

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions Travaux publics et Services  
gouvernementaux Canada**  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656

**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 Supply  
and Services Operation  
Petawawa Procurement  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> RISO Pool Chemicals	
<b>Solicitation No. - N° de l'invitation</b> W0107-13C431/A	<b>Date</b> 2013-05-01
<b>Client Reference No. - N° de référence du client</b> W0107-13CB431	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-903-1230
<b>File No. - N° de dossier</b> PET-3-39003 (903)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-06-18</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Harrington, Mary-Lou	<b>Buyer Id - Id de l'acheteur</b> pet903
<b>Telephone No. - N° de téléphone</b> (613)687-0789 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 227 MONTGOMERY ROAD BLDG H-112 MAINT COY PETAWAWA Ontario K8H2X3 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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            6A, Standing Offer, and 6B, Resulting Contract Clauses:
  - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Requirement and the Basis of Payment and any other annexes.

### 2. Summary

A Regional Individual Standing Offer (RISO) to provide all labour, equipment, transportation and supervision to supply and deliver pool chemicals and water filtration products as detailed in the attached Annex "A and B" on an "as and when requested" basis for Garrison Petawawa of the Department of National Defence. To include but not limited to all items listed herein at Annex "B".

### 3. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the 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 (2013-03-21) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

## 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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

## 4. Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

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

Section I: Technical Offer (this RFSO)  
 Section II: Financial Offer (Annex "B" Basis of Payment)  
 Section III: Certifications

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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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: Offer**

In their offer, offerors are to complete and submit the fill-in pages of the RFSO document.

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex "B". 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. Evaluation

All offers must be completed in full and provide all of the information requested in the Request for Standing Offer to enable full and complete evaluation.

### 1.1.1 Mandatory Criteria

Should any of the following Mandatory Requirements not be met the offer will be considered as non-compliant and shall not be given any further consideration:

(a) Bidders must provide prices for all items listed in Annex B.

## 1.2 Financial Evaluation

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

## 2. Basis of Selection

2.1 It is the intention of Canada to issue one (1) Standing Offer to the offeror who:

1. Meets all Mandatory requirements;
2. Offer the lowest aggregate values; and
3. Meet all the Conditions Precedent to Issue of a Standing Offer (located in Part 5).

## 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 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

By submitting an offer, the Offeror certifies as per section 01 of Standard Instructions 2006, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation therein required will help Canada in confirming that the certifications are true.

#### 2. Additional Certifications Precedent to Issuance of 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 - over \$25,000.00 and under \$200,000.00 or more

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

- ( ) 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;
- ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C.. 1995, c. 44;
- ( ) 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;
- ( ) 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.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Requirement at Annex "A".

#### 2. Standard Clauses and Conditions

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

## 2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

## 3. Term of Standing Offer

### 3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 01 July 2013 to 30 June 2016.

## 4. Authorities

### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Mary Lou Harrington  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Petawawa Office  
Bldg S-111, CFB Petawawa, Ontario K8H 2X3

Telephone: 613-687-0789

Facsimile: 613-687-6656

E-mail address: marylou.harrington@pwgsc.gc.ca

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

### 4.2 Technical Authority

The Technical Authority for the Standing Offer is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Technical 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.

### 4.3 Offeror's Representative (BIDDER TO COMPLETE):

Name and telephone number of the person responsible for:

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**General Enquiries:**

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Delivery Follow-up:**

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

**5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is Engineering Service Squadron, 2 ASG Garrison PETAWAWA, ONTARIO.

**6. Call-up Procedures**

6.1 Call-ups will be issued directly to the Standing Offer holder.

**7. Call-up Instrument**

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

**8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

**9. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2013-03-21), General Conditions - Goods
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

**10. Certifications**

**10.1 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. Applicable Laws**

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

**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**

2010A (2013-03-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

**2.3 SACC Manual Clauses**

A9062C Canadian Forces Site Regulations 2011-05-16

**3. Term of Contract**

**3.1 Period of the Contract**

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

**4. Payment**

**4.1 Basis of Payment**

1. The Basis of Payment attached hereto as Annex B shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "B", entitled "Basis of Payment" Harmonized Sales Tax (HST) extra, if applicable.

**4.2 SACC Manual Clause**

H1001C (2008-05-12) Multiple Payments

**4.3 Payment by Credit Card**

Credit cards are not accepted.

OR

The credit card \_\_\_\_\_ is accepted.

OR

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

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## **5. Invoicing Instructions**

- 5.1 One copy of the Invoice shall be submitted to:  
Department of National Defence as per the 942 call-up.

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## ANNEX "A"

### STATEMENT OF REQUIREMENT

Specification for Pool Chemicals/ Water Filtration and other related items

#### 1. Identification

1.1. The requirement is to supply and deliver all Pool Chemicals/Water Filtration products for CFB/ASU Petawawa as per specification and usage figures.

#### 2. Standards

2.1. Canadian Standards Association (CSA)

2.2. Underwriters' Laboratories of Canada (ULC)

2.3. Americana National Standard Institute (ANSI)

#### 3. Environmental

3.1. The general geographical area of Canadian Forces Base Petawawa is located in north central Ontario, about 171 kms west of Ottawa, north of Trans Canada Highway.

3.2. Does not include Private Married Quarters (PMQ's) on Canadian Forces Base / Area Support Unit Petawawa.

3.3. Access to the site is subject to the following restrictions: Troop movements, other regulations as laid down by the Base Commander and/or the Technical Authority; and all possible steps will be taken to provide the Contractor with access to the area at all times. However, DND activity may require some closure of the area.

#### 4. Technical Requirements

4.1. The supply and delivery of Pool Chemicals/Water filtration products to the BCE warehouse/ tool crib.

4.2. The delivery person must always stop at BCE warehouse/tool crib first to present the packing slip and the load will be visually inspected for cleanliness. There will be a requirement to forward deliver materials to workshops/pool as per the direction of the tool crib operator.

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- 4.3. The load will be FOB destination at P-118 mechanical room door.
- 4.4. BCE will verify all orders within 72 hours and report deficiencies to the supplier
- 4.5. Emergency Items will be delivered with in twenty four (24) hours of call up. All Emergency items will be identified at the time of the call up.
- 4.6. The contractor must be capable of supplying to the BCE tool crib all items on Annex A with in three (3) days of time of call up. The time of call up shall start at either the time stamp on the fax or when a verbal approval from authorized purchasers.
- 4.7. All special order items will be delivered with in the agreed upon time, settled upon at time of order. Special order items are items that cannot be found in Annex A.
- 4.8. If timings are not met order may be cancelled and given to the next contractor on the list.
- 4.9. No deliveries shall be accepted without clearly legible Material Safety Data Sheets (MSDS) and product labels that are Workplace Hazardous Material Information System (WHMIS) compliant.
- 4.10. All packages will be labelled with attention to BCE tool crib. All packages will be packed according to work orders relating to packing slips. There must be a packing slip attached to each package of related items. All packing slips will denote the work order number and the requisition number. Container exteriors will be clean of any debris or product.
- 4.11. The contractor must note that all deliveries will be accepted during the time of 0730 to 1130 and 1230 to 1430 Monday to Friday unless other wise directed by technical authority.

**ANNEX "B"**Pricing Basis "A"

YEAR 1 - 01 July 2013 to 30 June 2014

YEAR 2 - 01 July 2014 to 30 June 2015

YEAR 3 - 01 July 2015 to 30 June 2016

ITEM	DESCRIPTION	UI	USAGE (PER Y/R)	UNIT PRICE YEAR 1	UNIT PRICE YEAR 2	UNIT PRICE YEAR 3
1.	SODIUM HYPOCHLORITE (BULK LIQUID CHLORINE), 12 % D 20L JUGS	JUGS	500			
2.	SODIUM HYPOCHLORITE (BULK LIQUID CHLORINE), 12 % LITRES	LITRES	5000			
3.	SODIUM BISULPHATE ACID	25 KG BG	126			
4.	SODIUM BICARBONATE (REFINED) DP/USP QUALITY MEDIUM GRANULAR GRADE	25 KG BG	95			
5.	CALCIUM CHLORIDE (FLAKE)	20 KG BG	68			
6.	SODIUM SULFITE SYNTHETIC ANHYDROUS	22.7 KG BG	8			
7.	HTH CHLORINE SHOCK (GRANULAR CHLORINE)	30 KG PAIL	15			
8.	36.5% MURIATIC ACID SOLUTION, LITRES	LITRES	100			
9.	TAYLOR TESTING REAGENTS, R-0001 to R-0012	60 ML	11			
10.	SODIUM HYPOCHLORITE (CERTIFIED FOR DRINKING WATER) (NSF)	JUGS	12			
11.	DISTILLED WATER, 3.78L	JUGS	20			
12.	SILICA SAND 20/40 (50 LB BAG)	BAGS	5			
13.	WATER SOFTENER NUGGET 20KG	BAGS	117			
14.	DPD FREE CHLORINE REAGENT POWER PILLOWS 10 ML	PK/100	50			
15.	DPD TOTAL CHLORINE REAGENT POWER PILLOWS 10 ML	PK/100	50			
16.	FLOATING LIFT STATION DEGREASER 5 GAL	PAIL	10			
17.	SODIUM THIOSULFATE XIT 25 KG	BAGS	4			
18.	HTH SUPER 3" CHLORIMATING TABLETS 25 KG	PAIL	3			

Pricing Basis "B"

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For Items not listed above.

Material at contractors cost plus mark-up of \_\_\_\_\_%

\$2000.00

No Minimum orders allowed.

**ANNEX "C"**  
**Standing Offer Reporting Form**

Please fax to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)