

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

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 / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Tower Structures- Repair and mainte	
Solicitation No. - N° de l'invitation W0125-13K260/A	Date 2013-05-29
Client Reference No. - N° de référence du client W0125-13-K260	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-514-6125
File No. - N° de dossier KIN-3-40014 (514)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-07-09	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Beaulieu, Gisele	Buyer Id - Id de l'acheteur kin514
Telephone No. - N° de téléphone (613)545-8064 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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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 Requirement, the Basis of Payment and any other annexes.

2. Summary

(i) Requirement

Regional Individual Standing Offer(s) (RISO) for the provision of inspection and maintenance of mock tower, rappel tower and fall protection systems on an as and when requested basis.

(ii) Clients

The Department of National Defence, Canadian Forces Base Trenton, Trenton, Ontario, Canada and its Satellite Locations (Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place and Point Petre), Trenton, Ontario, Canada.

(iii) Period

The period of the Standing Offer is from date of issuance to 31 March 2016.

(v) Security Requirement

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders.

(vi) Offerors must submit of list of names or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

(vii) For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

(vii) The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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

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 (21-03-2013) 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 (180) 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.

3. Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held as per the following:

Date: 25 June 2013

Time: 10:00

Location: CFB Trenton, 14 Alert Blvd., Trenton, Ontario

Contact: Lee Leroux 1 613 392-2811 (ext. 5304)

Bidders must communicate with the Contracting Authority no later than 3 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. **Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.**

4. Former Public Servant

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 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

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.

4. 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 (RISO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RISO 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.

5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (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 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: 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.1: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "C", Basis of Payment. The total amount of Applicable Taxes 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 II.2 SACC Manual Clauses

C3011T (2010-01-11) Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) The Annex "C", Basis of Payment cannot be altered in any way.
- b) The Basis of Payment at Annex "C" must be completed in its entirety. Prices must appear only in the Basis of Payment at Annex "C".
- c) It is mandatory that the Bidder or a representative of the Bidder visit the work site by attending the mandatory site visit at the date and time stipulated herein.
- d) The work requires;
 - a) Certified inspectors of fall protection equipment;
 - b) Horizontal lifelines must be inspected by certified installers of the type of systems installed;

1- As proof of certification, the bidder must provide with their bid a valid copy of the following acceptable documents for each of the personnel performing the work;

- i. A letter from the Fall Protection Equipment (FPE) manufacturer indicating that they are a certified inspector and installer of the FPE; **OR**
- ii. A training certificate indicating that they are a qualified inspector of FPE.

2- Their valid Standard First Aid Certification,

3- Their valid Rescuer CPR Certification,

4- Their valid Confined Space Certification,

5- Their valid Certificate of Accreditation ISO/IEC 17025:2005 from the laboratory accreditation bureau.

1.2 Financial Evaluation

1.2.1 Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex "C", Basis of Payment.

1.2.2 The prices offered will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination for goods, delivery charges INCLUDED, Customs duties and Excise taxes included.

1.3 The Firm Unit prices provided at Annex "C", Basis of Payment will be used in the calculation of the aggregate price to be used in the Financial Evaluation. The prices at Annex "C" Basis of Payment will be multiplied by the estimated quantities provided. These estimated usages are for evaluation purposes only.

2. Basis of Selection

2.1 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 offers with the lowest evaluated price will be recommended for issuance of standing offer(s) in accordance with 2.2 below.

2.2. Standing Offer (SO)

2.2.1 It is anticipated that one (1) S.O. Will be issued.

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

By submitting an offer, the Offeror certifies that the Offeror and its affiliates, are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

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

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, 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 the 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), in which case a duly 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.)
Further information on the FCP is available on the HRSDC Web site.

PART 6 - SECURITY 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.

2. Insurance Requirement

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 "D".

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

1. Offer

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

2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE W0125-13K260

1. The Contractor/Offeror must, at all times during the performance of the Contract/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 Contractor/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 "E";
- (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 "F". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 15 days 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 date of issuance to 31 March 2016.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Gisele Beaulieu
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
86 Clarence Street, 2nd Floor
Kingston, Ontario K7L 1X3

Tel: (613) 545-8064
Fax: (613) 545-8067
Email: gisele.beaulieu@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

(To be inserted by Canada at time of issuance of the Standing Offer).

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, Canadian Forces Base Trenton, Trenton, Ontario, Canada and its Satellite Locations (Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place and Point Petre), Trenton, Ontario, Canada.

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using PWGSC-TPSGC 942, Call-up Against a Standing Offer, etc.) or an electronic version.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 ((2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) 2010C (2013-03-21), General Conditions - Services (Medium Dollar Value) apply to and form part of the Contract.
- e) Annex "A", Statement of Work
- f) Annex "C", Basis of Payment
- g) Annex "D", Insurance Requirements
- h) Annex "E", Security Requirement Check List
- g) the Offeror's offer dated (The information will be inserted by Canada at time of issuance of the Standing Offer).

10. Certifications

10.1 Compliance

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

11. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2013-03-21), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in the Basis of Payment for a cost of the call-up. Customs duties are included", and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

4.2 Limitation of Price

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

4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

4.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

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.

6. Insurance Requirement

The Contractor must comply with the insurance requirements specified in Annex "D". 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

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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. SACC Manual Clauses

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

B1501C (2006-06-16) Electrical Equipment

A9117C (2011-11-30) T1204 - Direct Request by Customer Department

A9039C (2008-05-12) Salvage

D5328C (2007-11-30) Delivery, Inspection and Acceptance

ANNEX "A"**STATEMENT OF WORK****Inspection and Maintenance of Mock Tower, Rappel Tower and Fall Protection Systems****CFB Trenton and Satellite Locations****SECTION A****GENERAL SCOPE OF WORK****1. GENERAL DESCRIPTION**

The work comprises the furnishing of all labour, material and equipment required for the inspection and maintenance of the Mock Tower, Rappel Tower and all Fall Protection Systems including but not limited to roof tie off point, ladder cables, interior Man-Safe systems and SRL's at 8 Wing CFB Trenton, Trenton ON, Canada, including satellite sites located at Peterborough Armouries, Belleville Armouries, Mountain View, Carrying Place, and Point Petre. Work will be initiated on an as and when required basis. No minimum call will apply.

2. SITE ACCESS

The movement of men, material, and equipment within the Wing and building shall be subject to the approval of the Wing Construction Engineering Officer (WCEO) or his representative hereafter referred to as the Technical Authority (TA).

3. STANDARDS

- a. Throughout the various sections and subsections of this specification reference is made to domestic, national, and international standards. These standards shall be considered an integral part thereof and shall be read in conjunction with the specification as if they were reproduced herein. The Contractor shall therefore be fully familiar with their contents and requirements. The latest edition of all standards shall be applicable unless a specifically dated edition is mentioned,
 - I. C-02-040-009/AG-000 DND General Safety Standards
 - II. Canadian Standards Association (CSA)
 - III. Canada Labour Code (CLC)
 - IV. Canadian General Standards Board (CGSB)
 - V. Ontario Health and Safety Act (OHSA)
 - VI. Workers Compensation Act (WCA)
 - VII. ISO/IEC 17025:2005
- b. All work to be completed by a competently trained and certified person having courses in inspecting, maintaining and certifying Engineered cabling systems and fall protection systems including but not limited to the following;
 - i. Mock Jump Tower Cables, Posts and Guys,
 - ii. Roof Tie-off Points and Rappel Anchor Points
 - iii. Ladder Cables
 - iv. ManSafe Systems

v. SRLs

vi. Trolleys, Pass Through Sleeves and other Fall Protection Equipment

4. VALID/CURRENT TRADE, LICENSES AND CERTIFICATIONS

- A) All of the service provider's personnel performing work on-site must have the appropriate trade, licenses, and certifications to perform the work specified On the call-up document.
- B) Persons performing fall protection equipment inspections shall trained as qualified inspectors of fall protection equipment.
- C) Horizontal lifelines shall be inspected by qualified installers of the type of systems installed.
- D) All self retracting lifelines shall be recertified by the manufacturer or an authorized service center In accordance with CSA Z259.2.2-98 (R2009) - Self-Retracting Devices for Personal Fall Arrest systems.
- E) Ladder climbing systems shall be inspected in accordance with the manufacturer's requirements to ensure compliance with CSA Z259.2.1-98 Fall Arresters, Vertical Lifelines, and Rails.
- F) Roof anchors shall be inspected and tested in accordance with the manufacturer's requirements and in accordance with CAN/CSA Z91- Health and Safety Code for Suspended Equipment Operations, CAN/CSA-Z271 Safety Code for Suspended Elevating Platforms, and Ontario Regulation 859 Window Cleaning.
- G) Standard First Aid Certification.
- H) Rescuer CPR Certification.
- I) Confined Space Certification.
- J) Certificate of Accreditation ISO/IEC 17025:2005 from the laboratory accreditation bureau.

5. REFERENCE TO TRADE NAMES

When trade names are used in this specification they are not necessarily restrictive unless specifically noted. The acceptability of materials other than those specified shall be determined by the Technical Authority.

6. ACCEPTABILITY OF MATERIAL

- a. The acceptance of materials other than those specified shall be determined by the Construction Engineering Officer or representative in advance of the use by the contractor,
- b. Request for acceptance of non-specified materials shall be submitted in writing to:

8 Wing Construction Engineering
 14 Alert Blvd
 PO Box 1000 Station Forces
 Astra ON
 K0K 3W0
Attention – Contracts Officer

The request must be supported with sufficient product information to enable the Technical Authority to make an assessment.

7. SCHEDULE OF WORK

- a. The Contractor shall arrange his work in such a manner as to cause the least inconvenience to the building occupants.
- b. The Contractor shall work in cooperation with other trades on the job, should this condition present itself,
- c. Work on job site shall be carried out between the hours of 0700 and 1530, Monday to Friday, unless authorized otherwise by the Technical Authority.

8. USE OF PREMISES

At the discretion of the contract inspector at CFB Trenton, the contractor may be permitted to store some of its apparatus, materials, etc., at or near the job site. In the absence of permission from the Engineer to store equipment, the contractor shall be responsible for the provision of storage facilities which may be required for the storage of its equipment and materials. At all times, the contractor shall confine its equipment, storage of materials and operations of its employees to limits indicated by law, ordinances or the direction of the Engineer, and shall not unreasonably encumber the site.

9. SITE VISIT PRIOR COMMENCING WORK

Upon issuance of the Standing Offer and prior to commencing any work, the Contractor must report to the "Technical Authority" in this specification. This initial post issuance visit will serve to permit the contractor to acquaint himself with all conditions that may affect his work prior to visiting the work site.

10. SUPPLY AND/OR INSTALLATION

Unless the word "only" suffixes "supply" or "install" or other variations of these words according to the section wherein they are used, it is the express intent of this contract that "supply and install" is implied. This will not apply to work supplied by one section and installed by another.

11. RESPONSIBILITY

- a. The responsibility for the requirement and work included in these documents including any portion of the work to be performed by a sub-contractor, rests solely with the contractor and,
- b. The responsibility for measurements and quantities rests solely with the Contractor.

12. DAMAGE TO EXISTING FACILITIES

The Contractor shall take all necessary precautions to protect and prevent damage to any structure and all surrounding property and installations. Damage caused shall be made good without undue delay and at no expense to the owner.

13. PLANS AND SPECIFICATIONS

The Contractor shall endeavour to have, at all times, a complete, up to date set of specifications for the system being attended too.

14. CLEAN UP

The Contractor shall affect a daily clean up of the debris resulting from his work, and all hazardous impediments shall be removed from the site at the end of each days work, subject to the satisfaction of the Technical Authority.

15. SAFETY AND SECURITY

- a. All work will be done in compliance with construction safety measures of National Building Code Part 8, Province of Ontario Occupational Health and Safety Act and Regulations for Construction Projects, Worker's Compensation Act including Regulation 950 and 951, C-02-040-009/AG-000 DND General Safety Standards, CFB Trenton Construction Engineering Orders to Provincial Contractors Working on DND Property and Municipal authority provided that in any case of conflict or discrepancy, the more stringent shall apply.
- b. 8 Wing, Construction Engineering, CFB Trenton Orders to Provincial Contractors working on DND Property shall be issued to the Contractor by the Construction Engineering Contract Officer, as applicable, at the first pre-commencement meeting, post award.

16. FORSEEABLE SAFETY HAZARDS

- a. Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.
- b. Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act. Small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement,
- c. Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey when applicable. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.
- d. Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.

-
- e. Canada's due diligence will be exercised by the Technical Authority by verifying that the service provider:
- i. Has an established and current safety program in force for all employees under contract for this requirement;
 - ii. Has complied with all applicable WSIB legislation;
 - iii. Has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
 - iv. Is providing their own supervision for safety aspects of the project.
 - v. Is performing the work in a safe manor using correct protective equipment supplied by the Contractor.
- f. If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
- i. The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
 - ii. If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
 - iii. Canada may require that the service provider replace personnel if those personnel are repeatedly performing unsafe work.
- g. Common Medium to High Risk Hazards - these are not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:
- i. Excavation - Extreme care and planning for all excavations (manual and machine) before commencing. Any required dig permits will be the responsibility of the contractor,
 - ii. Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed when not only working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.
 - iii. Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).
 - iv. Working in confined space - Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk

associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.

- v. Hot work - Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.
- vi. Workings with chemicals - Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.
- vii. Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.
- viii. Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.
- ix. Other – at the time of work, if there is other, and there are many known hazards, the Project authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

17. APPLICATION FOR VARIANCE

- a. Contractors and Subcontractor may request a variance, in unusual circumstances, whenever regulations are considered contributory rather than preventive in nature to achieving the aims of our safety program. The decision to approve/disapprove the variance will be made by the General Safety Officer and will be binding.
- b. Variances to local CFB Trenton safety regulations can only be approved or disapproved whenever the CFB Trenton regulations are deemed more stringent than the minimum requirements.

**DEPARTMENT OF NATIONAL DEFENCE
SPECIFICATION****SECTION B****Inspection and Maintenance of Mock Tower, Rappel Tower and Fall Protection Systems****CFB Trenton and Satellite Locations****1. GENERAL**

The specification and all additional documents listed in the Standing Offer Agreement (SOA) shall apply to and govern all phases of the work herein after specified and / or indicated.

2. SCOPE OF WORK**a. General**

- b. The work of this section comprises the furnishing of all labour, materials, and equipment required for the inspection and maintenance of the Mock Tower, Rappel Tower and all Fall Protection Systems including but not limited to roof tie off point, ladder cables, interior Man-Safe systems and SRL's and supply a written report on completion of the job. This report will show condition the system was found in and the corrected condition. The inspection date and the servicing technician will be documented on an inspection sticker affixed to the system in a visible location. The identified inspection sites are located at CFB Trenton proper but future installations may include the following areas;

- i. Belleville Armouries,
- ii. Peterborough Armouries,
- iii. Detachment Mountain View,
- iv. Point Petre Transmitter Site, and
- v. Carrying Place Receiver Site.

3. SITE LOCATIONS

The locations are identified in Annex B – System Inventory. Recognizing CFB Trenton expansion will affect the future inventory, the pricing basis will identify the additional cost per inspection for each additional site added to the inventory during the duration of the agreement.

4. WORK INCLUDED

The work comprises the furnishing of all labour, material, and equipment required to provide the service described hereunder to the Mock Tower and all Fall Protection Systems including but not limited to roof tie off point, ladder cables, interior Man-Safe systems and SRL's:

a. Yearly inspection and maintenance performed on equipment will be as follows:

1. Mock Jump Tower – maintenance Check List:

- (1) Alignment (transit)
 - (2) Guy tension
 - (3) Kinks in guys
 - (4) Guy hardware
 - a. Clips
 - b. T/B
 - c. Shackles
 - d. Serving
 - e. Rust
 - (5) Safety poles (21)
 - a. Alignment (transit)
 - b. Safety wire
 - c. Spring assembly
 - d. Tension in safety wire
 - (6) Jump cables
 - a. Hardware and safeties on T?B
 - b. Tension (adjust for temperature)
 - c. Safety clips
 - d. Kinks, burrs/wear marks
 - e. Lubricate
 - (7) Trolley assembly
 - a. Lubrication
 - b. U-bolts for webbing attachments
 - c. Rust
2. Cables to be tensioned to provide sag as indicated on drawings.
 3. Inspection of trolleys and cables.
 4. Condition and serviceability of cables.
 5. Position and snugness of turn buckles and locknuts on main cables and guy wires.
 6. Check and position all fist grip clamps on all cables and guy wires. Clamps to be spaced apart at six (6) times the diameter of the cable. The remaining wire rope shall be tied to the cable with stainless steel wrap lock.
 7. All work not covered under the scope of work will require the approval of the Technical Authority prior to commencement.
 8. Work not included in this scope is landscaping and structural inspection and maintenance of tower cabin, waiting rooms, stairs and roofing.
 9. Inspection and maintenance on an "as and when" requested basis as follows:
 - a. Complete inspection and maintenance

b. Cable inspection and maintenance

10. A cable tensioning report of the eight (8) main cables and the pole guy cables shall be provided after each inspection.

- b. Yearly inspection of Rappel Tower tie-off points as well as rappel tie-off points at CJIRU, Bldg 479.

c. Yearly inspection of Fall Protection Systems:

1. Yearly inspection of fixed roof tie-off points and other fixed points identified in Annex "B" to include the following in Hangar 9 mainfloor 10 Fixed Points;
 - a. Fasteneing points
 - b. Heavy duty D-rings
 - c. Turnbuckles and toggles
 - d. SRL's – 15 at B112 and 20 at B354
 - e. Harnesses – 10 at B112 and 2 at B354
2. Yearly inspection of LAD-SAF flexible ladder cable safety systems identified in Annex "B".
3. Yearly inspection of ManSafe Fall Protection systems identified in Annex "B" to include the following in hangar 10 bays 3,4,5and 6;
 - a. Cable runs – 33 various lengths
 - b. Transfasteners – 16
 - c. Long hanger – 1
 - d. D-rings – 6
 - e. Heavy duty D-rings – 20
 - f. Turnbuckles and toggles – 26
 - g. Long run line tensor – 26
 - h. Swage and clevis units – 52
 - i. Super 12 xtenda – 27
 - j. SRL's – 69
 - k. Clear span trolley – 40
 - l. Harnesses - 24
4. Yearly inspection of SRL's identified in Annex "B" as well as additional SRL's as determined based on infrastructure expansion.
5. Yearly inspection of any other Fall Protection devices identified in Annex "B".

5. SERVICE CALLS

- ii. The Contractor shall provide service when requested five days per week, Monday to Friday except holidays. Regular hours are from 07:00 a.m. to 15:30 p.m.
- iii. The Contractor shall advise the contract inspector of the telephone number at which he or his representative may be contacted.

- iv. The Contractor shall not refuse any call for service requested by the technical authority.
- v. The Contractor shall complete all work to the satisfaction of the technical authority.
- vi. Upon approval of the technical authority, supply labour and material required to carry out work; all repair work will require an estimate / quotation identifying labour, material, and ancillary equipment costs as separate line items.
- vii. The Contractor shall maintain a complete record of each inspection annotating date of inspection, faults found and corrective action taken. Inspection reports for Mock Tower shall be signed by a Professional Engineer registered in the Province of Ontario; and
- viii. In all cases, prior to commencing work, the Contractor shall report to the Technical Authority or his delegated representative.

6. MATERIALS

- a. Materials and parts used shall be those specified by the original equipment manufacturer (OEM).
- b. If, in an emergency, the Contractor installs parts other than those specified, he shall replace them with specified parts before claiming payment, but no claim for other than specified parts shall be made.

7. EXECUTION

Authorization

- i. The Contractor, on receipt of a PWGSC-TPSGC 942 requesting work, shall be advised in writing, of the contract inspector who is authorized to request service.
- ii. When service is required, the technical authority will notify the Contractor by telephone, facsimile or e-mail. It is imperative the contractor be able to communicate electronically and is able to open and respond to documentation utilizing Microsoft office computer programs including Outlook, Word, and Excel.
- iii. Two (2) copies of "Call-up Against a Standing Offer" PWGSC-TPSGC 942 will be made out detailing the work submitted to the Contractor.
- iv. The serviceperson or representative must report back to the technical authority. All work is subject to an on-site inspection before certification, and
- v. One copy of the completed requisition will be retained by the Contractor and one by the Engineer for accounting purposes.

8. TEMPORARY STRUCTURES

At no cost to Canada, the contractor will be responsible to furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, scissor lifts and boom trucks as may be required for the proper execution of the work identified within. Such structures, erected by the Contractor, shall remain his property and will be removed by him from the site on completion of the work.

ANNEX "B"**FALL PROTECTION SITES**

Type	Location	Ser #	Remarks
ManSafe System	Bldg B052, Hangar 10, Bays 3,4,5,6		SRL replacements required
ManSafe System	Bldg B112, Hanger 9, Main floor		SRL replacements required
ManSafe System and Fixed Roof Tie-off	New Hangar 1 (After Warranty Period)		As Per Attached Drawings SRL replacements required
ManSafe System and Fixed Roof Tie-off	New Hangar 2 (After Warranty Period)		As Per Attached Drawings SRL replacements required
ManSafe System	Bldg 522 (152 Meters)		As per Attached Drawing SRL replacements required
Fixed Tie-off Points	Bldg 151		8 Points
Fixed Tie-off Points	Bldg 152		8 Points
Fixed Tie-off Points	Bldg 153		8 Points
Fixed Tie-off Points	B112, Hangar 9		10 Points,
Fixed Tie-off Points	B354, 9 Boxcar Rd		
Fixed Tie-off Points	Bldg 587		110 Points
Fixed Tie-off Points	Peterborough Armouries		12 Points
LAD-SAF	Bldg 28/ 11 Buffalo	40782	West side of Bldg - 21'
LAD-SAF	Bldg 27/ 127 Canso		North side upper
LAD-SAF	Bldg 29/142 Yukon	40937	17'
LAD-SAF	Bldg 30/ 30 Dishforth/ Water tower		
LAD-SAF	Bldg 34/ 75 Anson	40939	West side of bldg - 13'
LAD-SAF	Bldg 34/ 75 Anson		West side of Bldg
LAD-SAF	Bldg 52/ 52 North Star	73137,69687 69699,69511 69689,69509 69696,73456 69692,69693 69698,69697 72478,72479 69695	4-15' Ladders to upper roof from center section, 3-12' Ladders to tail pocket door roofs, 8-30' Ladders to top of exterior metal trusses for lights and ant.
LAD-SAF	Bldg 58/ 75 Anson	40938	15' - NE corner
LAD-SAF	Bldg 58A/ 75 Anson		NW side
LAD-SAF	Bldg 65E/ 76 North Star	40759	19' 8"
LAD-SAF	Bldg 65W/ 76 North Star	40758	19' 8"
LAD-SAF	Bldg 112/ 84 North Star	73475,72480 69690,69691	Qty - 4 - 30' in pockets for hangar doors in corners
LAD-SAF	Bldg 151/ 38 Alert	40781	18' 6"
LAD-SAF	Bldg 152/ 32 Alert	40780	18' 6"
LAD-SAF	Bldg 153/ 26 Alert	40779	18' 6"
LAD-SAF	Bldg 154/ 20 Alert	40942	18' 4"
LAD-SAF	Bldg 155/ 14 Alert	40765	18' 6"
LAD-SAF	Bldg 156/ 8 Alert	40753	18' 6"
LAD-SAF	Bldg157/ 33 Alert	40754	18' 3"

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LAD-SAF	Bldg 158/ 16 Portage	40763	18' 6"
LAD-SAF	Bldg 169/ 7 Lazo	40761 40762	17' 6" 33'
LAD-SAF	Bldg 77/ Mountain View	40756	20' 6"
LAD-SAF	Bldg 82/ Mountain View	40757	20' 6"
Interior ladders leading to catwalks CFB Trenton			
	Bldg 28/ 11 Buffalo	40752	28' - East side
	Bldg 28/ 11 Buffalo	40751	28' - West side
	Bldg 65/ 76 North Star	40940	27'
SRL's			
	WCE Tool Crib Bldg 155/ 14 Alert		
Model 3504430		48296	50'
Model 3504433C		71775	30'
Model 3504450C		72673	50'
Model L-3401		8384	50'
	81 CEF Bldg 368/ 11 Goose Bay		
Model 3504430		17416	30'
Model 3504430		17417	30'
Model 3504430		48290	30'
Model 3504430		48296	30'
	CHP Bldg 27/ 127 Canso		
Protecta AD 515CG			3 Way SRL
Extraction Hoists	CHP Bldg 27/ 127 Canso		5 hoists above boilers

ANNEX "C"**BASIS OF PAYMENT****1. Pricing Instructions**

- a. Inspection unit pricing is to be a firm all inclusive cost FOB destination.
- b. The estimated usage as stated herein is an estimate of the requirement made in good faith.
- c. The Standing Offer will be limited to the actual supplies or services ordered and delivered.
- d. HST is not to be included in the pricing but must be shown as a separate item on all invoices.
- e. Invoices must show all costs broken down as per Annex "C" – Pricing Basis.

2. Period

1st year: from date of award to 31 March 2014

2nd year: from 1 April 2014 to 31 March 2015

3rd year: from 1 April 2015 to 31 March 2016

Pricing Basis "A":

Item	Description	QTY	UNIT OF ISSUE	YEAR 1: Unit Price FOB Destination	YEAR 2: Unit Price FOB Destination	YEAR 3: Unit Price FOB Destination
1	A firm lot price for all inspections services only (excluding Self Retracting Lifelines's and not to include repair costs) related to all ladders and fixed tie-off points as per drawings and specifications detailed herein, based upon each device being inspected once per year. (Estimated usage - 1 inspection per year)	1	Lot	\$ ____/ Lot	\$ ____/ Lot	\$ ____/ Lot
2	A firm lot price for all inspections, removal and replacement services only related to all SRL's (Self Retracting Lifelines) and all ManSafe devices (excluding all direct SRL repair costs from the manufacturer) as per the drawings and specifications detailed herein, based upon each SRL and/or device being inspected once a year. (Estimated usage - 1 inspection per year)	1	Lot	\$ ____/ Lot	\$ ____/ Lot	\$ ____/ Lot
3	A firm individual price for each additional inspection for SRL's and ManSafe devices being added after Contract award. (Estimated usage - 40 inspections per year)	40	Inspection	\$ ____/ Inspection	\$ ____/ Inspection	\$ ____/ Inspection
4	A firm all inclusive price for the Maintenance inspection of the Mock Tower as per Spec 04S014. (Estimated usage 1 inspection per year)	1	Lot	\$ ____/ Lot	\$ ____/ Lot	\$ ____/ Lot
5	A firm all inclusive price for the Cable inspection for the Mock Tower as per Spec 04S014. (Estimated usage 1 inspection per year)	1	Inspection	\$ ____/ Inspection	\$ ____/ Inspection	\$ ____/ Inspection

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Pricing Basis "B": Work on an "As and When Requested" Basis, Scheduled and Unscheduled Servicing other than the Inspections - Certified Tradesperson:

Service calls other than those described above when authorized by the Technical Authority, including one hour of productive labour and all related costs as follows:

Service Call Rates: Charges for Service Calls (Call-Out Rates) are not applicable if the crew is already on site.

Item:	Service Call	Est. Usage Per year:	Year 1		Year 2		Opt. Year 3	
			Mechanic		Mechanic		Mechanic	
1.	During regular hours 07:00 and 15:30, Monday to Friday	4	\$ _____/call		\$ _____/call		\$ _____/call	
2.	Outside regular hours (Monday – Friday)	1	\$ _____/call		\$ _____/call		\$ _____/call	
3.	Outside regular hours (Weekends & Statutory Holidays)	1	\$ _____/call		\$ _____/call		\$ _____/call	

Item:	Service Call	Est. Usage Per year:	Year 1		Year 2		Opt. Year 3	
			Helper		Helper		Helper	
4.	During regular hours 07:00 and 15:30, Monday to Friday	4	\$ _____/call		\$ _____/call		\$ _____/call	
5.	Outside regular hours (Monday – Friday)	1	\$ _____/call		\$ _____/call		\$ _____/call	
6.	Outside regular hours (Weekends & Statutory Holidays)	1	\$ _____/call		\$ _____/call		\$ _____/call	

Labour in addition to the first hour of each service call:

Labour Rates Per Hour

Item:	Labour	Est. Usage Per year:	Year 1		Year 2		Opt. Year 3	
			Mechanic		Mechanic		Mechanic	
1.	During regular hours 07:00 and 15:30, Monday to Friday	20	\$ _____/hr.		\$ _____/hr.		\$ _____/hr.	
2.	Outside regular hours (Monday – Friday)	5	\$ _____/hr.		\$ _____/hr.		\$ _____/hr.	
3.	Outside regular hours (Weekends & Statutory Holidays)	5	\$ _____/hr.		\$ _____/hr.		\$ _____/hr.	

Item:	Labour	Est. Usage Per year:	Year 1		Year 2		Opt. Year 3	
			Helper		Helper		Helper	
4.	During regular hours 07:00 and 15:30, Monday to Friday	20	\$ _____/hr.		\$ _____/hr.		\$ _____/hr.	
5.	Outside regular hours (Monday – Friday)	5	\$ _____/hr.		\$ _____/hr.		\$ _____/hr.	
6.	Outside regular hours (Weekends & Statutory Holidays)	5	\$ _____/hr.		\$ _____/hr.		\$ _____/hr.	

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Pricing Basis “C”:

1. Parts and Materials

Parts and materials, other than those described in the specification, shall be charged extra manufacturers' list prices plus a mark-up of:

Year 1: Mark-Up _____%.
Year 2: Mark-Up _____%.
Year 3: Mark-Up _____%.

Estimated Usage per year: \$10,000.00

ANNEX "D"**INSURANCE REQUIREMENTS****1- 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 **\$5,000,000** 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.

(m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

(n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(o) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(p) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

2- Automobile Liability Insurance

The Contractor must obtain Automobile 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.

The policy must include the following:

- a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b) Accident Benefits - all jurisdictional statutes
- c) Uninsured Motorist Protection
- d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX "E"

SECURITY REQUIREMENT CHECK LIST ATTACHED

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ANNEX "F"

**DRAWINGS ATTACHED (LARGER COPIES WILL BE DISTRIBUTED AT THE
MANDATORY SITE VISIT)**

ANNEX "G"**STANDING OFFER REPORTING FORM**

Please fax to the Standing offer authority named herein.

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

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

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

ANNEX "H"**CONDITIONS PRECEDENT TO STANDING OFFER ISSUANCE****Introduction**

The Bidder may submit with its offer any of the information required in this section. If the Bidder to whom Canada intends to issue a Standing Offer as a result of this Request for Standing Offer does not meet all the conditions set out in this section at the time of RFSO closing, Canada will provide written notice with a deadline requesting the bidder satisfy these conditions.

1. Procurement Business Number

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 at: <http://contractscanada.gc.ca>.

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.

Bidder's PBN _____

2. Insurance Certificates and Policies:

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

3. Complete list of names of all individuals who are currently directors of the Offerer

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ANNEX "I"

INFORMATION REQUESTED

1. Offeror's Contact for General Inquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

Cellular No. _____

E-mail address _____