

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

Regina (REG)  
Suite 201, 1800 11th Ave  
Regina  
Sask.  
S4P 0H8  
Bid Fax: (306) 780-5601

<b>Title - Sujet</b> Floor Sweeper Repair	
<b>Solicitation No. - N° de l'invitation</b> W0142-12C172/A	<b>Date</b> 2012-03-27
<b>Client Reference No. - N° de référence du client</b> W0142-12C172	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$REG-151-4440
<b>File No. - N° de dossier</b> REG-1-34238 (151)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-07</b>	
<b>Time Zone</b> Fuseau horaire Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wilke, Allan R.	<b>Buyer Id - Id de l'acheteur</b> reg151
<b>Telephone No. - N° de téléphone</b> (306)780-6745 ( )	<b>FAX No. - N° de FAX</b> (306)780-5601
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 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.	

**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**

Regina (REG)  
Suite 201, 1800 11th Avenue  
Regina  
Sask.  
S4P 0H8

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

This Standing Offer cannot be used for the delivery of goods and services in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

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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, if applicable, 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 Work, the Basis of Payment and any other annexes.

### **2. Summary**

A Regional Individual Standing Offer to supply all materials, equipment, labour and supervision necessary to perform regular and preventative maintenance and repair on floor sweepers for the Department of National Defence, CFB Suffield in Medicine Hat, Alberta as detailed herein on an as required basis for a period of one year from Issuance of the Standing Offer to April 30, 2013, plus two-one year option periods. Support includes but is not limited to inspections, services and repair, to mechanical/electrical and body.

Option Year 1 - May 1, 2013 to April 30, 2014

Option Year 2 - May 1, 2014 to April 30, 2015

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

### **3. Debriefings**

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

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## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

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

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### **1.1 SACC Manual Clauses**

M0019T (2007-05-25), Firm Price and/or Rates

### **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 Saskatchewan.

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

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

### **1. Offer Preparation Instructions**

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **1.1 SACC Manual Clauses**

C3011T (2010-01-11), Exchange Rate Fluctuation

#### **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 Financial Evaluation

**1.1.1** The Offers will be assessed and accepted on a low aggregate basis. Low aggregate will be determined summing the following subtotals:

1.1 + 2.1 + 3.1 + 4.1 + 5.1 = Evaluated Price

SACC Manual Clauses M0222T (2007-05-25) Evaluation of Price

### 2. Basis of Selection

- 2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

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

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

### 1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the

Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### 1.1 Federal Contractors Program - Certification

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

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- A. ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- B. ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- C. ( ) is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- D. ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_ .

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

### 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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or

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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:

name of former public servant;  
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:

name of former public servant;  
conditions of the lump sum payment incentive;  
date of termination of employment;  
amount of lump sum payment;  
rate of pay on which lump sum payment is based;  
period of lump sum payment including start date, end date and number of weeks;  
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.

### **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.

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

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

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

##### **2.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

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

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

The period for making call-ups against the Standing Offer is from issuance of standing offer to April 30, 2013.

### 3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two, one year periods, from May 1, 2013 to April 30, 2014 and May 1, 2014 to April 30, 2015 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 4. Authorities

### 4.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Allan Wilke  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Address: #201 - 1800 11th Avenue, Regina, Saskatchewan

Telephone : (306) 780-6745  
 Facsimile: (306) 780-5601  
 E-mail address: allan.wilke@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 Contract is: (TO BE DETERMINED)

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

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

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

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

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

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

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

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes

to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### 4.3 Offeror's Representative

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

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

Organisation : \_\_\_\_\_

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

Fax number : \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

#### 5. Identified Users

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

#### 6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 or electronic document.

#### 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

#### 8. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-03-02), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report
- h) the Offeror's offer \_\_\_\_\_.

#### 9. Certifications

##### 9.1 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

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contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 10. 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 Saskatchewan.

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2010C (2012-03-02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, 2010C (2012-03-02), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ \_\_\_\_\_ (To be inserted on call-up). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

#### 4.2 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

**4.3 SACC Manual Clauses**

A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C2000C	Taxes - Foreign-based Contractor	2007-11-30
M3800C	Estimates	2006-08-15

**4.4 Payment by Credit Card**

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

OR

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

**5. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - (a) The original and one (1) copy must be forwarded to the address shown on the call-up document for certification and payment.

**6. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

**7. SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations

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## ANNEX "A"

### STATEMENT OF WORK

A Regional Individual Standing Offer to supply all materials, equipment, labour and supervision necessary to perform regular and preventative maintenance and repair on floor sweepers for the Department of National Defence, CFB Suffield in Medicine Hat, Alberta as detailed herein on an as required basis for a period of one year from Issuance of the Standing Offer to April 30, 2013, plus two-one year option periods. Support includes but is not limited to inspections, services and repair, to mechanical/electrical and body.

#### 1.1 Background

CFB Suffield holds a number of various types of floor cleaners ranging from ride on to walk behind variants, all of which require periodic and or annual inspections in accordance with their respective maintenance schedules, repairs varying in degree of difficulty to both mechanical and body. Variants include Tennant model 5680 x 5, Tennant model 5715 X 3, Tennant model 42E x 1, Walter Bradley model T8 x 1, and Advanced Machine Company model 28 LX x 1.

#### 1.2 Tasks

The contractor must provide service and or repairs to both mechanical and electrical charging systems twice annually or on an as requested basis in support of CFB Suffields floor cleaner holdings on site. The type of work to be conducted will be directed by the technical authority, in this case the Base Maintenance Officer, or Contracts Services Specialist. Tasks to include but are not limited to the following:

1. The Contractor must utilize OEM parts for all mechanical repairs unless otherwise approved in writing by the technical authority as above;

2. The Contractor must perform diagnosis on the various cleaner systems and provide a written estimate for the repairs required to return the variant back to its original operating condition, systems to include but are not limited to the following where and as applicable:

- A. power train components/drive systems;
- B. electrical components/charging systems;
- C. vacuum component/systems;
- D. body components;
- E. braking systems, where applicable;
- F. rims, tires and associated hardware; and
- G. other component repair as requested.

3. The Contractor must repair mechanical faults as diagnosed/directed by CFB Suffield technicians through the technical authorities;

#### 1.3 Constraints

The technical authority for the requested work is the Base Maintenance Officer, or the Contract Services Specialist. Only those two positions have the authority to provide information in accordance with

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billing/payments. The above positions are also the specialists in providing the acceptance for the work that was carried out and can certify payment for services rendered.

## **2.0 Deliverables**

The Contractor must provide a detailed list/breakdown of all parts, labour, materials, supplies and narrative of what work was carried out on the invoice. Where applicable and requested, written certification must be provided to support any inspections performed by the Contractor where Departmental, Provincial or National standards are required. Process steps for repairs:

1. The Tech Authority will submit a work ticket to the contractor and request a quote for each piece of equipment requiring work. The request for quote will identify, the problem, what work is requested, and identify the item to be quoted on, make model, etc. Pickup or delivery info will be provided on the request for quote.
2. The contractor will provide a quote for the service, prior to any repairs being done, to the Tech Authority, quoting the work order number.
3. When the tech authority is satisfied with the quote, he will raise a call up for the work to be done.
4. Contractor will complete the work as per the call up and terms as detailed herein. Should there be additional damage or work required, as noted during the repair process, the contractor will first provide amended quote and information to the tech authority prior to continuing the work.
5. The Tech authority will then decide whether to continue with repairs or not. If work is approved, and amended call up will be issued, if the work is not to be carried out the call up will be amended to reflect the cost incurred to date, and work completed as is.
6. Once the call up work is completed the contractor will return item and invoice as per terms as detailed herein, quoting the call up number on the invoice.

## **3.0 Acceptance**

Once the technical authority is satisfied that the work completed was in accordance with the requested service, invoices will be processed.

## **4.0 Warranty**

The Contractor must provide at a minimum, of 90 days on all parts and labour at 100%

## **5.0 Language**

All work including tasks and deliverables will be completed in the English language, spoken and written.

**ANNEX "B"****BASIS OF PAYMENT**

It is Mandatory that the bidders submit firm prices/rates for the three (3) years for all items listed. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

Year 1 - Issuance of the Standing Offer - April 30, 2013

Option Year 1 - May 1, 2013 - April 30, 2014

Option Year 2 - May 1, 2014 - April 30, 2015

Hourly Rate x Estimated Annual Usage (Hours) = Extended Price

Extended Price(Year 1) + Extended Price(Option Year 1) + Extended Price(Option Year 2)  
= Subtotal (X.1)

**Mechanical Services**

**1. Mechanic Labour** Direct or Productive for Personnel used exclusively in work as follows:

i) Regular Hours, Monday to Friday (0800-1700)	<b>Year 1 Rate</b>	<b>Option Year 1 Rate</b>	<b>Option Year 2 Rate</b>
Hourly Rate	\$_____/HR	\$_____/HR	\$_____/HR
Estimated Annual Usage (Hours)	100	100	100
Extended Price:	\$_____	\$_____	\$_____
1.1 Sub-Total:			\$_____

**2. Helper/Apprentice Labour** Direct or Productive for Personnel used exclusively in work as follows:

i) Regular Hours, Monday to Friday (0800-1700)	<b>Year 1 Rate</b>	<b>Option Year 1 Rate</b>	<b>Option Year 2 Rate</b>
Hourly Rate	\$_____/HR	\$_____/HR	\$_____/HR
Estimated Annual Usage (Hours)	20	20	20

Extended Price:	\$ _____	\$ _____	\$ _____
2.1 Sub-Total:			\$ _____

**Body Shop Services****3. Mechanic Labour** Direct or Productive for Personnel used exclusively in work as follows:

i) Regular Hours, Monday to Friday (0800-1700)	Year 1 Rate	Option Year 1 Rate	Option Year 2 Rate
Hourly Rate	\$ _____/HR	\$ _____/HR	\$ _____/HR
Estimated Annual Usage (Hours)	100	100	100
Extended Price:	\$ _____	\$ _____	\$ _____
3.1 Sub-Total:			\$ _____

**4. Helper/Apprentice Labour** Direct or Productive for Personnel used exclusively in work as follows:

i) Regular Hours, Monday to Friday (0800-1700)	Year 1 Rate	Option Year 1 Rate	Option Year 2 Rate
Hourly Rate	\$ _____/HR	\$ _____/HR	\$ _____/HR
Estimated Annual Usage (Hours)	20	20	20
Extended Price:	\$ _____	\$ _____	\$ _____
4.1 Sub-Total:			\$ _____

**5. Material and replacement parts** (except free issue) at laid down cost (which includes invoice cost, Transportation costs, Exchange, Customs and brokerage charges) plus a mark up which includes purchasing expenses, internal handling, G & A expenses and profit.

	<b>Year 1 Rate</b>	<b>Option Year 1 Rate</b>	<b>Option Year 2 Rate</b>
Mark up	_____ %	_____ %	_____ %
Estimated Annual Expenditure	\$10,000.00	\$10,000.00	\$10,000.00
Extended Price:	\$ _____	\$ _____	\$ _____
5.1 Sub-Total:			\$ _____

The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00)

In case of discrepancy between extended prices and unit prices, the unit prices will be used for the evaluation.

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Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0142-12C172/A

reg151

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0142-12C172

REG-1-34238

**ANNEX "C"**

**Standing Offer Usage Report**

Return to:

ATTN.: WST PA Saskatchewan  
Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: (306) 780-5601  
Telephone: (306) 780-6980  
Email: wst-pa-sk@pwgsc-tpsgc.gc.ca

**Quarterly Usage Report Schedule:**

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

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

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

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

PREPARED BY:

NAME:  
TELEPHONE NO.:  
SIGNATURE:

DATE: