

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

## 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> CLEANINGS,INSPECTION OF SEWER LINES	
<b>Solicitation No. - N° de l'invitation</b> W0113-110739/A	<b>Date</b> 2012-03-14
<b>Client Reference No. - N° de référence du client</b> W0113-110739	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-002-5887
<b>File No. - N° de dossier</b> TOR-1-34451 (002)	<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 2012-04-04</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b> 2012-03-31	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Callahan, Kaye	<b>Buyer Id - Id de l'acheteur</b> tor002
<b>Telephone No. - N° de téléphone</b> (905)615-2071 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB BORDEN 16 RAMILLIES RD (BLDG P-154) BORDEN Ontario L0M1C0 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**

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

## TABLE OF CONTENTS

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary of Requirement
3. Security Requirement
4. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws
5. Compliance with Applicable Laws

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

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Summary
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Financial Limitation - total
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. SACC Manual Clauses
13. Applicable Laws
14. Additional Approval Required for Medium to High Risk Requirements
15. Inspection of Contractors Work and Safety Procedure
16. Documentation required on Project Files

**B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Contract Documents Applicable to Call-ups issued against the Standing Offer
3. Limitation of Liability
4. Term of Contract
5. Payment
6. Invoicing Instructions
7. Insurance Requirements
8. Performance Evaluation

**ANNEXES**

- |            |   |
|------------|---|
| ANNEX "A", | Statement of Work                             |
| ANNEX "B"  | Basis of Payment                              |
| ANNEX "C", | Health and Safety Requirements                |
| ANNEX "D", | Periodic Usage Report Form                    |
| ANNEX "E", | Project Management Forms                      |
| ANNEX "F", | Insurance Requirements                        |
| ANNEX "G", | Calculation of Price to be Used in Evaluation |

## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) 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 Requirements, Periodic Usage Report Form, Project Management Forms, Insurance Requirements and Calculation of Price to be Used in Evaluation.

### 2. Summary of Requirement

Work includes the provision of skilled licensed labour, tools, equipment, supervision, and supply and installation of material for cleaning of storm and sanitary sewer lines, as well as closed circuit television inspection as detailed in Annex "A", entitled "Statement of Work", as and when requested by Department of National Defence, Canadian Forces Base Borden, Borden, Ontario.

The period for making call-ups against the Standing Offer is from 1 June 2012 to 31 May 2013 inclusive.

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period, from 1 June 2013 to 31 May 2014

There is no minimum call-up value. Individual call-ups including all amendments and Harmonized Sales Tax, must not exceed \$30,000.00.

The estimated expenditure during the initial period is approximately \$120,000.00 to \$150,000.00 taxes extra. The estimated expenditure for during the extended period is approximately the same.

This procurement contains MANDATORY requirements as specified in Part 4. There are Health & Safety requirements specified in Part 5 "Certifications" which are one of the conditions precedent to issuance of the Standing Offer.

The resulting Standing Offer is not to be used when multiple trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement must be used in place of this Standing Offer when multiple trades are required to complete the project. The Standing Offer holder may subcontract up to 10% of the value of the project construction estimate or call-up amount (not to exceed \$1,000.00 without taxes) for work by one other skilled trade.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT). The requirement is limited to Canadian goods and/or services.

### 3. Security Requirement

There is not a security requirement associated with the requirement of the Standing Offer.

### 4. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

The 2006 2011-05-16 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days  
Insert: ninety (90) days

#### 1.1 SACC Manual Clauses

### 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 seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **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.

### **5. Compliance with Applicable Laws**

1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.

2) For the purpose of validating the certification in paragraph 1) above, an Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.

3) Failure to comply with the requirements of paragraph 2) above shall result in disqualification of the offer.

## **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.

#### **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 criteria and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### 1.1. Technical Evaluation

#### 1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

- .a Offerors must demonstrate that they a minimum of two years experience providing sewer line cleaning services including TV inspection services.
- .b Offers must be submitted on the Basis of Payment form located in Annex "B". A price (or percentage when applicable) must be provided for every item and pricing period in the Basis of Payment. Pricing must be firm in Canadian currency and must not be indexed or tied to an escalation factor.
- .c Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer.

### 1.2. Financial Evaluation

#### 1.2.1 Financial Evaluation Criteria

The price used in the evaluation will be the aggregate price of the total estimated expenditures for the firm and option period. See Annex G Calculation of Price to be Used in Evaluation.

## 2. Basis of Selection

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.

## 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



Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

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 Bidder's Procurement Business Number (PBN) \_\_\_\_\_

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](#). For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## 1.2 Canadian Content

SACC Manual clause A3050T 2010-01-11 Canadian Content Definition

### 1.2.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

- ( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

## 1.3 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award.

If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

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

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

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

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

number  
case a duly

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

#### 1.4 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.

#### 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.

#### 1.5 Documents Required:

1.5.1 Proof of insurance coverage which meets or exceeds the coverage stated in Part 6.

1.5.2 Copy of company's most recent, signed Health and Safety General Plan

1.5.3 A copy of company's WSIB Clearance Certificate

1.5.4 A copy of all applicable trades certificates as detailed in the specification. (e.g. Certificate of Qualification for each tradesman and proof of registration in the Apprenticeship program for all apprentices, Halocarbon Certificate, Fall arrest, Confined Space etc.)

### PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

#### 1. Insurance Requirements

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

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the

request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

Instead of repeating "Summary of Requirement", I recommend as per 2T-RFSO1 the following:

#### **1. Offer**

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

#### **2. Summary of Requirement**

As and when requested, the Offeror will provide skilled licensed labour, tools, equipment, supervision, and will supply and install all material required for the Work as detailed in Annex "A", entitled "Statement of Work", at Department of National Defence, Canadian Forces Borden, Ontario. The Standing Offer may not be used for medium to high risk construction projects without approval as detailed in article 14. entitled "Additional Approval Required for Medium to High Risk Requirements". This Standing Offer is not to be used when multiple trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement must be used in place of this Standing Offer when multiple trades are required to complete the project. The Standing Offer holder may subcontract up to 10% of the value of the project construction estimate or call-up amount (not to exceed \$1,000.00 without taxes) for work by one other skilled trade.

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". 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: June 1 to August 31;
- 2nd quarter: September 1 to November 30;
- 3rd quarter: December 1 to February 28;
- 4th quarter: March 1 to May 31.

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

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

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 1 June 2012 to 31 May 2013 inclusive.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period, from 1 June 2013 to 31 May 2014 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Kaye Callahan  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario  
Address: 33 City Centre Drive Suite 480C  
Mississauga, Ontario  
Telephone: (905) 615-2071  
Facsimile: (905) 615-2060  
E-mail address: kaye.callahan@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.

##### **5.2 Project Authority**

(to be provided upon issuance of Standing Offer)

The Project Authority for the Standing Offer is:

Name:  
Title:  
Organization:  
Address:

Telephone: - -  
Facsimile: - -  
E-mail address:

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

### 5.3 Offeror's Representative

**(Fill in).**

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

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

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

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

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Construction Engineering at Canadian Forces Base Borden, Borden Ontario. .

### 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 electronic document.

### 8. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (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 4 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.

### 9. Limitation of Call-ups

Individual call-ups including all amendments and Harmonized Sales Tax must not exceed \$30,000 for the Department of National Defence and \$100,000 for all other identified users.

### 10. 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 (2011-05-16), General Conditions - Standing Offers - Goods or Services
- d) Contract Documents Applicable to Call-ups issued against the Standing Offer listed in article 2 in Part 7 B;
- e) Annex "A", Statement of Work
- f) Annex "B", Basis of Payment
- g) Annex "C", Health & Safety Requirements;
- h) Annex "D", Periodic Usage Report Form
- i) Annex "E", Project Management Forms
- j) Annex "F", Insurance Requirements



- k) the Offeror's offer \_\_\_\_\_ (insert date of offer), \_\_\_\_\_ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended \_\_\_\_\_").\*

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

## 12 SACC Manual Clauses

The following SACC Manual Clauses are incorporated by reference;  
M3800C, Estimates, dated 2006-08-15;  
A9062C, Canadian Forces Site Regulations, dated 2010-01-11;  
A9068C, Government Site Regulations, dated 2010-01-11.

## 13. Applicable Laws

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

## 14. Additional Approval Required for Medium to High Risk Requirements

When the call-up includes Work which increases the risk to the Contractor, Canada or third parties, the Contractor must provide the Project Authority and affected personnel a site specific Health and Safety Plan. The Project Authority must complete the Project Health and Safety Risk Assessment Form included in Annex "C" Appendix "B".

## 15. Inspection of Contractors Work and Safety Procedure

The Project Authority must inspect the Contractor's Work throughout the duration of the project for compliance with the call-up and the safety procedures in the Contractor's safety plan.

## 16. Documentation required on Project Files

The Standing Offer Authority may randomly review the project files that have been completed using this Standing Offer. If the appropriate documents are not included in the project file the Standing Offer Authority may revoke its delegated authority for the Project Authority to use this Standing Offer. The Project Authority must keep on the project file the following information:

- Original Call up with scope of work
- Contractor's estimate of value of the Call up, with cost breakdown in accordance with Basis of Payment
- Minutes from precommencement meeting between the Project Authority and the Contractor
- Contractor's Site Specific Safety Plan
- Log of Daily Inspections of Work
- Deficiency Reports
- Final Inspection Report
- Amendments to scope of work and call-up
- All documents related to claims for additional payments, requested by the Contractor.

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

## 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. Contract Documents Applicable to Call-ups issued against the Standing Offer

#### 2.1 The following are the contract documents:

- (a) Contract Page when signed by Canada;
- (b) Annex A Statement of Work
- (c) Annex B Basis of Payment
- (d) Annex C Health and Safety Requirements
- (e) Annex D Periodic Usage Report Form
- (f) Annex E Project Management Forms
- (g) Annex F Insurance Requirements
- (h) Drawings and Specifications;
- (i) General Conditions and clauses
  - GC1 General Provisions R2810D (2011-05-16);
  - GC2 Administration of the Contract R2820D (2011-05-16);
  - GC3 Execution and Control of the Work R2830D (2010-01-11);
  - GC4 Protective Measures R2840D (2008-05-12);
  - GC5 Terms of Payment R2550D
- (2010-01-11);
- GC6 Delays and Changes in the Work R2860D (2008-05-12);
- GC7 Default, Suspension or Termination of Contract R2870D (2008-05-12);
- GC8 Dispute Resolution R2884D (2008-05-12)
- GC9 Insurance R2590D (2011-05-16);
- Fair Wages and Hours of Labour - Labour Conditions R2940D
- (2010-01-11);
- Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2007-05-25);
- Schedules of Wage Rates for Federal Construction Contracts;
- (j) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (k) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- (l) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2.2 The documents identified by title, number and date above 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://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

2.3 Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site: [http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

2.4 The language of the contract documents is the language of the Bid Form submitted

### 3. Limitation of Liability

GC1.6 of R2810D is deleted and replaced with the following:

#### GC1.6 Indemnification by the Contractor

- 1) The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
- 2) The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
  - a) In respect to each loss for which insurance is to be provided pursuant to GC10.1 "Insurance Contracts" of R2900D, the Commercial General Liability insurance limit for one occurrence as referred to in the "Insurance Terms" of R2910D.
  - b) In respect to losses for which insurance is not required to be provided in accordance with GC10.1 "Insurance Contracts" of R2900D, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

- 3) The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
- 4) The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
- 5) Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

### 4. Term of Contract

#### 4.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer. The Offeror must provide on-site response to urgent call-ups within 4 hours from receipt of the call-up. The Offeror must provide on-site response to all other call-ups with 5 working days of receipt of the call-up unless otherwise stated on the call-up document. Due to the volume of work required by the Identified Users the Offeror must be able to respond to multiple urgent and regular call-ups at the same time.

### 5. Payment

#### 5.1 Basis of Payment

Payment will only be made in accordance with the Basis of Payment located in Annex "B". Except for disbursements pre-authorized by the Project Authority, Canada will not pay any charges or fees or any costs which are not specified in Annex "B". Canada will consider invoices from a subcontractor as a disbursement. No mark-up by the prime contractor, will be paid on disbursements.

## **5.2 Limitation of Price**

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 Project Authority before their incorporation into the Work.

## **5.3 Single Payment**

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

## **5.5 Payment by Credit Card ( if applicable)**

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

**OR**

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

## **6. Invoicing Instructions**

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts and vouchers for all direct expenses;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **7. Insurance Requirements**

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

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

The Contractor must forward to the Contracting Authority within thirty (30) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **8. Performance Evaluation**

1) Offeror shall take note that the performance of the Offeror 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 Offeror's performance be considered unsatisfactory, the standing offer may be set aside and the Offeror's bidding privileges on future work may be suspended indefinitely.

2) 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.

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX "A"**  
**STATEMENT OF WORK**

This document is attached separately.



---

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

The Offeror must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index.

All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST/HST shall not be included in pricing and shall be shown as a separate item on invoices.

The Service Call pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of on site productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor.

Urgent Service Call pricing shall be used when service is required within 4 hours of the time the Call up is authorized.

The Labour pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each service representative

Regular Hours are between 7:30 a.m. to 4:00 p.m. Monday to Friday excluding Statutory Holidays.

Parts and material that is not free issue will be supplied by Contractor at the laid down price plus a markup. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra

Pricing Periods for this requirement shall be:

Year 1 is from 1 June 2012 to 31 May 2013

Year 2 is from 1 June 2013 to 31 May 2014

**See Appendix A to Annex B which is attached separately.**

**ANNEX "C"****HEALTH AND SAFETY REQUIREMENTS**

Company's Safety plan is to include:

1. Safety Policy Statement including:
  - a. What a safety plan is
  - b. Why is it necessary
  - c. Who is it for
  - d. When does it apply
  - e. Where does it apply
2. General Policy to include:
  - a. How will this policy be achieved including:
    1. Training
    2. Discipline
    3. Refreshers
  - b. A process on how the company will keep their personal up to date on the job site (Tailgate briefings) with a deliverable of the minutes given to the Project or Technical Authority on a monthly basis utilizing appendix A.
4. A process on dealing with and reporting of injury's on the job site.
5. A process on dealing with subcontractors, suppliers and visitors in reference to Safety and access control.
6. Company standards on Personal Protective Equipment:
  - a. How they are maintained
  - b. Who is responsible
  - c. What they are responsible for
7. Note if your company has a safety committee and who they are.
8. An organizational chart on who is responsible for what (on the job site).

**ANNEX "C", APPENDIX "A", CONTRACTOR SITE SAFETY BRIEFING**

Ensuring Safety on the work site for all who are at Government of Canada Sites

Purpose: Contractors have a legal responsibility to provide a safe work environment for their employees. Therefore, the purpose of this checklist is to identify the essential equipment and /or procedures necessary to also promote such an environment for Federal Government personnel, while working on site.

**PART 1 - GENERAL DATA**

Project Title #: \_\_\_\_\_

Date: \_\_\_\_\_

dd / mm / yy

Project OPI: \_\_\_\_\_

Work Order #: \_\_\_\_\_

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

Requisition #: \_\_\_\_\_

Certification required for project \_\_\_\_\_

**PART 2 - SAFETY EQUIPMENT**

Safety equipment is considered the responsibility of the Contractor. The following equipment will be held on all job sites:

☐ Fire Extinguisher (Type) & Location☐ Hazard Warning Signs (location)☐ First Aid Kit (location)☐ Physical Barriers/Visual Warnings (location)

Comments: \_\_\_\_\_

**PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Check for the following approved PPE, to be provided by the Contractor as required, for specific worksite:

☐ Head Protection☐ Skin Protection☐ Respiratory protection☐ Hazard specific gloves/clothing☐ Hearing Protection☐ Trenching/shoring equipment☐ Foot/leg protection☐ Fall arrest equipment☐ Eye protection equipment (location)☐ Emergency rescue/extraction

Solicitation No. - N° de l'invitation

W0113-110739/A

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

W0113-110739

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

CCC No./N° CCC - FMS No/ N° VME

Comments: \_\_\_\_\_

#### PART 4 - SAFETY PROCEDURES AND TRAINING

As required to on specific work sites, the contractor must have:

- |   |  |
|---|--|
| <input type="checkbox"/> Confined Space Entry Permit<br>_____               | <input type="checkbox"/> Hazard Containment procedures<br>_____            |
| <input type="checkbox"/> Confined Space Entry Training<br>_____             | <input type="checkbox"/> Working alone communication<br>protocols<br>_____ |
| <input type="checkbox"/> De-energizing/Blanking procedures<br>_____         | <input type="checkbox"/> WHMIS compliance training<br>_____                |
| <input type="checkbox"/> Lock out/Tag out procedures<br>_____               | <input type="checkbox"/> Documented Safety plan/program<br>_____           |
| <input type="checkbox"/> On site Standard First Aid Qualification.<br>_____ | <input type="checkbox"/> Other _____                                       |

Comments: \_\_\_\_\_

#### PART 5- SIGNATORY BLOCK

I, \_\_\_\_\_, employed by \_\_\_\_\_, have  
(Contractor's name Printed) (Contractor's Company)

discussed the safety considerations noted on the above date.

_____ Contractor's signature	_____ date
---------------------------------	---------------

_____ signature for Canada	_____ date
-------------------------------	---------------

Names of workers briefed:

_____	_____
_____	_____
_____	_____
_____	_____

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

Any other paper work required for this safety document can be made as an attachment to this document.

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor002

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0113-110739

TOR-1-34451

**ANNEX "C", APPENDIX "B", HEALTH AND SAFETY RISK ASSESSMENT FORM**

<b>Call-up #</b>	<b>Standing Offer #</b>
<b>Does this contract include high risk work or installations? Check boxes that apply</b>	

a) exposure to unexploded ordinance	<b>Yes</b>
b) excavation	<b>Yes</b>
c) exposure to high voltage/ arc flash	<b>Yes</b>
d) working at heights	<b>Yes</b>
e) working in confined space Confined space entry permit (BCE HASP 3.7) must be completed and put on file prior to entry	<b>Yes</b>
f) hot work	<b>Yes</b>
g) working with chemicals	<b>Yes</b>
h) traffic control	<b>Yes</b>
i) exposure to pressure vessels	<b>Yes</b>
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	<b>Yes</b>
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	<b>Yes</b>
l) Other: [Describe risk]	<b>Yes</b>

If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.

**For Contracts Section Use Only**

Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.

Signature of Project Authority: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Dated: \_\_\_\_\_

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor002

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0113-110739

TOR-1-34451

---

**ANNEX" D",  
Periodic Usage Report Form**

---

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

Return to:

Public Works and Government Service Canada	(905) 615-2060	Kaye.callahan@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>E-mail</i>

at:

Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
33 City Centre Dr.,  
Mississauga, ON  
L5B 2N5

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER: \_\_\_\_\_

REPORT FOR THE PERIOD ENDING: \_\_\_\_\_

Description of Work	Call up #	Total Billing

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

**PREPARED BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

TELEPHONE NO.: \_\_\_\_\_



Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

File No. - N° du dossier

TOR-1-34451

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX "E",  
PROJECT MANAGEMENT FORMS**

**DEFICIENCY REPORT**

**ORIGINATOR:**

Fill in blocks 1 through 7

Forward electronically to: Contractor

**CONTRACTOR:**

Fill in blocks 8 - 10

Reply electronically to DND originator within 48 hours

1. Reported by:	2. Date: (yy/mm/dd)	3. Phone Number:
4. Location:		
5. Contract # (and call up # if req'd)		
6. Contract / Code Ref (s):		
7. Description of Deficiency / Occurrence :		
<b>CONTRACTOR RESPONSE BELOW THIS LINE</b>		
8. Name:		
9. Date: (yy/mm/dd)		
10. Action taken:		

**Final Inspection Sign-Off Sheet (Service)**

Project #:

Standing Offer #:

Call-up #:

Originated By:

No.	Description	Accepted: Print name	Date inspection completed	Comments
1	Complies with contract and specifications			
1.a	Complies with National Building Code (NBC)			
1.b	Complies with Canadian Electrical Code (CEC)			
1.c	Complies with National Plumbing Code (NPC)			
1.d	Complies with National Fire Code (NFC)			
1.e	Complies with National Fire Prevention Code (NFPA)			
1.f	Complies with Other applicable standard:			
1.g	Complies with Other applicable standard:			
2	100% of systems, equipment and ancillary devices installed, operate as intended and as per manufacturer's instructions			
3	All administrative deliverables met, approved and are on file (shop drawings, commissioning manuals as built, inspection reports etc...)			
4	Job site and associated mechanical rooms are clean and all waste removed			

---

## **ANNEX "F"**

### **INSURANCE REQUIREMENTS**

#### **Insurance**

##### **GC 9.1 General**

- 1) The Offeror shall, at the Offeror's expense, obtain and maintain insurance contracts in accordance with the requirements contained herein.
- 2) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Offeror.

##### **GC 9.2 Proof of Insurance**

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Offeror shall deposit with Canada a Certificate of Insurance (form PWGSC-TPSGC 357) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>), available on Public Works and Government Services Canada Web site.
- 2) Upon request by Canada, the Offeror shall provide originals or certified true copies of all contracts of insurance maintained by the Offeror pursuant to the provisions contained herein.
- 3) The insurance policies shall be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

##### **GC9.3 Commercial General Liability**

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have an Each Occurrence Limit of not less than \$5,000,000.
- 2) The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
  - (a) Blasting.
  - (b) Pile driving and caisson work.
  - (c) Underpinning.
  - (d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
- 3) The policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.
- 4) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion.

Solicitation No. - N° de l'invitation

W0113-110739/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-1-34451

Buyer ID - Id de l'acheteur

tor002

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

W0113-110739

CCC No./N° CCC - FMS No/ N° VME

---

**ANNEX G**  
**CALCULATION OF PRICE TO BE USED IN EVALUATION.**

This document is attached separately.



DEPARTMENT OF NATIONAL DEFENCE  
BASE CONSTRUCTION ENGINEERING  
CANADIAN FORCES BASE BORDEN

SPECIFICATION

STORM/SANITARY SEWER LINE CLEANING  
TV INSPECTION  
CFB BORDEN

PROJECT OFFICER:

---

C. Anderson

JOB NO: L-B147-9305/205



APPROVED BY:

---

P. Clark  
A/Contracts Officer

11-12-20

<u>SECTION</u>	<u>TITLE</u>	<u>PAGES</u>
	<u>DIVISION 1 - GENERAL REQUIREMENTS</u>	
01005	General Instructions	13
01565	Work Included	2

LIST OF DRAWINGS

<u>DRAWING NO.</u>	<u>TITLE</u>	<u>DATE</u>
N/A		

## PART 1 - GENERAL INSTRUCTIONS

### 1.1 DESCRIPTION OF WORK

- .1 The Contractor must supply all labour, materials and equipment required for the flushing/suction of sanitary sewer/storm lines. Television unit to provide coloured pictures on DVD disc of sewer lines, reamer unit to clear plugged lines, bucket machine to clear sand and roots.

### 1.2 LOCATION OF THE SITE

- .1 CFB Borden is located on County Road 90, 23 km west of Barrie, Ontario.

### 1.3 SITE ACCESS

- .1 Upon entering the Base, the Contractor has voluntarily consented to a search of his vehicle and its contents while on any part of CFB Borden and said military establishments, by the Base Commander or person designated by him.
- .2 The purpose of any search conducted is to ensure the security of CFB Borden and said military establishments, and/or material or classified information belonging to the Canadian Armed Forces.

### 1.4 STANDARDS

- .1 Throughout the various sections of this specification, reference is made to technical standards. These standards will be considered an integral part thereof and must be read in conjunction with the drawings and specifications as if they were reproduced herein. The Contractor must, therefore, be fully familiar with their contents and requirements. The latest editions of all standards will be applicable unless a specifically dated edition is mentioned.
-

- .2 When reference is made to certain drawings, catalogues, or similar related data as published by equipment suppliers, the Contractor to be solely responsible for obtaining these from the described sources.

## 1.5 CODES

- .1 Perform work in accordance with the latest editions of the National Building Code of Canada and any other code of Provincial or local application provided that, in any case of conflict or discrepancy, the more stringent requirements will apply.
- .2 Meet or exceed requirements of contract documents, specified standards, codes and referenced documents.

## 1.6 ACCEPTABILITY OF MATERIALS

- .1 Requests for acceptance of non-specified materials must be submitted in writing to:  
Base Construction Engineering Officer  
CFB Borden  
P.O. Box 1000, Station Main  
Borden, ON L0M 1C0  
The request must be supported with sufficient information to enable the SSA to make an assessment.

## 1.7 CONDITIONS OF WORK

- .1 Before commencement of work under call-up , notify the SSA at Base Borden, (705) 424-1200 extension 2823 or fax (705) 423-7243 and arrange for a starting date and contract procedures.
- .2 Hours of work will be from 0730 hrs to 1600 hrs, Monday through Friday. If for any valid reason other working hours are necessary, arrangements must be made with the SSA two working days in advance.

## 1.8 TEMPORARY SERVICES

- .1 Existing sources of water and electricity can be made available to the Contractor at no charge, subject to the conditions of para 2 below. Conversions or alterations



to existing sources of water to meet work requirements are the responsibility of the Contractor.

- .2 The points of delivery and limits on amount available will be determined on site by the SSA whose written permission must be obtained before any connection is made.

## 1.9 SAFETY STANDARDS

- .1 Contractors working within the confines of military establishments controlled by CFB Borden must abide by the safety standards applicable to their business as required by the statutes/rules of the Province of Ontario and the Occupational Health and Safety Act.

## 1.10 WORKMANSHIP

- .2 Workmanship to be of a uniform high quality and in accordance with standard practice. All work to be completed to the satisfaction and approval of the SSA.

## 1.11 CLEAN UP

- .1 Remove debris daily to the Base Land Fill Site 3 kms south of the Alliston Gate. The work site must be left clean and tidy upon completion, to the satisfaction of the SSA.
- .2 The Contractor must obtain permission to use Dump site. Permit forms can be obtained from the SSA. Contractors must adhere to landfill site restrictions and specified dumping areas.
- .3 All materials must be separated into the following categories:
  - .1 Clean wood products (ie. branches, logs, etc.)
  - .2 Dirty wood products (ie. building lumber with nails, metal, etc. attached)
  - .3 Concrete (max size 600mm x 600mm)
  - .4 Asphalt
  - .5 Domestic garbage
  - .6 Cardboard
  - .7 Leaves, grass clippings, etc.
  - .8 Asbestos materials
  - .9 Metal products
  - .10 Sand, fill materials

Anyone not complying with the landfill site restrictions will have their Dumping Permit revoked.

- .4 The Contractor will be responsible for disposing and removing any hazardous materials, in accordance with the approved legislation and guidelines, at his own expense.

#### 1.12 MARKING BURIED SERVICES

- .1 Before the Contractor commences any excavating he must contact the SSA for a "Digging Permit". Contractor is responsible for coordination of all utility locates.

#### 1.13 PROVISION FOR TRAFFIC

- .1 The Contractor must at all times carry on the work in a manner that will create the least interference with traffic consistent with the performance of the work.
- .2 Traffic through the construction zone must be controlled by and at the expense of the Contractor, by the provision, erection and maintenance of such signs, delineators, barricades, lanterns and flashing lights, and by the provision of such flagmen as are required for the proper notification and protection of the Public.
- .3 Where shutdown of the traffic flow is necessary in order to complete the work, the Contractor (in conjunction with the SSA) must establish, provide and sign detours as required to safely move the traffic.

#### 1.14 DAMAGE TO EXISTING FACILITIES

- .1 The Contractor must take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused by the Contractor will be made good by him without undue delay.
  - .2 Equipment damaged or lost while in the Contractor's possession must be repaired or replaced by him at his expense without undue delay.
-

1.15 SAFETY  
PRECAUTIONS - CFAD

- .1 Contractors working within the Ammunition Storage Compound must abide by the CFAD Regulations which do not permit smoking or carrying an ignition source on their person. Cigarettes, matches, electric watches, etc must be left in the custody of the Commissionaire at the entry gate.

1.16 RECORD DRAWINGS

- .1 Maintain project record drawings and record accurately in red deviations from Contract documents. On completion of project submit record drawings to SSA.

PART 2 - SAFETY REQUIREMENTS

2.1 FIRE DEPARTMENT  
BRIEFING

- .1 The SSA to coordinate arrangements for the Contractor to be briefed on Fire Safety at their pre-work conference by the Fire Chief before any work is commenced.

2.2 REPORTING FIRES

- .1 Know the location of nearest fire alarm box and telephone, including the emergency phone number.
- .2 Report immediately all fire incidents to the Fire Department as follows:
  - .1 Activate nearest fire alarm box, or
  - .2 Telephone 911.
- .3 Person activating fire alarm box to remain at the box to direct Fire Department to scene of fire.
- .4 When reporting a fire by telephone, give location of fire, name or number of building and be prepared to verify the location.

2.3 INTERIOR AND  
EXTERIOR FIRE  
PROTECTION AND  
ALARM SYSTEMS

- .1 Fire protection and alarm systems must not be:

- .1 Obstructed
- .2 Shut-off
- .3 Left inactive at the end of a work day or shift without notification and authorization from the SSA or his representative.
- .2 Fire hydrants, standpipes and hose systems must not be used for other than fire fighting purposes unless authorized by the SSA.

## 2.4 FIRE EXTINGUISHERS

- .1 The Contractor to supply fire extinguishers, as scaled by the SSA, necessary to protect, in an emergency, the work in progress and the Contractors physical plant on site.
- .6 Used roofing mops must not be left unattended on roof and must be stored away from building and combustible materials.
- .7 All roofing materials must be stored in locations no closer than 5m to any structures, and a minimum of 5m for kettle.

## 2.5 BLOCKAGE OF ROADWAYS

- .1 The SSA to be advised of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by the Fire Chief, erecting of barricades and the digging of trenches.

## 2.6 SMOKING PRECAUTIONS

- .1 Smoking is prohibited in all work places within DND buildings.
  - .2 Although smoking is not permitted in hazardous areas, care must still be exercised in the use of smoking materials in non-restricted areas.
-

## 2.7 FLAMMABLE LIQUIDS

- .1 The handling, storage and use of flammable liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable liquids such as gasoline, kerosene and naphtha may be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing the Underwriter's Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable liquids exceeding 45 litres for work purposes, requires the permission of the SSA.
- .3 Transfer of flammable liquids is prohibited within buildings.
- .4 Transfer of flammable liquids must not be carried out in the vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38°C such as naphtha or gasoline must not be used as solvents or cleaning agents.
- .6 Flammable waste liquids, for disposal, must be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and the SSA is to be notified when disposal is required.

## 2.8 HAZARDOUS SUBSTANCES

- .1 If the work entails the use of any toxic or hazardous materials, chemicals and/or explosives or otherwise creates a hazard to life, safety or health, work must be in accordance with the National Fire Code of Canada.
  - .2 The SSA is to be advised, and a "Hot Work" permit issued in all cases involving welding, burning or the use of blow torches and salamanders, in buildings or facilities. Special precautions are necessary to safeguard life and property from damage by fire or explosives.
-

- .3 Wherever work is being carried out in dangerous or hazardous areas involving the use of heat, fire watchers, equipped with sufficient fire extinguishers must be provided. The determination of dangerous or hazardous areas along with the level of precaution necessary for Fire Watch will be at the discretion of the SSA. Contractors are responsible for providing fire watch service for their work on a scale established and in conjunction with the Fire Chief at the pre-work conference.
- .4 Where flammable liquids, such as lacquers or urethane are to be used, proper ventilation must be assured and all sources of ignition are to be eliminated. The SSA is to be informed prior to and at the cessation of such work.

## 2.9 ASBESTOS DISCOVERY

- .1 Demolition of asbestos can be hazardous to health. Should material resembling asbestos be encountered in course of demolition work, stop work and notify SSA immediately. Do not proceed until written instructions have been received from SSA.
- .2 Asbestos inventory report will be made available for inspection from the SSA.

## PART 3 - STANDING OFFER

### 3.1 DEFINITIONS OF AUTHORITY

- .1 Authority, Service Site (SSA): The Service Site Authority (SSA) is the Base Construction Engineering Officer (BCEO) or the designated representative located at Construction Engineering Contracts cell and is responsible for initiation of Standing Offer Amendments, Specification Changes and Work Orders. As well, the SSA is responsible for aspects of compliance of the Standing Offer and for overall inspection.
- .2 Site User: Is designated by the SSA and is responsible for the day to day requests for service, as stipulated in this Standing Offer.

### 3.2 SERVICE SITE AUTHORITY

- .1 The Service Site Authority (SSA) is located at 16 Ramillies Road (building P-154), Contract Section, phone (705) 424-1200 extension 2823 or fax (705) 423-7243.
- .2 Site User is located at 164b Cambrai Road (Building O-144), Sewer Crew, phone (705) 424-1200 extension 1365.

### 3.3 REPORTING

- .1 On arrival at Base Borden for service or repair work the serviceman must report to the SSA.

### 3.4 RESPONSE TIMES

- .1 For normal service requirements the Contractor must begin work within one week from receipt of PWGSC Form 942, Call-up Against a Standing Offer.
- .2 The Contractor must provide a maximum of twenty-four (24) hour on site response time for a next day call-back service call.
- .3 For emergency requirements the Contractor must respond within four (4) hours of notification.
- .4 Any maintenance or repairs to be done with the approval of the SSA and must be authorized by a PWGSC Form 942.

### 3.5 AUTHORIZATION OF WORK

- .1 The Contractor, on receipt of an acceptance of Standing Offer will be advised by the SSA of the names of persons authorized to request service. Work undertaken at the request of others will be entirely at the Contractor's risk with regard to payment.
- .2 For every call-up, the Contractor will be given a scope of work and shown the site in question. Within 2 working days an estimate is to be submitted by the

Contractor to the SSA. Estimate is to be broken down showing material and labour costs.

- .3 The SSA reserves the right to reject any estimates that are found unreasonable.
- .4 After an estimate is accepted, service must be requested on a PWGSC Form 942 – Call-Up Against a Standing Offer. This form must be signed by an authorized person.
- .5 No extra payment will be given to the Contractor other than the amount shown on the estimate.
- .6 The Contractor must not refuse any call for service requested by the SSA and must begin work within one week from acceptance of estimate. Once the work is started it must be completed without delay.
- .7 In an emergency situation the Contractor will, upon verbal authorization from the SSA, proceed with work within four (4) hours and the PWGSC Form 942 will be issued as soon as it is practical to have SSA supply same.

### 3.6 MATERIALS

- .1 Materials and parts used to be those specified by the manufacturer of the equipment.
- .2 If, in an emergency, the Contractor installs parts other than those specified, he must replace them with specified parts before claiming payment. No claim for other than specified parts to be made.<sup>3</sup> All replaced parts and materials not under warranty, whether serviceable or unserviceable to be returned to the SSA on completion of work.

### 3.7 INVOICES

- .1 Invoicing for inspection and maintenance must not reflect any repairs. Repairs to be invoiced separately.

### 3.8 TEMPORARY STRUCTURES

- .1 The Contractor must furnish and maintain all equipment, such as, temporary stairs, ramps, ladders,



scaffolds, hoists, etc., as may be required for the proper execution of the work.

- .2 Temporary Structures erected by the Contractor to remain his property and must be removed by him from the site on completion of the work.
- .3 DND elevating devices will not be available at CFB Borden for Contractor use.

### 3.9 SALVAGE

- .1 The Contractor must not remove any salvageable material or equipment from the job without the permission of the SSA.

### 3.10 ALTERATIONS AND SUBSTITUTION

- .1 The Contractor must not make any changes in the design and installation of fixtures without prior written authority from the SSA.

## PART 1 - GENERAL

### 1.1 GENERAL CONDITIONS

- .1 Section 01005 of this Specification will apply to and govern all phases of work hereinafter specified.
- .2 The intent of sewer systems cleaning is to restore the sewer to a minimum of 95% of the original carrying capacity by removing all sludge, dirt, sand, rock, grease, and other foreign solid or semi-solid materials from sewer pipes and lines.
- .3 The acceptable methods for sewer systems cleaning and television inspection must be performed by electronically or manually operated, directly or remotely controlled, mechanically or hydraulically propelled cleaning equipment as described at 1.2 Equipment below.
- .4 The Contractor must notify the SSA of the location(s) where sewer cleaning will be done one full working day before starting the cleaning work at that location(s), unless otherwise directed by the SSA and/or identified user at time of call-in.
- .5 The Contractor must advise the SSA and/or identified user immediately when pipe material or backfill material is observed during the cleaning of the sewer. The SSA and/or identified user will direct one of the following operations to be performed.
  - .1 Complete or attempt to complete cleaning sewer.
  - .2 Suspend cleaning operations and inspect the sewer.
  - .3 Simultaneously clean and inspect the sewer.

### 1.2 EQUIPMENT

1. The Contractor should have high velocity cleaning equipment, debris removal equipment, solid debris cutting and intruding and sewer service removal equipment, and communication equipment.
2. The Contractor must have the following equipment as a minimum:

- .1 Flushing/suction truck equipped with minimum 15 cu yd debris body, 1200 gallon water tank, high pressure flushing unit at 2000 PSI to flush out different size of sanitary/storm pipes, 25000 CFM for air sucker, flushing reel to flush out lines up to 600 feet.
- .2 Television unit to provide colour pictures on DVD disc able to inspect pipes from 6" to 24" diameter, up to 600 ft long. Unit must have same day reporting on conditions and observations of pipes.
- .3 Reamer unit capable of working in pipes 8" to 15" in diameter cutting mechanism is always centred, water/air is the power source for the reamer.
- .4 Bucket machine capable of working in pipes up to 24" to remove roots, sand.
- .3 The Contractor must maintain his vehicle(s) in a roadworthy condition at all times, as laid down by the Highway Traffic Act of Ontario.
- .4 Repairs and all other operating costs of the equipment including gasoline, licensing, insurance, washing, storage, etc. are the Contractor's responsibility. Vehicles with leaking hydraulic equipment maybe denied access to the Base at the discretion of the Range Safety Officer/Site Authority Officer.

### 1.3 WORK AUTHORIZATION

---

- .1 All work must be authorized by a DSS Form 942 that must be issued by the SSA.

### 1.4 CLEANUP

---

- .1 Removal of sand, silt, leaves and debris from sanitary sewer/storm lines can be deposited at Base landfill site, 1 Km south of the Alliston gate.
  - .2 The Contractor must obtain permission to use Dump site. Permit forms can be obtained from the SSA.
  - .3 The Contractor is responsible for disposing and removing any hazardous materials, in accordance with the approved legislation and guidelines, at his own expense.
-

1.5 CALL BACK  
SERVICE

- .1 The SSA will provide twenty-four (24) hours notice for all call backs if needed.

**Appendix A to ANNEX B  
BASIS OF PAYMENT**

Note: \* 1 CEU - 1 Construction Engineering Unit

**FIRM PERIOD - 1 JUNE 2012 TO 31 MAY 2013**

**A. Service Calls**

Service Calls (including emergency calls) when authorized by the engineer or his representative SHALL INCLUDE one (1) hour of on site productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional Call-up rates will apply. Service call charge will not be applied if Contractor is already on site for other work.

Item	Description	Flushing / Suction	Reaming	TV Inspection	* Bucket Machine Support for 1 CEU	Other Pump-out	Fogging
1	During regular working hours (Monday to Friday)	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call
2	Outside regular working hours (Monday to Saturday)	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call	\$ ____/call

**B. Labour - Labour ONLY in addition to article A:**

Item	Description	Flushing / Suction	Reaming	TV Inspection	Bucket Machine Support for ICEU	Other Pump-out	Fogging
1	During regular working hours (Monday to Friday)	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour
2	Outside regular working hours (Monday to Saturday)	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour	\$ ____/hour

Regular working hours are defined as \_\_\_\_ a.m. to \_\_\_\_ p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

**C. Material & Replacement Parts**

Material & Replacement Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_\_ percent.

Laid Down Cost - Mark-up

"Laid Down Cost" is defined as: "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

**OPTION PERIOD 1 - 1 JUNE 2013 TO 31 MAY 2014**

**A. Service Calls**

Service Calls (including emergency calls) when authorized by the engineer or his representative SHALL INCLUDE one (1) hour of on site productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional Call-up rates will apply. Service call charge will not be applied if Contractor is already on site for other work.

Item	Description	Flushing / Suction	Reaming	TV Inspection	Bucket Machine Support for ICEU	Other Pump-out	Fogging
1	During regular working hours (Monday to Friday)	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call
2	Outside regular working hours (Monday to Saturday)	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call	\$ _____/call

**B. Labour - Labour ONLY in addition to article A:**

Item	Description	Flushing / Suction	Reaming	TV Inspection	Bucket Machine Support for ICEU	Other Pump-out	Fogging
1	During regular working hours (Monday to Friday)	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
2	Outside regular working hours (Monday to Saturday)	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour	\$ _____/hour

Regular working hours are defined as \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

W0113-110739/A - Appendix A to Annex B.

**C. Material & Replacement Parts**

Material & Replacement Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_\_ percent.

Laid Down Cost - Mark-up

"Laid Down Cost" is defined as: "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

**ANNEX D**  
**CALCULATION OF PRICE TO BE USED IN EVALUATION**

The usages specified in the brackets ( ) below are estimates only for the purposes of evaluation. The firm unit prices proposed at Annex B, Basis of Payment will be used in the calculation of the aggregate price to be used in the evaluation. The aggregate price will be the sum of the total estimated expenditures for the firm and option periods.

To calculate the price for Material and Replacement Parts the proposed markup percentage will be applied to the estimated usage of \$1500.00 to obtain the price used in the evaluation. Example: Mark-up of 10% x \$1500.00 = \$150.00 Price to be used in the evaluation is \$1500.00 + \$150.00 = \$1650.00

**FIRM PERIOD - 1 JUNE 2012 TO 31 MAY 2013**

**A. Service Calls**

Service Calls (including emergency calls) when authorized by the engineer or his representative SHALL INCLUDE one (1) hour of on site productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional Call-up rates will apply. Service call charge will not be applied if Contractor is already on site for other work.

Item	Description	Flushing / Suction	Extended Price for Flushing /Suction	Reaming	Extended Price for Reaming	TV Inspection	Extended Price for TV inspection
1	During regular working hours (Monday to Friday)	\$ _____/call (25)	\$ _____	\$ _____/call (25)	\$ _____	\$ _____/call (25)	\$ _____
2	Outside regular working hours (Monday to Saturday)	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____
	<b>Total Est. Expenditures</b>		\$ _____		\$ _____		\$ _____

Item	Description	Bucket Machine Support for ICEU	Extended Price for Support for ICEU	Other Pump Out	Extended Price for Other Pump-out	Fogging	Extended Price for Fogging
1	During regular working hours (Monday to Friday)	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____
2	Outside regular working hours (Monday to Saturday)	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____	\$ _____/call (1)	\$ _____
	<b>Total Est. Expenditures</b>		\$ _____		\$ _____		\$ _____



**B. Labour - Labour ONLY** in addition to article A:

Item	Description	Flushing / Suction	Extended Price for Flushing /Suction	Reaming	Extended Price for Reaming	TV Inspection	Extended Price for TV inspection
1	During regular working hours (Monday to Friday)	\$ ____/call (625)	\$ ____	\$ ____/call (123)	\$ ____	\$ ____/call (120)	\$ ____
2	Outside regular working hours (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
	<b>Total Est. Expenditures</b>		\$ ____		\$ ____		\$ ____

Item	Description	Bucket Machine Support for ICEU	Extended Price for Support for ICEU	Other Pump Out	Extended Price for Other Pump-out	Fogging	Extended Price for Fogging
1	During regular working hours (Monday to Friday)	\$ ____/call (1)	\$ ____	\$ ____/call (6)	\$ ____	\$ ____/call (7)	\$ ____
2	Outside regular working hours (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
	<b>Total Est. Expenditures</b>		\$ ____		\$ ____		\$ ____

**C. Material & Replacement Parts**

Material & Replacement Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_ percent (Estimated Usage \$1,500.00). **Total Est. Expenditure:** \$ \_\_\_\_.

**Laid Down Cost - Mark-up**

For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

**OPTIONS PERIOD 1 - 1 JUNE 2013 TO 31 MAY 2014****A. Service Calls**

Service Calls (including emergency calls) when authorized by the engineer or his representative SHALL INCLUDE one (1) hour of on site productive labour, travel expenses and other overhead costs. If the Call-up exceeds one (1) day, no additional Call-up rates will apply. Service call charge will not be applied if Contractor is already on site for other work.

Item	Description	Flushing / Suction	Extended Price for Flushing /Suction	Reaming	Extended Price for Reaming	TV Inspection	Extended Price for TV inspection
1	During regular working hours (Monday to Friday)	\$ ____/call (25)	\$ ____	\$ ____/call (25)	\$ ____	\$ ____/call (25)	\$ ____
2	Outside regular working hours (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
	<b>Total Est. Expenditures</b>		\$ ____		\$ ____		\$ ____

Item	Description	Bucket Machine Support for ICEU	Extended Price for Support for ICEU	Other Pump Out	Extended Price for Other Pump-out	Fogging	Extended Price for Fogging
1	During regular working hours (Monday to Friday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
2	Outside regular working hours (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
	<b>Total Est. Expenditures</b>		\$ ____		\$ ____		\$ ____

**B. Labour - Labour ONLY** in addition to article A:

Item	Description	Flushing / Suction	Extended Price for Flushing /Suction	Reaming	Extended Price for Reaming	TV Inspection	Extended Price for TV inspection
1	During regular working hours (Monday to Friday)	\$ ____/call (625)	\$ ____	\$ ____/call (123)	\$ ____	\$ ____/call (120)	\$ ____
2	Outside regular working hours (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
	<b>Total Est. Expenditures</b>		\$ ____		\$ ____		\$ ____

Item	Description	Bucket Machine Support for ICEU	Extended Price for Support for ICEU	Other Pump Out	Extended Price for Other Pump-out	Fogging	Extended Price for Fogging
1	During regular working hours (Monday to Friday)	\$ ____/call (1)	\$ ____	\$ ____/call (6)	\$ ____	\$ ____/call (7)	\$ ____
2	Outside regular working hours (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
3	Sunday and Stat. Holidays (Monday to Saturday)	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____	\$ ____/call (1)	\$ ____
	<b>Total Est. Expenditures</b>		\$ ____		\$ ____		\$ ____

**C. Material & Replacement Parts**

Material & Replacement Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_ percent (Estimated Usage \$1,500.00). **Total Est. Expenditure:** \$ \_\_\_\_.

**Laid Down Cost - Mark-up**

For the purpose of this solicitation and any subsequent Contract, "Laid Down Cost" shall be defined as: "The cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.