

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions Travaux
publics et Services gouvernementaux Canada
#910, 410-22nd Street East
Saskatoon
Saskatchewan
S7K 5T6

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Saskatche
S7K 5T6

Title - Sujet General Maintenance & Related Work	
Solicitation No. - N° de l'invitation EV385-121074/B	Date 2012-08-07
Client Reference No. - N° de référence du client EV385-121074	GETS Ref. No. - N° de réf. de SEAG PW-\$PWW-199-4517
File No. - N° de dossier PWW-1-34202 (199)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-24	
Time Zone Fuseau horaire Central Standard Time CST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Okemaysim, Tammy L.	Buyer Id - Id de l'acheteur pww199
Telephone No. - N° de téléphone (306)975-6583 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 201-1800 11TH AVE REGINA Saskatchewan S4P0H8 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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(ii) GC2 Administration of the Contract	R2820D (2012-07-16);
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(iv) GC4 Protective Measures	R2840D (2008-05-12);
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(vi) GC6 Delays and Changes in the Work	R2865D (2008-05-12);
(vii) GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
(viii) GC8 Dispute Resolution	R2884D (2008-05-12);
(ix) GC9 Insurance	R2590D (2011-05-16);
Supplementary Conditions, if any;	
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ANNEXES

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IMPORTANT NOTICE TO OFFERORS

**THIS RFSO CONTAINS A MANDATORY REQUIREMENT FOR CODE OF CONDUCT
CERTIFICATIONS - CONSENT TO A CRIMINAL RECORD VERIFICATION**

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into seven parts plus attachments and annexes, as follows:

Part 1, General Information: provides a general description of the requirement;

Part 2, Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

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

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

Part 5, Certifications: includes the certifications to be provided;

Part 6, Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety, Usage Reports, Offer, and any other annexes applicable to the requirement.

2. Summary

General Maintenance Standing Offer, North Portal, SK

Work under this standing offer includes the provision of skilled licensed labour, tools, equipment, supervision and material as requested by Public Works and Government Services Canada, in the form of call ups for general maintenance work at North Portal, SK. Services are to be provided on an "as required" basis. It is anticipated that only 1 firm will be issued a standing offer. The standing offer will be issued for a term of three (3) years. The total expenditures over the term is estimated at \$90,000.00 (GST/HST included).

This procurement contains a MANDATORY requirements. See Part 4 for details.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

3. Debriefing

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. The debriefing will include an outline of the reasons the

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submission was not successful, making reference to the evaluation criteria. The confidentiality of information relating to other submissions will be protected.

4. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C

PART 2 - STANDING OFFER - INSTRUCTIONS TO OFFERORS

1. Standard Instructions and Conditions

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

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

The 2006 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

DELETE sixty (60) days and **INSERT** ninety (90) days

2. Submission of Offers

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

2.1 Revision of Offer:

An offer submitted in accordance with these instructions may be revised by letter or facsimile, provided that the revision is received at the office designated for the receipt of offers (Bidding address) on or before the date and time set for the closing of the RFSO. The facsimile shall be on the offeror's letterhead or bear a signature that identifies the offeror.

A revision to the unit price schedule must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.

A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.

Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original offer submitted and all other compliant revision(s).

Facsimile number for receipt of revisions: **(306) 975-5397**

2.2 Firm Price and/or Rates:

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

2.3 Form: Offers not submitted on the prescribed Offer Form will not be considered.

2.4 Alterations: Any alteration to the pre-printed or pre-typed sections of the Offer Form, or any condition or qualification placed upon the offer may be cause for disqualification of the offer. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer Form by the offeror shall be initialed by the person or persons signing the offer. Initials shall be original(s). Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.

2.5 Incomplete Offers: Incomplete offers may be rejected.

2.6 Taxes

The offeror is responsible for all applicable taxes.

Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable. Any amount levied in respect of the GST/HST shall be billed as a separate item on invoices submitted by the contractor, and shall be paid in addition to the amount approved by Canada for work performed under any resulting Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

2.7 Performance Evaluation

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

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 the province of work.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. General

- 1.1 Insert the hourly rate or unit price against each class of labour, plant, or item of specified material listed on the Unit Price Schedule of the Offer form. Insert the percentage mark-up for Unspecified Material, if any; mathematical extensions against all items including the Contractor's Mark-up on Unspecified Material if applicable, and Total Estimated Amount, GST/HST extra.
- 1.2 Submit the Offer, duly completed, to the office designated on page 1 of the RFSO in accordance with the Standard Instructions.
- 1.3 Sign and date the Offer in accordance with the RFSO.

2. Offer Preparation Instructions

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

Section I: Annex E - Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Financial Offer:

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment". The total

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amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES 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.
- (c) Offers shall be evaluated on the basis of the lowest compliant offer being recommended for issuance of a Standing Offer.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

A) MANDATORY REQUIREMENTS - Required with the Offer

Offers not meeting the following Mandatory Requirements at the time of closing will be deemed non-compliant and receive no further consideration.

- i) Signature and Submission - Page 1 of the Request for Standing Offer (RFSO), and any requisite certificates or licenses identified in the RFSO (eg: Journeyman Tickets) **MUST** be submitted with ANNEX E - OFFER portion including all appendices. Offers must be submitted to the office designated for the receipt of offers, and must be received on or before the date and time set for solicitation closing shown on page 1 of the RFSO.

B) MANDATORY REQUIREMENTS - Precedent to issuance of a Standing Offer

Failure to comply with the following Mandatory Requirements will result in rejection of the offer.

- i) Health & Safety Requirements - per attached Annex C.
- ii) Proof of Insurance - upon request, per Part 6.
- iii) Code of Conduct Certifications - Consent to a Criminal Record Verification (see Part 5 - Certifications)

1.2. Financial Evaluation

- 1.2.1 Price Schedule - A rate must be entered for each item.
- 1.2.2 Offers retained pursuant to Part 4, will be evaluated on the basis of the total estimated amount quoted, GST/HST extra. It is anticipated that one standing offer will be issued to the lowest compliant offeror.

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

3. Ranking

- 3.1 Only 1 firm will be issued a standing offer.

PART 5 - CERTIFICATIONS

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

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

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Code of Conduct Certifications - Consent to a Criminal Record Verification

Amend Section 01 of the Standard Instructions 2006 as follows:

.1 Pursuant to section 01 of the Standard Instructions 2006, the offerors should submit with their Request for Standing Offer by offer solicitation closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form **Consent to a Criminal Record Verification** (PWGSC-TPSGC 229), for each individual named in the list. (*see Annex F*)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

The Code of Conduct Certifications - Consent to a Criminal Record Verification should be completed and submitted with the offer at offer closing, but may be submitted afterwards as follows: if the above is not completed and submitted with the offer at offer closing, the Contracting 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 Contracting Authority and meet the requirement within that time period will render the offer non-responsive.

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

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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.

Signature

Date

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PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Insurance Requirements

SACC Manual clause M9015T Insurance Requirements (2011-05-16)

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 SACC Manual clause R2590D GC9 - Insurance (2011-05-16)

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.

Certificate of Insurance form - PWGSC-TPSGC 357 (06/2007) is available at web site:
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>

PART 7 - CLAUSES & CONDITIONS

PART 7(A) - STANDING OFFER

1. Offer - attached at ANNEX E

- .1 General Provisions
- .2 Financial Terms
- .3 Prices
 - Appendix 1
 - Credit Card Payments

2. Standard Clauses and Conditions

- 1) .1 General Conditions - Standing Offer, 2005 (2012-07-16)
- 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:
<http://sacc.pwgsc.gc.ca/sacc/query.do?lang=en&id=r&date=current&title=&detail=&type=all&action=search>
- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:
http://www.hrsdc.gc.ca/en/labour/employment_standards/contracts/schedule/index.shtml

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **date of award** to **31 August 2015**.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: *see front page of Standing Offer for details*
Public Works and Government Services Canada
Acquisitions Branch

Directorate: Real Property Contracting

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, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

4.2 Project Authority

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

The Project Authority is the representative of the department or agency (Departmental Representative) 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. Identified users

The Identified User authorized to make call-ups against the Standing Offer is : Public Works and Government Services Canada Western Region

6. Call-up Procedures

1. Best Standing Offer: the offer that provides best value (lowest prices) will be retained.

The Project Authority will establish the scope of work to be performed by the successful firm and negotiate the level of effort required to perform the work based on the hourly rates contained in the Standing Offer.

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7. CALL-UP INSTRUMENT

Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

CALL-UP AGAINST A STANDING OFFER
COMMANDE SUBSÉQUENTE À UNE OFFRE
PERMANENTE

In accordance with
STANDING OFFER NO.: _____

Conformément à
L'OFFRE PERMANENTE No. _____

Call-up no.
- No de
commande

Dated _____
and the terms and conditions therein, you are
Requested to carry out the worked described below.

En date du _____
Et les modalités qui y sont énumérées, vous êtes prié
d'exécuter les travaux décrits ci-après.

Contractor's name and address - Nom et adresse de l'entrepreneur		Send invoice to - Expédier la facture à
Fax No. ()		attention:
Project no. - No du projet	Note: Quote standing offer number, project number and call-up number on your invoice. Inscrire le numéro de l'offre permanente, le numéro du projet et le numéro de commande sur la facture.	
Location of work - Endroit des travaux	Call-up cost, GST extra - Coût de la commande, TPS en plus	

Work description - Description des travaux

Certified pursuant to subsection 32 (1) of the Financial Administration Act Certifié en vertu du paragraphe 32 (1) de la Loi sur la gestion des finances publiques	
_____	_____
Signature	Date

Departmental Representative - Représentant du ministère	
_____	_____
Signature	Date

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PWGSC-TPSGC 2829 (03/2006)

8. 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).

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$85,714.29 (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

10. Priority Documents

If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears on the list has priority over the wording of any document which subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;
- f) the supplemental general conditions;
- g) Annexes:
 - Annex A, Statement of Work / Specifications, and any amendment to the solicitation document incorporated in the Standing Offer before the date of the Standing Offer;
 - Annex B, Basis of Payment;
 - Annex C, Health & Safety Requirements - Saskatchewan;
 - Annex D, Periodic Usage Report Form;
 - Annex F, Code of Conduct Certifications - Consent to a Criminal Record Verification;
- h) the Offeror's offer Annex E, dated _____;

11. Certifications

11.1 Compliance

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

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Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. Applicable Laws

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

13. Estimates

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

PART 7 (B) - RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
 - (a) Statement of Work - The Contractor must perform the Work described in the call-up against the Standing Offer;
 - (b) General Conditions:

(i)	GC1 General Provisions	R2810D	(2012-07-16);
(ii)	GC2 Administration of the Contract	R2820D	(2012-07-16);
(iii)	GC3 Execution and Control of the Work	R2830D	(2010-01-11);
(iv)	GC4 Protective Measures	R2840D	(2008-05-12);
(v)	GC5 Terms of Payment	R2550D	(2010-01-11);
(vi)	GC6 Delays and Changes in the Work	R2865D	(2008-05-12);
(vii)	GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
(viii)	GC8 Dispute Resolution	R2884D	(2008-05-12);
(ix)	GC9 Insurance	R2590D	(2011-05-16);
 - (c) Supplementary Conditions, if any;
 - (d) Fair Wages and Hours of Labour - Labour Conditions R2940D (2012-07-16);
 - (e) Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
 - (f) Schedules of Wage Rates for Federal Construction Contracts;
 - (g) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
 - (h) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
 - (i) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
 - 2) The documents identified by title, number and date in paragraph 1) are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Website:
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/rqqr.do?lang=eng&verb=rese&id=r&date=current&ttl=&detail=&type=all&action=search>
 - 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Website:
http://www.hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml
- NOTE: Contractors should note that a copy of the Labour Conditions and the Fair Wage Schedule applicable to the project location must be posted at the work site in a convenient, easily accessible location.*
- 4) The language of the contract documents shall be the language of the Bid and Acceptance Form submitted.
 - 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up .

6) Interpretation

"Accepted by the Offeror" * means that the Offeror has agreed to, and commenced performance of the work.

"Minister" includes a person acting for the Minister, the Minister's successor in office, their lawful deputy and their representatives appointed for the purpose of the Standing Offer.

"Departmental Representative" means the Project Authority who 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.

"Superintendent" or *"Supervisor"* means the employee or representative of the Contractor designated by the Contractor to act as Superintendent;

"Unit Price Table" means the table of prices per unit set out in the Offer; and

"Work" means, subject only to any express stipulation in the Contract to the contrary, everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contract in accordance with the work as described in each Call-up, and in the technical specifications or statement of work.

1. SUPPLEMENTAL CONDITIONS

INSERT the following supplementary conditions in the resulting General Conditions:

1.1. T1204 - Direct Request by Customer Department

- 1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
- 1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

1.2. Periodic Reports

- 1.2.1 The Offeror shall provide to the Contracting Authority biannual reports on usage of the Standing Offer, showing the number and total value of call-ups by each consignee. Reports shall be submitted in the format shown on the attached Annex D "Periodic Usage Report Form" and forwarded to the Contracting Authority no later than fifteen (15) days after the designated reporting period.
- 1.2.2 The Offeror understands that failure to comply may result in the setting aside of the Standing offer.

2. Term of Contract

2.1 Period of the Contract

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

3. Payment

1.3. CHANGES TO GC5 R2550D - TERMS OF PAYMENT

DELETE GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

GC5.4 Payment

.1 Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.
2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:

- (a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;
 - (b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and
 - (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.
3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.
 4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.
 - .1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.
 - .2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.

-
5. Upon completion of the Work in the progress claim, the Contractor maybe requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.
 6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.
 7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

4.1 Basis of Payment - see Annex B

4.2 Limitation of Price

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

4.3 Payment of Invoices by Credit Card

To Be Determined Upon Standing Offer Award

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ANNEXES

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Health & Safety Requirements
Annex D	Periodic Usage Report Form
Annex E	Offer
Annex F	Code of Conduct Certifications - Consent to a Criminal Record Verification

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ANNEX A

Statement of Work

Attached

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ANNEX B

.1 Basis of Payment

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up, for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

.1 Hourly Rates:

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract.

See Annex E for details

Total Estimated Cost - Limitation of Expenditure: \$85,714.29 (GST/HST extra)

ANNEX C

MANDATORY HEALTH AND SAFETY - *for Work in the Province of Saskatchewan*

WCB AND SAFETY PROGRAM

1. The recommended Bidder shall provide to the Contracting Authority, prior to Standing Offer issue:
 - 1.1 a Workers Compensation Board Statement of Injury Cost Supplement - *Saskatchewan*, or equivalent documentation from another jurisdiction;
 - 1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or who are anticipated to be present on the work site(s), or equivalent documentation from another jurisdiction; and
 - 1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP). A health and safety policy and program, as required by other provincial/territorial Occupational Health and Safety Acts, will be acceptable in lieu of a COR or RSP.
2. The recommended Bidder shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply with the request may result in the bid being declared non-compliant.

Workplace Safety and Health

1. EMPLOYER/CONTRACTOR

- 1.1 The Contractor shall, for the purposes of the Workplace Safety and Health Act and Regulations, Saskatchewan, and for the duration of the Work:
 - 1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
 - 1.1.2 assume the role of Contractor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
 - 1.1.3 agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the General Conditions, to Canada's order * to:
 - 1.1.3.1 assume, as the Contractor, the responsibility for Canada's other Contractor(s); or
 - 1.1.3.2 accept that Canada's other Contractor is Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

* "order" definition: *after contract award, Contractor is ordered by a Change Order*

2. SUBMITTALS

2.1 The Contractor shall provide to Canada:

- 2.1.1 prior to the pre-construction meeting, a transmittal and copy of a completed Notice of Project form PWGSC - TPSGC 458 (form will be provided to the proposed contractor prior to award), as sent to the Authority Having Jurisdiction (AHJ); and
- 2.1.2 prior to commencement of work and without limiting the terms of the General Conditions:
 - 2.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or by the AHJ; and
 - 2.1.2.2 a site specific Health and Safety Plan as requested.

NOTE: Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information.

3. LABOUR AUTHORITY CONTACT:

The contact below represents the Labour Authority in the jurisdiction (AHJ). They are not representatives of the Workers Compensation.

Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

<u>SASKATCHEWAN South</u>	<u>SASKATCHEWAN North</u>
Saskatchewan Labour Occupational Health and Safety Division 6th Floor, 1870 Albert Street Regina, SK, S3P 3V7 Attention: Chief Safety Southern Region Telephone: (306) 787-4481 Facsimile: (306) 787-2208	Saskatchewan Labour Occupational Health and Safety Division 122 - 3rd Avenue North Saskatoon, SK, S7K 2H6 Attention: Chief Safety Northern Region Telephone: (306) 933-5050 Facsimile: (306) 933-7337

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**ANNEX D
PERIODIC USAGE REPORT FORM**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Tammy Okemaysim	(306) 975-5397	tammy.okemaysim@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Real Property Contracting, Acquisitions Branch
910-410 22nd Street East
Saskatoon, Saskatchewan
S7K 5T6

REPORT ON THE VOLUME OF BUSINESS

STANDING OFFER NO.: _____

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	TOTAL BILLING

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

-

PREPARED BY:

NAME: _____

SIGNATURE: _____

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TELEPHONE NO.: _____

ANNEX E

PART 6 (A) - OFFER

Description of Work: North Portal, Saskatchewan
 Various Projects, PWGSC
 General Maintenance Standing Offer

Standing Offer Solicitation No.: EV385-121074/B

1. OFFER

- .1 This Standing Offer is made by the Offeror to Canada;
- .2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;
- .3 The Work shall be more particularly described in individual Call-ups to be issued by the Project Authority, hereinafter called the "Departmental Representative";
- .4 Individual Call-ups may be issued, from time to time, during the period identified in Part 7A, clause 4.1, hereinafter called the "Term".

2. GENERAL PROVISIONS

- .1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;
- .2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;
- .3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;
- .4 that this tender may not be withdrawn for a period of 90 days following the tender closing time,

The Offeror agrees

- .1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in **Call- ups Against a Standing Offer**, form PWGSC/TPSGC 2829, copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;
- .2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and

- .3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.
- .5 This Offer does not constitute a binding contract between Canada and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Canada.
- .6 A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .
- .7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Canada to order any or all of the work, material or plant listed therein.
- .8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

3. FINANCIAL TERMS

- .1 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.
- .2 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses whatsoever.
- .3 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.
 - .1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.
 - .2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.
- .4 Payment by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is the lower.
- .5 The cost of subcontract work, including special equipment rentals approved by the Project Authority, shall be reimbursed at actual cost with the addition of ten (10) percent to cover

overheads, profit, and all other expenses whatsoever. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

.6 Pricing

.1 The prices requested in the Offer are:

- .1 Service Call, including first hour of on-site productive labour;
- .2 hourly rates for regular hours;
- .3 hourly rate for each hour outside of regular hours; and
- .4 mark up on allowance for unspecified material, replacement parts, required permits and certificates. for purposes of evaluation.

.2 The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

.3 It is considered that regular hours of work fall between 0800 and 17000 hours, Monday to Friday.

4. PRICES

The Offeror agrees that the following are the prices referred to in sections 2 and 3 above:

4.1 Unit Price Schedules - Rates**SCHEDULE A) Year One - Date of Award to 31 August 2013**

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est. Hours/ Qty	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Price per Service Call, including first hour of on-site productive labour, travel time and all related expenses. a) During Regular Hours: 08:00 - 17:00 hours, Monday to Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer b) Outside Regular Hours: Monday through Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer c) Outside Regular Working Hours: Weekends and Statutory holidays i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer	per call per call per call per call per call per call per call	10 5 8 4 10 5 2 3 1 5 5 2 3 1 5 5 2	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
2.	Hourly Labour Rate only in addition to (1) above. a) During Regular Hours: 08:00 - 17:00 hours, Monday to Friday		150	_____	_____

	i) Carpenter	per hour	150	_____	_____
	ii) Apprentice (Carpenter)	per hour	100	_____	_____
	iii) Painter	per hour	100	_____	_____
	vi) Apprentice (Painter)	per hour	50	_____	_____
	vii) General Labourer	per hour		_____	_____
	b) Outside Regular Hours:				
	Monday through Friday	per hour	10	_____	_____
		per hour	10	_____	_____
	i) Carpenter	per hour	5	_____	_____
	ii) Apprentice (Carpenter)	per hour	5	_____	_____
	iii) Painter	per hour	10	_____	_____
	vi) Apprentice (Painter)	per hour	10	_____	_____
	vii) General Labourer	per hour		_____	_____
	c) Outside Regular Working Hours:				
	Weekends and Statutory holidays	per hour	10	_____	_____
		per hour	10	_____	_____
	i) Carpenter	per hour	5	_____	_____
	ii) Apprentice (Carpenter)	per hour	5	_____	_____
	iii) Painter	per hour	10	_____	_____
	vi) Apprentice (Painter)	per hour	10	_____	_____
	vii) General Labourer	per hour		_____	_____
		per hour		_____	_____
		per hour		_____	_____
		per hour		_____	_____
		per hour		_____	_____
3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$5,000. =)	n/a	\$5,000	_____ %	_____
Sub Total A): Estimated Total Amount Year One GST Extra					\$_____

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE B) Year Two - 01 September 2013 to 31 August 2014

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est. Hours/ Qty	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Price per Service Call, including first hour of on-site productive labour, travel time and all related expenses. a) During Regular Hours: 08:00 - 17:00 hours, Monday to Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer b) Outside Regular Hours: Monday through Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer c) Outside Regular Working Hours: Weekends and Statutory holidays i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer	per call per call per call per call per call per call per call	10 5 8 4 10 5 2 3 1 5 5 2 3 1 5 1	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
2.	Hourly Labour Rate only in addition to (1) above. a) During Regular Hours: 08:00 - 17:00 hours, Monday to Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter	per hour per hour	150 150 100 100	_____ _____ _____ _____	_____ _____ _____ _____

	vi) Apprentice (Painter)	per hour	50	_____	_____
	vii) General Labourer	per hour		_____	_____
	b) Outside Regular Hours: Monday through Friday	per hour			
	i) Carpenter		10	_____	_____
	ii) Apprentice (Carpenter)		10	_____	_____
	iii) Painter		5	_____	_____
	vi) Apprentice (Painter)	per hour	5	_____	_____
	vii) General Labourer	per hour	10	_____	_____
	c) Outside Regular Working Hours: Weekends and Statutory holidays	per hour			
	i) Carpenter	per hour	10	_____	_____
	ii) Apprentice (Carpenter)	per hour	10	_____	_____
	iii) Painter	per hour	5	_____	_____
	vi) Apprentice (Painter)	per hour	5	_____	_____
	vii) General Labourer	per hour	10	_____	_____
		per hour			
		per hour			
		per hour			
		per hour			
3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$5,000. =)	n/a	\$5,000	_____ %	_____
Sub Total B): Estimated Total Amount Year Two GST Extra					\$_____

4.1 Unit Price Schedules - Rates (continued)

SCHEDULE C) Year Three - 01 September 2014 to 31 August 2015

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Item	Class of Labour, material or plant	Unit	Est. Hours/ Qty	Unit Price \$ ¢	Estimated total price \$ ¢
1.	Price per Service Call, including first hour of on-site productive labour, travel time and all related expenses. a) During Regular Hours: 08:00 - 17:00 hours, Monday to Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer b) Outside Regular Hours: Monday through Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer c) Outside Regular Working Hours: Weekends and Statutory holidays i) Carpenter ii) Apprentice (Carpenter) iii) Painter vi) Apprentice (Painter) vii) General Labourer	per call per call per call per call per call per call per call	10 5 8 4 10 5 2 3 1 5 5 2 3 1 5 2 3 1 5 2	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
2.	Hourly Labour Rate only in addition to (1) above. a) During Regular Hours: 08:00 - 17:00 hours, Monday to Friday i) Carpenter ii) Apprentice (Carpenter) iii) Painter	per hour per hour per hour	150 150 100 100	_____ _____ _____ _____	_____ _____ _____ _____

	vi) Apprentice (Painter)	per hour	50	_____	_____
	vii) General Labourer	per hour		_____	_____
	b) Outside Regular Hours:				
	Monday through Friday	per hour	10		
	i) Carpenter		10	_____	_____
	li) Apprentice (Carpenter)		5	_____	_____
	iii) Painter		5	_____	_____
	vi) Apprentice (Painter)	per hour	10	_____	_____
	vii) General Labourer	per hour		_____	_____
	c) Outside Regular Working Hours:				
	Weekends and Statutory holidays	per hour	10		
	i) Carpenter	per hour	10	_____	_____
	li) Apprentice (Carpenter)	per hour	5	_____	_____
	iii) Painter		5	_____	_____
	vi) Apprentice (Painter)	per hour	10	_____	_____
	vii) General Labourer	per hour		_____	_____
		per hour			
		per hour			
		per hour			
		per hour			
3.	Contractor's Mark Up on Allowance for unspecified material, replacement parts, required permits and certificates. (% mark up x \$5,000. =)	n/a	\$5,000	_____ %	_____
Sub Total C): Estimated Total Amount Year Three GST Extra					\$_____

Solicitation No. - N° de l'invitation
EV385-121074/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pww199

Client Ref. No. - N° de réf. du client
EV385-121074

File No. - N° du dossier
PWW-1-34202

CCC No./N° CCC - FMS No/ N° VME

4.1 Unit Price Schedules - Rates (continued)

4.2 TOTAL EVALUATED PRICE (Initial 1 Year Term + Option Year + Option Year)

Col. 1	Col. 2	Col. 3	Col. 4
Sub Total SCHEDULE A) Year One	Sub Total SCHEDULE B) Year Two	Sub Total SCHEDULE C) Year Three	Total Evaluated Price (col.1 + col.2 + col.3 = col.4)
\$ _____	\$ _____	\$ _____	\$ _____ GST Extra

These items will be used for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the Standing Offer.

A rate must be entered for each item.

The Offeror agrees that the Price(s) per Unit as tendered govern in calculating the Total Evaluated Price. The Offeror understands that any errors in the extension of the Price per Unit, in the addition of the Estimated Total Price, and Estimated Total Amount will be corrected in order to obtain the Total Evaluated Price.

Cost will be evaluated on the Total Evaluated Price in Column 4. It is anticipated that only one standing offer will be issued to the lowest compliant offeror.

SIGNATURE:

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

Solicitation No. - N° de l'invitation

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File No. - N° du dossier

PWW-1-34202

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APPENDIX 1

H3027T Payment of Invoices by Credit Card

Canada requests that bidders complete one of the following:

Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card(s) are accepted:

VISA

MasterCard

OR

Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

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

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

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

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ANNEX F

Code of Conduct Certifications - Consent to a Criminal Record Verification

Page 1

COMPLETE LIST OF EACH INDIVIDUAL WHO IS CURRENTLY ON THE BIDDER'S BOARD OF DIRECTORS

NOTE TO BIDDERS: LEGIBLY PRINT OR TYPE DIRECTOR' SURNAMES AND GIVEN NAMES

Solicitation No. - N° de l'invitation
EV385-121074/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

ANNEX F
Code of Conduct Certifications - Consent to a Criminal Record Verification
Page 2

SAMPLE OF THE CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229)



Public Works and Government
Services
Canada

Travaux publics et Services
gouvernementaux
Canada

Protected (when completed and received by government)
Protégé (lorsque rempli et reçu par le gouvernement)

If completed manually, please print
Si rempli manuellement, veuillez écrire en lettres moulées

FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSETEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction of the Bidder/Offeror/Supplier, obtaining or maintaining a contract, or shared with other government departments, provincial, territorial, and federal agencies. A refusal to provide information is required to conduct the criminal record verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements sont nécessaires pour valider les attestations de criminalité des soumissionnaires et fournisseurs, obtenir ou conserver un contrat, ou être partagés avec d'autres ministères et organismes fédéraux, ainsi qu'avec les provinces, les territoires et le gouvernement fédéral, dans le cadre de la vérification des condamnations.

A refusal to provide information is required to conduct the criminal record verification.

Les renseignements personnels demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignements personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu		
Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance	
Full Given Names (No initials) - Prénoms au complet (aucune initiale)		
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)		
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin	Date of Birth - Date de naissance (Y-A M D-J)	
Current Residential Information Information résidentielle actuelle		
Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

PWGSC-TPSGC 229 (2012/06)

Solicitation No. - N° de l'invitation

EV385-121074/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pww199

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

EV385-121074

File No. - N° du dossier

PWW-1-34202

CCC No./N° CCC - FMS No/ N° VME

ANNEX F

Code of Conduct Certifications - Consent to a Criminal Record Verification

Page 3

SAMPLE OF THE CONSENT TO A CRIMINAL RECORD VERIFICATION FORM (PWGSC-TPSGC 229)

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu		
I, the undersigned, confirm that I have read and understand the above <i>Privacy Act</i> statement and that I consent to the collection and use of my personal information as described therein.		Je, soussigné, confirme avoir pris connaissance de l'énoncé concernant la <i>Loi sur la protection des renseignements personnels</i> et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.	
Signature		SAMPLE ONLY	
Print Name - Nom en lettres moulées	USE FORM AVAILABLE ONLINE AT WEB SITE INDICATED IN SI01 3.1 b.	Date (Y-A M D-J)	
D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement		
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante			
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande	
Requesting Contact Person - Personne-ressource requérante		Contact Person Tel. No. - N° de tél. de la personne-ressource	

Contract Title: North Portal
 Port of Entry
 North Portal, Saskatchewan

 General Maintenance Standing Offer Services

Specification Index	Pages
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1	General Requirements	4
2	Scope of Work	2

1. Minimum Standards
 - .1 Execute work to meet or exceed the requirements of the specifications and:
 - .1 Rules and regulations of authorities having jurisdiction.
 - .2 Applicable Federal, Provincial and Municipal Regulations, Codes and Acts.
 - .3 Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets.
 - .4 National Building Code of Canada (NBC).

2. Taxes
 - .1 Pay applicable Federal, Provincial and Municipal taxes.

3. Work Report
 - .1 Following completion of work at each visit to the site, make a written report of the work performed and readings taken. Submit written report to the PWGSC Representative. Complete such preventative maintenance paperwork as required by PWGSC representative.

4. Meetings
 - .1 Attend meetings at site when notified by the PWGSC Representative.

5. Contractors Tools and Equipment
 - .1 Safe, suitable, for purpose intended and in good condition.
 - .2 Do not store equipment on site.

6. Tradesman
 - .1 The Tradesman shall be licensed Journeyman in the Province of Saskatchewan, qualified in the work of the contract.
 - .2 The Tradesman shall notify the PWGSC Representative two (2) working days in advance of scheduled maintenance date.
 - .3 The Tradesman shall register with the PWGSC on-site Representative and Security Officer on entering and leaving the premises. These logs will form part of the basis for payment.
 - .4 Trades people will be charged out at the appropriate rate for the work being performed. A journeyman trades person performing labour work shall be charged out at a labour rate.

7. Maintenance Manuals
 - .1 Obtain maintenance manuals and operating procedures of systems and equipment that is to receive maintenance service.
 - .2 Maintenance manuals on site are available for viewing.
 - .3 Obtain maintenance manuals, not available on site from manufacturers of systems and equipment.
 - .4 Keep maintenance manuals current with respect to any field made setting changes, new components installed and components changed out. Ensure that manuals are kept on site and available for viewing.

- | | | | |
|-----|----------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | Final Inspection | .1 | Arrange inspection with the PWGSC Representative. |
| | | .2 | Correct deficiencies discovered during inspection. |
| | | .3 | Final payment will be issued following deficiency corrections. |
| 9. | Security Clearance | .1 | The contractor shall, on request of the PWGSC Representative, provide and cause all persons employed on the work to provide personal data for security clearance purposes. Such security clearance may include finger printing. |
| 10. | Light, Heat, Power & Water | .1 | Her Majesty will supply all heat, light, power, hot and cold water reasonably required for the work. |
| 11. | Elevator Service | .1 | Where applicable, the contractor will be permitted the use of the freight elevators, and shall be responsible for their safe operation. |
| 12. | Energy Conservation | .1 | Conserve energy and non-renewable natural resources with due regard for property protection, safety of workmen and employees and over riding by-laws and regulations. |
| 13. | Safety | .1 | Work Place Hazardous Materials Information System (WHMIS) training shall be the responsibility of the Contractor and all employees instructed on the use of WHMIS System as per WHMIS Federal and/or Provincial legislation. |
| | | .2 | Material Safety Data Sheets (MSDS) shall be obtained from the manufacturer or supplier by the contractor and kept in an orderly manner for quick and easy reference for information of ingredients and first aid treatments. |
| | | .3 | It will be the responsibility of the Contractor to supply all employees with proper safety equipment including but not limited to safety and/or steel toed foot wear which conform to the Occupational Health Safety Standard, and will be worn by employees where required. |
| | | .4 | The Contractor shall insure that all employees are trained in confined space entry and have appropriate equipment and supplies for use at this site. The Contractor will supply copies of training certificates for each employee prior to commencement of work under this agreement. |
| 14. | Temporary Structures | .1 | The Contractor shall furnish and maintain all equipment such as ladders, scaffolds etc. as may be required for the proper execution of the work. |
| | | .2 | Temporary structures erected by the Contractor shall be removed from the site on completion of the work. |

15. Material and Equipment
- .1 Equipment and Materials to be new, CSA certified and manufactured to applicable standards.
 - .2 Use products of one manufacturer or same types as existing, including classifications, unless otherwise specified.
 - .3 Deliver, store and maintain materials with manufacturers seals and labels intact.
16. Removal of Material & Equipment
- .1 The Contractor shall not remove any material and equipment from the job site without permission from the PWGSC Representative.
17. Clean-Up
- .1 The Contractor shall on completion of work, remove from the premises and dispose of off site and in accordance with provincial and municipal rules and regulations, all surplus materials, tools, equipment, rubbish and debris resulting from the work, to the satisfaction of the PWGSC Representative.
18. Post Award Meeting
- .1 After award of the contract, the Contractor shall, before commencing any work, visit the PWGSC Representative to be given job instructions and call out procedures.
 - .2 The contractor shall provide a list to include the names of the licensed tradesmen who will carry out the work, their licence numbers, and area of expertise.
19. Insurance
- .1 The Contractor shall possess appropriate insurance protection, or pay such assessments as will protect it and the Crown from all claims under the Workers' Compensation Act and further for any other claim for damaged to the limit of the insurance coverage for personal injury or death, from claims for property damage which may arise from its operation under this agreement, provided that such is directly a result of the negligence of the Contractor and specifically excluded from any such claims are any consequential or speculative losses.
20. Permits and By-Laws
- .1 The Contractor shall comply with all laws and regulations relating to the work, whether Federal, Provincial or Municipal, as if the work were for a person other than Her Majesty, and shall pay for all permits and certificates required in respect of the work.
21. Application for Payment
- .1 The Contractor shall submit invoices for services provided based on individual service calls against this standing offer.
 - .2 Each invoice must quote the work order number of the document authorizing the specific service.
 - .3 The Contractor shall submit three (3) copies of each invoice for the portion of the services completed in respect of which the application for payment is made.

.4 Submit promptly, three (3) copies of separate invoices for authorized additional work.

22. Payment Conditions

.1 Payments will be made on satisfactory completion of the work covered by the payment period and subject to the other conditions of payments stated in the standing offer agreement.

1. Services to be Performed
 - .1 The Contractor shall furnish all necessary labour, material, tools and equipment required to perform minor works and repairs relative to new construction and renovation as specified herein and/or shown on Contract Drawings and Specifications.
 - .2 Specifications and drawings will be made available by the PWGSC Representative as required.
 - .3 Services are to be provided on an "as and when" requested basis.
 - .4 Contractor shall respond to requests for service within one day of being notified by the PWGSC Representative.
 - .5 PWGSC Representative shall issue a Call-up Against a Standing Offer, providing a statement of work for each job.
 - .6 The Contractor shall obtain the approval of the PWGSC Representative for the hours during which he proposes to perform the work.
 - .7 The Contractor shall repair and make good all parts of the existing building affected by the work of the contract.
 - .8 All work shall be equal in kind, quality and finish to that of the existing work.
 - .9 Where the work affects occupied portions of a building, the contractor shall ensure continuity of building services and necessary access for personnel and vehicle.
 - .10 Changes to work shall only be made on receipt of written instructions from the PWGSC Representative. Any resulting adjustment to the cost of the work shall be agreed upon by the PWGSC Representative and the Contractor, and will represent the reasonable and proper costs incurred by or savings accruing to the Contractor.
 - .11 No payment shall be made to the Contractor for delays encountered during the execution of the work.
 - .12 On award of contract, Contractor must provide names of personnel performing work on this contract, complete with proof of their qualifications. The PWGSC Representative reserves the right to verify/substantiate qualification of any person(s) performing work under this Standing Offer.

2. Work Included
 - .1 Work includes, but is not limited to the labour, materials, and tools necessary to perform:
 - .1 carpentry and millwork
 - .2 painting
 - .3 Cement work

3. Workmanship .1 All work shall be installed in a first class workman like manner by individuals skilled in the particular work involved. The site authority reserves the right to direct the removal and replacement of any item which, in his opinion is not installed in a workman like manner. All such removal and replacement shall be done when directed by the site authority and at no expense to the PWGSC
4. Repairs and Replacement Parts .1 Materials and parts used for repairs or replacement of equipment and fixtures shall be new and only genuine manufacturer's replacement parts or those specified by the manufacturer. Substitute parts may only be installed, provided such parts are equal to manufacturers specifications. Substitute parts may only be installed with the permission of the PWGSC Representative.
- .2 The Contractor must have written approval by the PWGSC Representative and obtain a job/work order number to perform repairs and replace parts outside the scope of the contract.
5. Defects or Faults .1 The Contractor shall notify the PWGSC Representative in writing, of any defects, faults, code violations, etc., that may be encountered during the execution of this contract.
6. Terms & Conditions of Services .1 Any required repairs outside the scope of the contract shall not be made without prior approval of the PWGSC Representative. An estimate for these repairs shall be submitted, at no cost, to and approved by the PWGSC Representative and a work order/job order number obtained prior to the commencement of that work. Rates shall be in accordance with the Price Schedule. The PWGSC reserves the right to accept or reject the price(s) submitted and seek other prices and contractors to do the work.
- .2 A work report shall be completed showing the building location, work done, times of arrival and times of departure. This report shall be completed at the job site and signed by the contractor and shall be forwarded to the PWGSC Representative, between the hours of 0800 and 1700 hours Monday through Friday.
- .3 An invoice shall be submitted to PWGSC together with the work report. The invoice shall state clearly and separately the location of the work, the date, and the charge for the work in accordance with the price schedule, and shall bear the contract number.
7. RESPONSE TIME:
- .1 The Contractor shall commence the Work promptly upon receipt of each Call-up issued pursuant to this Offer.
- .2 The contractor shall arrange his workforce such that once started work will continue until such time as the project is completed.
- .3 The contractor shall be able to respond within 1 (one) hour for emergency situations.