

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Fan Blade Servicing	
Solicitation No. - N° de l'invitation W4M00-13C343/B	Date 2013-02-21
Client Reference No. - N° de référence du client DND	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-202-8451	
File No. - N° de dossier WPG-2-35305 (202)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-03-01	Time Zone Fuseau horaire Central Daylight Saving Time CDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kozak, Tammy	Buyer Id - Id de l'acheteur wpg202
Telephone No. - N° de téléphone (204) 984-8825 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WCE CONTRACTS PO Box 17000 Stn Forces Winnipeg Manitoba R3J 3Y5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number W4M00-13C343/A dated February 19, 2013 with a closing of February 19, 2013 at 2:00pm.

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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, 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 and the Security Requirements Check List.

2. Summary

A Regional Individual Standing Offer to supply all labour, materials, tools, equipment, transportation and supervision necessary to clean and service canopies and fan blades for the Department of National Defence, 17 Wing including satellites in Winnipeg, Manitoba during the period from April 1, 2013 to March 31, 2015 inclusive, with an option to extend for three (3) additional one (1) year periods.

The Contractor must carry out the work outlined in the Statement of Work, as Specification Job No. L-W115-9900/SVC C343 and on the terms and conditions which are set out herein forming part of this Request for Standing Offer (RFSO).

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

This requirement contains a security requirement.

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3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-11-19) 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

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (1hard copy)

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Offer

Offerors must submit their financial offer in accordance with 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.

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria - Bidder must have the ability to perform the work and provide the goods in accordance with Annex A - Statement of Work.

1.2 Financial Evaluation

M0222T- Evaluation of Price, (2010-01-10)

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer

PART 5 - CERTIFICATIONS

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

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

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

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

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

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

The Offeror or the member of the joint venture

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

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

2.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means 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 FPS . 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

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES () NO ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

a.name of former public servant;

b.date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
- (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those 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: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 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 April 1, 2013 to March 31, 2015.

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 three (3) one (1) year periods 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 30 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:

Tammy Kozak
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, Manitoba R3C 2Z1

Telephone: 204-984-8825
Facsimile: 204-983-7796
E-mail address: tammy.kozak@pwgsc-tpsgc.gc.ca

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

5.2 Project Authority

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

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: DND 17 Wing.

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 an electronic version.

8. Limitation of Call-ups

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

9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$___TO BE DETERMINED AT ISSUANCE OF STANDING OFFER_____ (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 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer;

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- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) the Offeror's offer dated _____ ,

12. Certifications

12.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if 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.

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 ____ TO BE DETERMINED AT ISSUANCE OF STANDING OFFER_____.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2012-11-19), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

Payment will be made in accordance with the Basis of Payment at Annex B.

4.2 Limitation of Price

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

4.3 Multiple Payments

SACC Manual clause H1000C (2008-05-12) Multiple Payments

4.4 SACC Manual Clauses

C0711C Time Verification 2008-05-12

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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.

Invoices must be distributed as follows:

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

6. Insurance

The Contractor must comply with the insurance requirements specified in below. 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 ten (10) 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.

7. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

-
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

8. SACC Manual Clauses

A9039C Salvage 2008-12-12
A9062C Site Regulations 2010-01-11
A9006C Defence Contract 2012-07-16

ANNEX "A"**STATEMENT OF WORK**

STANDING OFFER FOR

CLEANING AND SERVICING OF CANOPIES, FAN BLADES AND HOUSINGS

17 WING, WINNIPEG, MANITOBA

1 SITE OF WORK

- .1 North Site, 17 Wing, Winnipeg, Manitoba
- .2 Minto Armoury, 969 St Matthews Ave, Winnipeg, Manitoba
- .3 McGregor Armoury, 551 Machray Ave, Winnipeg, Manitoba
- .4 Chippawa Armoury, 51 Navy Way, Winnipeg, Manitoba

2 WORK INCLUDED

- .1 The work under this Standing Offer must include all labour, materials, tools, equipment, transportation and supervision necessary to provide the services described hereafter on an "as and when required" basis.
- .2 Removal and cleaning of fan blades, housing, and ducts in paint spray booth, and kitchen canopy hoods, exhaust fans, ductwork and reinstallation.
- .3 Paint Spray Booths. After cleaning, apply thin coat of grease to fan blades and ductwork.
- .4 Provide minor repairs with the approval of the Engineer.
- .5 Provide written estimates on Department of National Defence (DND) buildings not listed when requested by the Engineer.

3 LOCATION OF UNITS.1 North SiteUNIT

Hangar 16	Paint Shop - system complete
Building 25	Canopy - Cafeteria
Building 61	Canopy and exhaust - system complete
Building 76	Canopy and exhaust - system complete
Building 100	Paint Shop - system complete
Building 129	Paint Shop - system complete

- .2 McGregor Armoury, 551 Machray Ave, Winnipeg, Manitoba, exhaust through wall.
- .3 Minto Armoury, 969 St Matthews Ave, Winnipeg, Manitoba, exhaust through roof.
- .4 HMCS Chippawa, 51 Navy Way, Winnipeg, Manitoba, main floor through wall.

4 WORKING HOURS

The Contractor must carry out work between the hours of 0730 and 1600, Monday to Friday, "as and when requested".

5 WORK NOT INCLUDED

The Contractor must not include any structural repairs in the contract but must inform the Engineer of structural repairs or other repairs required in connection with the Contractor's work.

6 POST ISSUANCE MEETING

After issuance of the Standing Offer the Contractor must visit the Service Site Authority to be given job instructions.

7 RESPONSIBILITIES

.1 The Contractor must provide daily work sheets showing start and completion times of each job performed against this contract.

.2 Work sheets must be signed by the Engineer or the Engineer's representative on site and must be submitted with each invoice forwarded for payment.

8 SAFETY REQUIREMENTS

.1 General. The contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.

.2 Construction Safety Measures. Observe and enforce construction safety measures required by the latest edition of the National Building Code of Canada, provincial government, Workers Compensation Board, and municipal statutes and authorities.

.1 In event of conflict between any provision of above authorities, the most stringent provision will apply.

.3 Work Procedures and Equipment:

.1 All work procedures and equipment will be in accordance with legislated standards.

.2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot work permits are issued and controlled by the Wing Fire Chief.

.4 Barricades. Barricade dangerous work sites, trenches and excavations.

.5 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.

-
- .6 Lockout Procedures. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified DND tradespeople although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- .7 Safety Personnel and Responsibility:
- .1 The Contractor must supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
- .2 DND will monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
- .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving Contractor, DND or public personnel and/or property arising from the Contractor's execution of work.
- .8 Delay Due to Health and Safety Regulations Infractions:
- .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
- .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.
- .9 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.
- .10 Overloading. No part of the work shall be loaded to the point which will endanger its safety.
- .11 Falsework. Falsework must conform with CSA S269.1-1975, national, provincial and/or local codes and by-laws, governing this type of work.
- .12 Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc, in storm or sanitary sewers.

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

10 WORK ESTIMATES

- .1 The Engineer's Contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
- .2 If a "Quote" is requested, a written quote must be faxed to the requesting Engineer's Contracts Inspector at no charge to DND.

11 HAZARDOUS MATERIALS

- .1 Material Safety Data sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 17 Wing, Winnipeg, Manitoba.

12 INVOICES

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

13. CLEAN UP

The Contractor must, at the end of each day and upon completion of work, keep the premises clean and tidy to the complete satisfaction of the Engineer.

ANNEX "B"**BASIS OF PAYMENT**

It is MANDATORY that offeror's submit firm prices/rates in accordance with the following:

1. Provide pricing for the contract period.
2. Provide pricing for each of the three (3) option periods.
3. PRICING must be firm unit pricing, GST extra, all inclusive for the period of the contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein, GST, if applicable, is to be shown as a separate item on any resulting invoice.
4. Offeror's shall provide offers as per the unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.
5. The estimated quantities specified below are provided for evaluation purposes only, and are for a one year period only.
6. Should there be an error in the extended pricing of the offeror's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offeror's pricing shall be changed to reflect the quantities stated in this document.
7. Estimates - Where an estimate of the cost of performing specific work is required, the Project Authority will provide the Contractor with a statement of the work required and the Contractor must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Contract. The Contractor must not undertake any of the specified work until approval is given by the DND Project Authority.
8. An estimate will be required for all "AS AND WHEN" requested services. When a cost estimate has been completed and accepted by the Project Authority, fully completed work or services relating to each individual task will be performed or provided at a cost no greater than the amount approved on the estimate.

The total evaluated price will be calculated as follows:

1. For each line item the unit price will be multiplied by the estimated quantity = extended price.
2. The extended price for each line item will be added = subtotal
3. The four subtotals will be added together to give the total evaluated price. (Standing Offer Period subtotal + 1st Option Year Pricing subtotal + 2nd Option Year Pricing subtotal + 3rd Option Year Pricing subtotal = TOTAL EVALUATED PRICE.)

PWGSC reserves the right to ADD or REPLACE equipment as required.

Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
STANDING OFFER PERIOD -APRIL 01, 2013 TO MARCH 31, 2015					
NORTH SITE					
1	Hangar 16 Paint Shop - system complete	2	ea	\$	\$
2	Building 25 Canopy - Cafeteria	8	ea	\$	\$
3	Building 61 Canopy and exhaust - system complete	8	ea	\$	\$
4	Building 76 Canopy and exhaust - system complete	8	ea	\$	\$
5	Building 100 Paint Shop - system complete	2	ea	\$	\$
MCGREGOR ARMOURY					
6	Room 12, exhaust through wall	2	ea	\$	\$
MINTO ARMOURY					
7	Room 221, exhaust on roof	2	ea	\$	\$
CHIPPAWA ARMOURY					
8	Exhaust on roof	2	ea	\$	\$
"AS AND WHEN REQUESTED" SERVICES					
9	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - During REGULAR Working HOURS	60	hrs	\$	\$
10	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - OUTSIDE REGULAR Working HOURS	30	hrs	\$	\$
SUBTOTAL					\$

Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
1st OPTION YEAR - APRIL 01, 2015 TO MARCH 31, 2016					
NORTH SITE					
1	Hangar 16 Paint Shop - system complete	1	ea	\$	\$
2	Building 25 Canopy - Cafeteria	4	ea	\$	\$
3	Building 61 Canopy and exhaust - system complete	4	ea	\$	\$
4	Building 76 Canopy and exhaust - system complete	4	ea	\$	\$
5	Building 100 Paint Shop - system complete	1	ea	\$	\$
MCGREGOR ARMOURY					
6	Room 12, exhaust through wall	1	ea	\$	\$
MINTO ARMOURY					
7	Room 221, exhaust on roof	1	ea	\$	\$
CHIPPAWA ARMOURY					
8	Exhaust on roof	1	ea	\$	\$
"AS AND WHEN REQUESTED" SERVICES					
9	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - During REGULAR Working HOURS	30	hrs	\$	\$
10	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - OUTSIDE REGULAR Working HOURS	15	hrs	\$	\$
SUBTOTAL					\$

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W4M00-13C343/B

wpg202

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

WPG-2-35305

Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
2nd OPTION YEAR - APRIL 01, 2016 TO MARCH 31, 2017					
NORTH SITE					
1	Hangar 16 Paint Shop - system complete	1	ea	\$	\$
2	Building 25 Canopy - Cafeteria	4	ea	\$	\$
3	Building 61 Canopy and exhaust - system complete	4	ea	\$	\$
4	Building 76 Canopy and exhaust - system complete	4	ea	\$	\$
5	Building 100 Paint Shop - system complete	1	ea	\$	\$
MCGREGOR ARMOURY					
6	Room 12, exhaust through wall	1	ea	\$	\$
MINTO ARMOURY					
7	Room 221, exhaust on roof	1	ea	\$	\$
CHIPPAWA ARMOURY					
8	Exhaust on roof	1	ea	\$	\$
"AS AND WHEN REQUESTED" SERVICES					
9	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - During REGULAR Working HOURS	30	hrs	\$	\$
10	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - OUTSIDE REGULAR Working HOURS	15	hrs	\$	\$
SUBTOTAL					\$

Item	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
3rd OPTION YEAR - APRIL 01, 2017 TO MARCH 31, 2018					
NORTH SITE					
1	Hangar 16 Paint Shop - system complete	1	ea	\$	\$
2	Building 25 Canopy - Cafeteria	4	ea	\$	\$
3	Building 61 Canopy and exhaust - system complete	4	ea	\$	\$
4	Building 76 Canopy and exhaust - system complete	4	ea	\$	\$
5	Building 100 Paint Shop - system complete	1	ea	\$	\$
MCGREGOR ARMOURY					
6	Room 12, exhaust through wall	1	ea	\$	\$
MINTO ARMOURY					
7	Room 221, exhaust on roof	1	ea	\$	\$
CHIPPAWA ARMOURY					
8	Exhaust on roof	1	ea	\$	\$
"AS AND WHEN REQUESTED" SERVICES					
9	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - During REGULAR Working HOURS	30	hrs	\$	\$
10	Provide written estimates and or reports "if and when requested" must be clearly defined as "Estimator/Reporting Services" by the Department of National Defence - OUTSIDE REGULAR Working HOURS	15	hrs	\$	\$
SUBTOTAL					\$

Solicitation No. - N° de l'invitation

W4M00-13C343/B

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

DND

Amd. No. - N° de la modif.

File No. - N° du dossier

WPG-2-35305

Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

(insert if applicable)

Solicitation No. - N° de l'invitation

W4M00-13C343/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

DND

WPG-2-35305

ANNEX "D"

USAGE REPORT

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Ste. 100 - 167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1
ATTN.: TAMMY KOZAK

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

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

REPORTING PERIOD:

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

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

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE:

DATE: