANCE REQUIREMENTS

1. Security Requirement

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

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

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

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

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D .

If the information is not provided in the offer, 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.

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 Statement of Work at Annex "A".

2. Security Requirement

- 2.1 The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.2 The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
- 2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.4 The Offeror must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable, attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-11-19) 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 "B ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of authorization to **31 March 2014**.

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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 an additional two period(s), from **01 April 2014 to 31 March 2015** and **01 April 2015 to 31 March 2016** 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 15 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:

Monique Lamoureux-Bellec

Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Western Region

100 -167 Lombard Avenue

Winnipeg, Manitoba R3C 2Z1

Telephone: 204-983-6107

Facsimile: 204-983-7796

E-mail address: monique.bellec@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:

Name: To be Determined

Title: _____

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

-240Facsimile: ____ - ____ - _____

E-mail address: _____

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

5.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: **Department of National Defence, CFB Shilo, Winnipeg, Winnipeg, Manitoba.**

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, etc.*) or electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$10,000.00** (Goods and Services Tax or Harmonized Sales Tax included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$TBD (*Goods and Services Tax or Harmonized Sales Tax excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any

articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

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 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-11-19) General conditions - Services (Medium Complexity;
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated_____.

10. Compliance

Compliance with the certifications and related documentation 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, provide the related documentation 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.

11. SACC Manual Clauses

A0285C	Workers Compensation	2012-07-16
M3000C	Price Lists	2006-08-15
M3800C	Estimates	2006-08-15

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 Manitoba.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2010C (2012-11-19) General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards at point of sale.

2.2 SACC Manual Clauses

A9062C

Canadian Forces Site Regulation

2011-05-16

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 a *firm price, as specified in Annex for a cost of \$ **TBD at time of call-up***. Customs duties are *included* and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

4.2 Limitation of Expenditure

4.2.1. Canada's total liability to the Contractor under the Contract must not exceed \$ to be determined. Customs Duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

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

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

whichever comes first.

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

4.3 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.4 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payments

SACC Manual Clause A9117C (2007-11-30) T1204-Direct Request by Customer Department

SACC Manual Clause C2000C (2007-11-30) Taxes - Foreign-based Contractor

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.

Each invoice must be supported by:

- a.a copy of time sheets to support the time claimed;
- b.a copy of the release document and any other documents as specified in the Contract;
- c.a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d.a copy of the monthly progress report.

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.

Instruction to contracting officers : Insert additional distribution as applicable. The following is an example.

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Amd. No. - N° de la modif.

File No. - N° du dossier

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

6. Insurance

G1005C	Insurance	2008-05-12
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7. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
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A9039C	Salvage	2008-12-12
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Statement of Work**ANNEX A**

DEPARTMENT OF NATIONAL DEFENCE
SPECIFICATION
STANDING OFFER AGREEMENT
FOR LOCKSMITH SERVICES AT 17 WING

JOB NO. L-W115-9900/SOA C246 (12) 2012-06-06

1 SITE OF WORK

17 Wing;

1. North Site - Base buildings,

2. Satellites:

1. McGregor Armory - 551 Machray Ave, Winnipeg, MB
2. Minto Armory - 969 St Matthews Ave, Winnipeg, MB
3. HMCS Chippawa - 51 Navy Way, Winnipeg, MB
4. Portage Armory - Portage la Prairie, MB
5. St. Charles Range - 4044 Saskatchewan
6. Springer Lake

2 WORK INCLUDED

The Contractor shall provide all labour, material, tools, equipment and supervision necessary to carry out the following on site operations of:

1. Cutting duplicate keys from a pattern.
2. Recoding locks and cutting keys for new code. Supplying new code to Architectural Coordinator.
3. Repairing or replacing damaged and non-serviceable locks and lock sets.
4. Opening locks for which keys are misplaced and cutting new keys for the locks.
5. Installing, repairing or replacing hydraulic door closers and fire exit hardware.

6. Developing and installing a Master Key System. Supplying records of new system to Architectural Coordinator.
7. Carrying a stock of various key blanks.
8. Locksmith must be bonded to gain access to restricted areas.
9. Locksmith must be trained to open locks without keys.
10. Repairs to Handi-Cap Doors and all associated components.
11. Supply and installation of new locks to metal/wood doors and frames.

3 SECURITY REQUIREMENT

1. The Contractor upon request shall supply the names of all personnel that will require access to 17 Wing and its associated units to the Engineer upon award of contract and on a regular basis as employees change or as requested by the Engineer.
2. This requirement is in place to ensure quick access to 17 Wing and associated Units. If a Contractor's employee name is not provided in advance, the Contractor's employee may experience delays in getting access. Any time lost while the Contractor's employees are waiting for access due to names not being forwarded to the Engineer, will be the responsibility of the Contractor.

4. LICENSE AND REGISTRATION

1. Locksmith contractor must be a bonded locksmith with proof of bonding and registration with civit authorities.
2. Locksmith Contractor must be registered and licensed with the City of Winnipeg and the Province of Manitoba.

5 REPLACEMENT MATERIALS

1. Materials, keys and lock parts shall be those specified by the manufacturer.
2. If in an emergency, the Contractor installs parts other than those specified by manufacturer, the contractor shall replace them with specified parts before claiming payment.

6 CALLOUTS AND REPAIRS

Callouts are to be made as required.

1. The Contractor shall accept callouts only from the Wing construction Engineering Officer of his delegated representative. Callouts will be confirmed in writing by a form DSS 942 (Requisition on SOA) issued by Engineer.
2. Callouts shall be actioned within four (4) hours for emergency calls and fourty-eight (48) hours for non-emergency calls via phone or fax.

3. Contractor shall report back to inspector (not later than the next working day), any work that has been performed as a result of being called out.
4. Contractor will provide a phone number where the contractor can be contacted on a 24 hour 7 days a week basis. Answering service will not be acceptable. Calls deemed "URGENT" must be actioned within 2 hours of receipt.
5. The contractor shall submit with the contractor's invoice a written report on the conditions and recommended repairs and/or replacement for each piece of equipment for which the contractor receives a service call.

7 WORKMANSHIP

All work performed shall be of first quality and to the complete satisfaction of the Engineer.

8 POST AWARD MEETING

After award of contract, the Contractor shall visit the Service Site authority to be given instruction.

9 WORK ESTIMATES

1. The Engineer's contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
2. If a "Quote" is requested, a written quote shall be faxed to the Engineer's Contracts Inspector requesting it.

10 REMOVAL OF MATERIAL AND EQUIPMENT

The Contractor shall not remove any salvageable material and equipment from the job site without written permission of the Engineer.

11 SAFETY REQUIREMENTS

1. **General.** The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
2. **Construction Safety Measures.** Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.
 1. In event of conflict between any provisions of above authorities, the most stringent provision will apply.
3. **Work procedures and Equipment.**
 1. All work procedures and equipment will be in accordance with legislated standards.
 2. A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot Work permits are issued and controlled by the Wing Fire Chief.
 3. Position Cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft,

equipment or personnel even if slung loads or small objects fall or the equipment collapses.

4. **Barricades.** Barricade dangerous work sites, trenches and excavations.
5. **Unguarded Work Sites.** When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
6. **Lockout Procedure.** When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
7. **Safety Personnel and Responsibility:**
 1. The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
 2. DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
 3. The contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.
8. **Delay Due to Health and Safety Regulation Infractions:**
 1. The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
 2. If the contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.
9. **Fire Safety Requirements.** Comply with requirements of fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
10. **Overloading.** No part of the work shall be loaded to the point, which will endanger its safety.

11. **False work.** False work shall conform to CSA S269.1-1975, National, Provincial and /or Local codes and by-laws, governing this type of work.
12. **Solvent and Adhesives.** Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc., in storm or sanitary sewers.

12 HAZARDOUS MATERIALS

1. Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 17 Wing.
2. Contractor personnel will have been trained in Workplace hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.

13 RESPONSIBILITIES

All contractors shall provide work sheets showing time of start and time of finish of all invoices when requested by Engineer.

14 INVOICES

1. All invoices submitted for payment shall be accompanied by a copy of the MSS/DSS 942 (Call up Requisition).
2. Invoices are to include a breakdown as follows:
 1. Rates of pay and hours of work for each tradesperson.
 2. An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
 3. Extended total.
 4. Goods and Services Tax (GST) to be shown as a separate item.
 5. Where subcontracting is involved a copy of subcontractor's invoice shall accompany the invoice against the requisition.
 6. Where discount or markup is applicable, please indicate separately.
3. Invoices submitted for payment against this contract that are not properly identified will be returned to the contractor for proper annotation before certification for payment is made.

15 CLEAN UP

The Contractor shall keep the premises clean at all times and, on completion of the work on each building, shall remove all surplus materials, tools, equipment, and debris, and leave the site in a clean and tidy condition to the complete satisfaction of the Engineer.

16 INSPECTION

Solicitation No. - N° de l'invitation

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The Contractor shall notify the Engineer at the completion of each building so that the Engineer may inspect the completed work.

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Basis of Payment

ANNEX B

It is **MANDATORY** that offerors submit firm prices/rates for the period of the proposed Standing Offer Agreement for **all** items listed hereafter. **This section, when completed, will be considered as the offeror's Financial Proposal.**

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the offeror's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offeror's proposal shall be changed to reflect the quantities stated in the RFSO.

The estimated quantities provided below are based on previous history and forecasted usage of this proposed Standing Offer. The quantity of goods and the level of services specified herein are only an approximation of the requirements given in good faith and does represent an agreement by the Crown.

Rates quoted must remain firm for the period of the Standing Offer. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be paid in accordance with the following pricing:

TABLE 1 Standing Offer Agreement Period: Date of Authorization - 31 March 2014 Firm Unit Pricing, GST Extra (if applicable) F.O.B. Destination, Including all Delivery and Pick-up Charges					
Item No.	Description	Est'd Qty.	Unit of Issue	Unit Price	Extended Price
I	LOCKSMITH SERVICES				
1	Key Cutting with sample provided	25	cut	\$	\$
2	Key Cutting without sample provided	25	cut	\$	\$
3	Retumble lock cylinders (combination changes) and supply keys	30	cut	\$	\$
4	Cutting specialized keys: Medeco 00 (standard & biaxial), Alboy (standard and pro), Miwa (EC and EX), Foreign keys.	10	cut	\$	\$
5	Master Locks to/with Master Keys	20	cut	\$	\$
6	Repairing/Replacing damaged and non-serviceable locks and lock sets	50	lock / set	\$	\$
7	Opening locks for which keys are misplaced	10	lock	\$	\$
II	SERVICE CALL (Price per Call-out)- All inclusive rates, including first hour of on-site productive labour shall be charged at: (Note: no additional charges will be allowed for travel to the site)				
A1	JOURNEYMAN LOCKSMITH CALL OUT - WINNIPEG, MB				
8	During regular hours (Monday - Friday)	20	call	\$	\$
9	Outside regular hours (Monday - Friday)	10	call	\$	\$
10	Outside regular hours (Weekends & Statutory Holidays)	5	call	\$	\$
A2	JOURNEYMAN LOCKSMITH CALL OUT - PORTAGE LA PRAIRIE, MB				
11	During regular hours (Monday - Friday)	5	call	\$	\$
12	Outside regular hours (Monday - Friday)	2	call	\$	\$
13	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$

TABLE 1 Standing Offer Agreement Period: Date of Authorization - 31 March 2014 Firm Unit Pricing, GST Extra (if applicable) F.O.B. Destination, Including all Delivery and Pick-up Charges					
Item No.	Description	Est'd Qty.	Unit of Issue	Unit Price	Extended Price
A3	JOURNEYMAN LOCKSMITH CALL OUT - SPRINGER LAKE, MB				
14	During regular hours (Monday - Friday)	5	call	\$	\$
15	Outside regular hours (Monday - Friday)	2	call	\$	\$
16	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$
B1	HELPER CALL OUT - WINNIPEG, MB				
17	During regular hours (Monday - Friday)	5	call	\$	\$
18	Outside regular hours (Monday - Friday)	5	call	\$	\$
19	Outside regular hours (Weekends & Statutory Holidays)	5	call	\$	\$
B2	HELPER CALL OUT - PORTAGE LA PRAIRIE, MB				
17	During regular hours (Monday - Friday)	3	call	\$	\$
18	Outside regular hours (Monday - Friday)	2	call	\$	\$
19	Outside regular hours (Monday - Friday)	2	call	\$	\$
B3	HELPER CALL OUT - SPRINGER LAKE, MB				
20	During regular hours (Monday - Friday)	3	call	\$	\$
21	Outside regular hours (Monday - Friday)	2	call	\$	\$
22	Outside regular hours (Monday - Friday)	2	call	\$	\$
III	LABOUR ONLY - In addition to Service Call above (Price per Hour):				
A	JOURNEYMAN LOCKSMITH ON-SITE LABOUR				
20	During regular hours (Monday -	20	hour	\$	\$

TABLE 1 Standing Offer Agreement Period: Date of Authorization - 31 March 2014 Firm Unit Pricing, GST Extra (if applicable) F.O.B. Destination, Including all Delivery and Pick-up Charges					
Item No.	Description	Est'd Qty.	Unit of Issue	Unit Price	Extended Price
	Friday)				
21	Outside regular hours (Monday - Friday)	10	hour	\$	\$
22	Outside regular hours (Weekends & Statutory Holidays)	5	hour	\$	\$
B	HELPER ON-SITE LABOUR				
23	During regular hours (Monday - Friday)	5	hour	\$	\$
24	Outside regular hours (Monday - Friday)	5	hour	\$	\$
25	Outside regular hours (Weekends & Statutory Holidays)	5	hour	\$	\$
IV	MATERIAL AND REPLACEMENT PARTS				
26	Material and Replacement Parts (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND.	4000	\$	\$	\$
	Subtotal (i):				\$

TABLE 2 Standing Offer Agreement Period: 01 April 2014 - 31 March 2015 Firm Unit Pricing, GST Extra (if applicable) F.O.B. Destination, Including all Delivery and Pick-up Charges					
Item No.	Description	Est'd Qyt.	Unit of Issue	Unit Price	Extended Price
I	LOCKSMITH SERVICES				
1	Key Cutting with sample provided	25	cut	\$	\$
2	Key Cutting without sample provided	25	cut	\$	\$
3	Retumble lock cylinders (combination changes) and supply keys	30	cut	\$	\$
4	Cutting specialized keys: Medeco 00 (standard & biaxial), Alboy (standard and pro), Miwa (EC and EX), Foreign keys.	10	cut	\$	\$
5	Master Locks to/with Master Keys	20	cut	\$	\$
6	Repairing/Replacing damaged and non-serviceable locks and lock sets	50	lock / set	\$	\$
7	Opening locks for which keys are misplaced	10	lock	\$	\$
II	SERVICE CALL (Price per Call-out)- All inclusive rates, including first hour of on-site productive labour shall be charged at: (Note: no additional charges will be allowed for travel to the site)				
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8	During regular hours (Monday - Friday)	20	call	\$	\$
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10	Outside regular hours (Weekends & Statutory Holidays)	5	call	\$	\$
A2	JOURNEYMAN LOCKSMITH CALL OUT - PORTAGE LA PRAIRIE, MB				
11	During regular hours (Monday - Friday)	5	call	\$	\$
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B	HELPER ON-SITE LABOUR				
23	During regular hours (Monday - Friday)	5	hour	\$	\$
24	Outside regular hours (Monday - Friday)	5	hour	\$	\$
25	Outside regular hours (Weekends & Statutory Holidays)	5	hour	\$	\$
IV	MATERIAL AND REPLACEMENT PARTS				
26	Material and Replacement Parts (except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to DND.	4000	\$	\$	\$
	Subtotal (i):				\$

TABLE 3 Standing Offer Agreement Period: 01 April 2015 - 31 March 2016 Firm Unit Pricing, GST Extra (if applicable) F.O.B. Destination, Including all Delivery and Pick-up Charges					
Item No.	Description	Est'd Qyt.	Unit of Issue	Unit Price	Extended Price
I	LOCKSMITH SERVICES				
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2	Key Cutting without sample provided	25	cut	\$	\$
3	Retumble lock cylinders (combination changes) and supply keys	30	cut	\$	\$
4	Cutting specialized keys: Medeco 00 (standard & biaxial), Alboy (standard and pro), Miwa (EC and EX), Foreign keys.	10	cut	\$	\$
5	Master Locks to/with Master Keys	20	cut	\$	\$
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13	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$

TABLE 3 Standing Offer Agreement Period: 01 April 2015 - 31 March 2016 Firm Unit Pricing, GST Extra (if applicable) F.O.B. Destination, Including all Delivery and Pick-up Charges					
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	Subtotal (i):				\$

TOTAL EVALUATED PRICE = Subtotal (i) + Subtotal (ii) + Subtotal (iii) \$ _____

Solicitation No. - N° de l'invitation

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File No. - N° du dossier

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CCC No./N° CCC - FMS No/ N° VME

Security Requirements Checklist

ANNEX C

"attached"

ANNEX "D"

INSURANCE REQUIREMENTS

1. Commercial General Liability

1.1. 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.

1.2. 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.

Solicitation No. - N° de l'invitation

W4M00-12C246/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg013

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

W4M00-12C246

File No. - N° du dossier

WPG-2-35055

CCC No./N° CCC - FMS No/ N° VME

ANNEX "E"**Usage Report**

Return to:

ATTN.: MONIQUE LAMOUREUX-BELLEC
 Public Works and Government Services Canada
 Acquisitions Branch
 Ste. 100 - 167 Lombard Avenue
 P.O. Box 1408
 Winnipeg, MB R3C 2Z1
 Email: monique.bellec@pwgsc-tpsgc.gc.ca

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

REPORTING PERIOD: _____

Item No.	Call-Up/contract No. (Including Amendments) Description	Value of the Call-Up/Contract	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-Up totals to date:	
(A+B) Total Accumulated Call-Ups:	

:

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY: _____

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____

DATE: _____

Contract Number / Numéro du contrat W4M00-12G246
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of Defence	2. Branch or Directorate / Direction générale ou Direction 17 Wing Winnipeg	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Provide full range of Locksmithing services to all 17 Wing DND facilities.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Out		
b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Out		
6. Indicate the type of access required / Indiquer le type d'accès requis		
a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau ci-dessous à la question 7. c)		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Out		
b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Out		
c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un transport de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Out		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W4400-12C246

Security Classification / Classification de sécurité

PART A - CONTRACTOR / PARTIE A - CONTRAINT

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: _____

10. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: _____

Short Title(s) of material / Titre(s) abrégé(s) du matériel: _____
Document Number / Numéro du document: _____

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux: _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans attestation d'admission peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui

PART C - INFORMATION TECHNOLOGY / PARTIE C - TECHNOLOGIE DE L'INFORMATION

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

WM00-120246

Security Classification / Classification de sécurité

PART C - Summary Chart / PARTIE C - Résumé

For users completing the form manually use the summary chart (below) to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				CONSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED / LIMITÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	TOP SECRET / TRÈS SECRET
Information / Renseignements													
Classification / Classification													
Production / Production													
IT / IT													
IT User / Utilisateur IT													
Site / Site													

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LYERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Si Oui, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LYERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Si Oui, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).