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**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 a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region

PO Box 1408, Room 100  
167 Lombard Ave.

Winnipeg  
Manitoba

R3C 2Z1

<b>Title - Sujet</b> Propane	
<b>Solicitation No. - N° de l'invitation</b> W0118-120005/A	<b>Date</b> 2012-06-21
<b>Client Reference No. - N° de référence du client</b> W0118-120005	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-070-8099
<b>File No. - N° de dossier</b> WPG-1-34061 (070)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-08-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Delivery Required - Livraison exigée</b> 2011-11-01	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Barenz, Leanne	<b>Buyer Id - Id de l'acheteur</b> wpg070
<b>Telephone No. - N° de téléphone</b> (204)983-0506 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB SHILO SHILO MANITOBA R0K2A0	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation

W0118-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg070

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

W0118-120005

File No. - N° du dossier

WPG-1-34061

CCC No./N° CCC - FMS No/ N° VME

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**List of Annexes:**

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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, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Requirement, Basis of Payment, Insurance

### 2. Summary

Regional Individual Standing Offer (RISO) for the supply of Propane and the rental of propane tanks on an "as and when requested" basis, to the Department of National Defence, Canadian Forces Base Shilo, Shilo, Manitoba.

RISO will be for a two-year period with the option to extend for an additional two one-year periods.

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

### 3. Security Requirement

There is not a security requirement associated with the requirement.

### 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) *Manual issued by Public Works and Government Services Canada.*

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

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

### **2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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: Technical Offer (two hard copies)  
Section II: Financial Offer (one hard copy)  
Section III: Certifications (one 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 (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

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

### **Section I: Technical Offer**

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

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

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

### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

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

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical 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) Ability to perform the full scope of the work as described in Annex "A".

## 1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is excluded, FOB destination, Canadian customs duties and excise taxes included.

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

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

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

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

#### 1.1 Federal Contractors Program - Certification

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

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

The Offeror or the member of the joint venture

- a.( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b.( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

c.( ) is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

d.( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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

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

### **A. STANDING OFFER**

#### **1. Offer**

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

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

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

#### **2.1 General Conditions**

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

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

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

The period for making call-ups against the Standing Offer is from \_\_\_\_TBD\_\_\_\_

##### **3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 2 one year option periods, from \_\_\_\_TBD\_\_ to \_\_\_\_TBD\_\_ 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 five (5) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Leanne Barenz  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Ave



Winnipeg, MB

Telephone: 204-983-0506

Facsimile: 204-983-7796

E-mail address: leanne.barenz@pwgsc.gc.ca

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

#### **4.2 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.

#### **4.3 Offeror's Representative**

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#### **5. Identified Users**

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

#### **6. Call-up Instrument**

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

#### **7. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

#### **8. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_\_ months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### **9. Priority of Documents**

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

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

## **10. Certifications**

### **10.1 Compliance**

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

## **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 Manitoba

## **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. Requirement**

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

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

#### **2.1 General Conditions**

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

### **3. Term of Contract**

#### **3.1 Delivery Date**

Delivery 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 price, as specified in Annex B. 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

H1001C Method of Payment - Multiple Deliveries 2008-05-12

#### 4.5 Payment by Credit Card

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

#### 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 Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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. SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2010-01-11
B1505C	Shipment of Hazardous Materials	2006-06-16
D3010C	Dangerous Goods/Hazardous Products	2007-11-30
D3014C	Transportation of Dangerous Goods	2007-11-30
C2605C	Canadian Customs Duty and Sales Tax	2008-05-12

## **ANNEX A REQUIREMENT**

RISO will be for a two-year period with the option to extend for an additional two one-year periods.

### **REQUIREMENT**

#### **DELIVERY:**

Deliveries to be made between the hours of 0730 hrs and 1500 hrs, Monday to Friday. Deliveries cannot be accepted between the hours of 1200 and 1230. Emergency fills must be provided within 24 hours of call-out and to include holidays and weekends. Contractor will be responsible for damage incurred to buildings and equipment as a result of freeze-up, due to shortage of fuel. Contractor to report to office prior to filling of vehicle propane. All deliveries to be FOB destination.

#### **DELIVERY VERIFICATION:**

Shall be verified by printed meter slips or standard commercial delivery slips as applicable. Meters will measure in litres.

#### **DELIVERY SLIPS:**

The contractor shall provide separate delivery slips for vehicle propane to Building N-132 and for heating fuel to Base Construction Engineering Building P-101.

#### **INVOICES:**

Invoices shall be separate for vehicle and heating propane. Three copies of invoices shall be sent to Base Supply for vehicle propane and three copies of invoices shall be sent to Base Construction Engineering for propane heating.

#### **LOCATION OF EQUIPMENT (tank with gas line, regulator and fittings):**

Base Supply POL (Building N-132) is responsible for the Base POL Point – 2 x 3500 litre tanks complete with vehicle dispenser and bottle dispenser at POL compound.

Base Construction Engineering responsible for:

- 1 x 1000 US gal at Bldg R4-35 (Target Shop)
- 1 x 80 US gal tank at Bldg RH-9 (Garbage Dump)
- 1 x 1000 US gal at Bldg R1-113 (Ammo Compound)
- 1 x 1000 US gal tank at Bldg RH 65 (Deil)
- 1 x 500 US gal tank at Bldg RH 63 (Berlin)
- 1 x 1000 US gal tank at Bldg RH 77 (Gibson House)
- 1 x 500 US gal tank at Bldg RH 66 (Cologne Range Hut)
- 1 x 500 US gal tank at Bldg RH 67 (Essen).

#### **SEPCIFICATIONS:**

1.1 Scope of Work: Supply, install and maintain a ready to operate propane storage/self serve dispensing facility consisting of a minimum of the following: storage tanks, support in the form of piers,

pads, blocks or "I" beam skid rails, pump(s) dispenser(s), electrical wiring, tank area lighting and capable of refuelling a fleet of vehicles such as outlined in Appendix A.

- 1.2 Standards – The equipment and installation shall conform to the following:
  - .1 National Standard of Canada CAN-B149.2-M 95, Installation Code for Propane Burning Appliance and Equipment.
  - .2 Municipal and territorial or provincial requirements and standards adopted by the regulatory agencies of the municipality and territory or province where the installation is being made.
  - .3 Canadian Electrical Code CSA C22.1-1998 for Class 1, Division 11, Group D hazardous locations and C22.3 No. 1-M1987 (existing location, this still applies).
  - .4 IES Lighting Handbook 1981 Reference Volume Illuminance Selection A-13 Outdoor Facilities Area/Activity "Service Station".
  - .5 In the event of conflict between any provisions of above standards the most stringent provision will apply.
  - .6 Construction Safety Measures:
    - .1 Observe and enforce construction safety measures required by Canadian Construction Safety Code, Provincial Government, Workman's Compensation Board and municipal statutes and authorities.
    - .2 In the event of conflict between any provisions of above authorities, the most stringent provision will apply.
  - .7 Fire Safety Requirements:
    - .1 Comply with requirements of Canadian Forces Fire Marshall (CFFM).
    - .2 This standard may be viewed at the Base Construction Engineering Office.
- 1.3 Work by Others – The Contractor shall not be responsible for the following:
  - .1 Demolition of structures
  - .2 Site Preparation
  - .3 Earth work such as site grading, rock removal, excavating and back filling, top soil and finish grading
  - .4 Landscaping such as seeding, sodding, trees, shrubs and ground covers
  - .5 Site drainage
  - .6 Paving and surfacing
  - .7 Fences
  - .8 Guard Posts
  - .9 Electrical Services
  - .10 Access Roads
  - .11 Fire Alarm System
- 1.4 Training – Provide training for DND personnel in the operation of the facility.
- 1.5 Systems Evaluation – Demonstrate to DND personnel the refuelling capacity of the facility to confirm that the dispensing flow rates have been met. The contractor shall correct any deficiencies in the system.
- 1.6 Approvals
  - .1 Prepare and submit all documentation required for approval by provincial regulatory agency where the installation is being made.
  - .2 Submit same documentation with provincial regulatory agency approval for Canadian Forces Fire Marshall approval.

1.7 Coordination – Provide documentation required for Base Construction Engineering Office to coordinate work being done by others.

1.8 Dispenser

- .1 Clauses noted by \* shall be superseded by the general requirement of the dispenser to conform to the "National Standard of Canada CAN1-12.4-M 84(R2006)", Dispensing Devices for Propane Fuel for Highway Vehicles
- .2 The dispenser shall include, at a minimum, the following: a power-operated pump, pressure relief device, vapour separator, strainer, metering assembly, indicating equipment, control valves, hose, hose nozzle, motor control, interlocking mechanisms, locking mechanisms, electrical fixtures, wiring, piping, fittings and a protective enclosure with access panels.
- .3 Electrical features of dispensing devices shall meet the requirements of CSA Standard C.22.2 No. 22, Electrical Equipment for Flammable Liquid Dispensers and the applicable requirements of CSA Standard C22.1 Canadian Electrical Code Part 1.
- .4 The dispenser shall be such that parts can be replaced or reassembled in a proper manner after being dismantled.
- .5 Propane confining parts shall have a rated working pressure of not less than 2400 kPa.
- .6 \* The dispenser housing shall have (51.6 cm<sup>2</sup>) of opening to provide free venting of the cabinet. The openings shall be placed within (15 to 30 cm) above the dispenser base and shall be arranged to provide cross flow ventilation and shall be designed to minimize the entry of rain or snow.
- .7 \* An automatic quick-closing coupling (a type closing in both directions when uncoupled) shall be provided in the propane hose to minimize the escape of propane from the uncoupled components when the vehicle is inadvertently driven away with the dispensing hose attached to the vehicle filling connection.
- .8 \* Check valves in the quick-closing coupling, when separated, shall comply with the provisions of the current UL 125 Standard "Valves for Anhydrous Ammonia and LP Gas (Other Than Safety Relief)", or equivalent.
- .9 \*Pressure Relief:
  1. A hydrostatic relief valve shall be installed between each pair of shut-off valves on propane liquid piping to relieve in a downward direction such that the discharge shall not impinge on any other propane confining components. The start-to-discharge pressure setting of such a hydrostatic relief valve shall be neither less than 2500 kPa nor more than 3500 kPa.
  2. The hydrostatic relief valve shall comply with the provisions of UL 132 Standard "Safety Relief Valves for Anhydrous Ammonia and L.P. Gas".
- .10 \* Meters:
  - .1 Meter shall comply with the provisions of UL 25 Standard "Meters for Flammable and Combustible Liquids and LP-Gas".
  - .2 Meter must have a temperature compensating feature with temperature read-out.
- .11 Register and Display:
  - .1 Register shall compute in litres
  - .2 Register shall have a Direct-Reading reset counter with zero-start and capacity of 999.9 litres.
  - .3 Register shall have non-resettable cumulative totalizer and capacity of 99,999.9 litres.
  - .4 Display readout shall be 5 segment to two decimal place accuracy.
  - .5 Display readout shall be in litres and appear in both windows.
  - .6 The register and display will be electronic computing mechanism.
- .12 \* Strainers:

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- .1 Strainer shall be incorporated upstream of the measuring element for the meter.
  - .2 Strainer shall comply with the requirements of UL 331 Standard "Strainers for Flammable Fluids and Anhydrous Ammonia".
  - .13 \* Pumps:
    - .1 Pump shall comply with the provisions of the current UL 51 Standard "Pumps for Anhydrous Ammonia and LP-Gas".
    - .2 Pump shall be sized to deliver a minimum propane flow rate of 50 litres per minute per hose nozzle when the pumping differential pressure is 700 kPa.
  - .14 \* Visible Discharge Indicators: - When visible discharge indicator is provided an excess flow check-valve shall be installed in the piping at the inlet side of the indicator.
  - .15 \* Valves – Excess-flow, back-check and manual shut-off valves shall comply with the provisions of the current UL 125 Standard "Valves for Anhydrous Ammonia and LP-Gas (Other Than Safety Relief)".
  - .16 \* Piping and Fittings:
    - .1 Piping shall be black or galvanized steel complying with CSA Standard B63 "Welded and Seamless Steel Pipe/or Brass complying with ANSI Standard H27.1 "Seamless Red Brass Pipe" (ASTM B43-80).
    - .2 Fittings used with steel pipe shall be of steel and shall comply with ANSI Standard B16.3, "Malleable-Iron Screw Fittings".
    - .3 A bushing other than steel shall not be used and where used shall reduce at least two pipe sizes. Nesting of bushings is prohibited.
    - .4 All piping shall be at least Schedule 80.
    - .5 Steel tubing shall be seamless complying with ASTM Specification A539-79 "Electric Resistance Welded Coiled Steel Tubing for Gas and Oil Lines", having a minimum thickness of 1.25mm.
    - .6 Copper tubing shall be Type K.
    - .7 Tubing fittings shall be rated for a working pressure of not less than 2400 kPa.
    - .8 Tube fittings shall be chemically compatible with associated components.
    - .9 Pipe threads shall be in accordance with ANSI Standard B2.1, "Pipe Threads (Except Dryseal)".
    - .10 Piping and fittings shall be clear and free from cutting or threading burrs, scales and defects.
    - .11 All piping ends shall be reamed.
    - .12 Provision shall be made in the piping, tubing and hose to allow for jarring vibration or movement of any equipment.
    - .13 Piping joints shall be threaded, flanged or welded.
    - .14 Jointing materials when used shall be of the listed or classified type, specifically suitable for use with propane and shall be applied to the male pipe threads only.
    - .15 Pipe fitting containing both left and right hand threads shall not be used.
    - .16 Bend in piping or tubing is prohibited where such a bend either reduces the internal area or weakens the piping or tubing.
    - .17 Close nipple shall not be used.
  - .17 Hose and Couplings:
    - .1 \* The dispenser shall be provided with a hose and hose nozzle.
    - .2 \* The hose and hose couplings shall have a minimum working pressure of 2400 kPa and shall comply with Standard CAN1-8.1 "Elastomeric Hose and Hose Couplings for Conducting Propane and Natural Gas".
    - .3 \* The hose nozzle shall comply with the provisions of the current UL 125 Standard "Valves for Anhydrous Ammonia and LP-Gas (Other Than Safety Relief)".
    - .4 \* Hose breakaway safety feature shall allow the hose to come free from the dispenser upon a 40 kg direct pull on the nozzle area.

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- .5 The hose shall be 19mm ID and 3 m long.
- .18 Controls:
- .1 \*The dispenser shall incorporate a filling nozzle such that the propane supply is shut off unless the filling nozzle is secured to the filling connection.
- .2 The dispenser shall incorporate a manual (dead Man) flow control that shuts off the propane supply when the manual controlling force is released.
- .3 \* The dispenser device shall be provided with substantial and effective means of locking both the motor switch and each nozzle valve. The locking mechanism shall be of such design that a simple locking operation of each dispensing control will prevent starting of the motor. If the locking means is based upon the use of an ordinary padlock, the padlock need not be supplied.
- .4 The flow of propane to the dispensing hose shall be activated only by a manual (dead-man) flow control located on the dispenser cabinet.
- .5 The dispenser shall be provided with an automatic pump shutdown feature which will be activated after a set period of the release of the (dead-man) flow control.
- .6 Required filling nozzle is a "ELAFLEX 350 PSI MAX".
- .19 Installation Instructions: \* Each propane dispensing device shall be accompanied by clear, concise printed instructions and diagrams adequate for proper field installation, maintenance, safe use and operation. These instructions shall specify at least the following:
- .1 Installation shall be in accordance with the provisions of CAN1-B149.2 Standard "Installation Code for Propane burning Appliances and Equipment".
- .2 \* Instructions shall state that the propane engine dispensing devices shall be installed as recommended by the manufacturer.
- .3 \* Installation shall not be within a building, but may be under a weather shelter or canopy, provided this area is not enclosed for more than 50% of its perimeter.
- .4 \* Instructions shall state that dispensing devices shall either be installed on a concrete foundation or be part of a complete storage and dispensing unit mounted on a common base. In either case adequate support shall be provided for the dispenser and its components, independent of piping, tubing or conduit that may be connected thereto.
- .5 \* Maximum discharge pressure of a pumping system installed upstream of the dispenser shall not exceed the working pressure of the dispenser.
- .6 \* A shut-off valve shall be installed in the propane piping at a convenient location upstream of the dispenser pipe connecting union to permit the complete dispenser to be removed.
- .7 An excess flow check valve is required in the fuel supply piping at the inlet of the dispenser and an excess flow check valve is required in the return piping leading to the supply tank. These valves are to be anchored so that any break in the piping under accident conditions will leave the excess flow check valve mechanisms intact and operative.
- .8 \* Instructions shall specify that a separate auxiliary base, designed to be anchored to the foundation independently of the pedestal base, be provided to secure the excess flow check valves required in the preceding paragraph.
- .9 \* The dispenser, when installed, shall have a maximum length of 3 m of hose beyond the physical protection of the dispenser and shall incorporate means to store the hose so as to keep it free of the traffic area, when not in use hose retrieving mechanisms, where provided shall not hinder the operation of the hose breakaway safety feature.
- .20 Marking:
- .1 A dispenser shall be marked in English and French with at least the following information:



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- .1 The manufacturer's name, trade name or other identification;
  - .2 The electrical rating;
  - .3 The model number;
  - .4 The maximum working pressure;
  - .5 The date of manufacture;
  - .6 The symbol of the testing agency;
  - .7 Identification of applicable standards; and
  - .8 Other markings as may be required by the authorities having jurisdiction.
  - .2 All markings shall be legible, readily visible and permanent.
  - .3 Operation instructions shall be plainly marked on the dispenser and shall be easily understood in both French and English or shall be in the form of pictograms.
  - .21 \* Performance:
    - .1 The performance of a dispenser shall meet the applicable requirements when tested as described herein. If any indications are observed during the test that the equipment will not continue to meet the requirements in normal service conditions so as to assure continued safe performance, such supplementary tests shall be conducted as deemed necessary to assure safe service.
    - .2 Representative samples of a dispensing device and its component parts are to be subject to the tests described in these requirements.
    - .3 Tests shall be carried out using propane or hexane for the Endurance and Leakage Test. Water or other liquids may be used for developing the required pressure in a hydrostatic pressure strength test.
  - .22 \* Cycling Tests: Components shall perform normally and all connections, gaskets, seals, hoses and fittings of a dispenser assembly shall not show any visible signs of leakage, fatigue, wear or other type of failure when the dispensing assembly is subjected to the following Method of Test.  
 METHOD OF TEST
    - .1 The total dispenser assembly shall be connected into a closed loop system utilizing the test facility's pump to return liquid back to the storage vessel. The system pressure shall be maintained at a minimum of 850 kPa and a flow maintained of not less than 60% of the rated capacity for the duration of the test.  
  
 The dispenser assembly shall be run for one hour (1 hr) after which time the deadman control and register reset devices shall be cycled 10 times consecutively. Each cycle shall comprise 1 minute of dispenser running time, followed by 30 s of shutdown time and subsequently followed by resetting of the register.  
  
 Each cycle shall result in a complete shutdown and sufficient evidence of such shall be the lack of meter registration during each thirty seconds (30 seconds) shutdown time.  
  
 No adjustments shall be made during this test.  
 The above procedure including 1 hr of dispenser operating time followed by the cycling of the safety shutdown feature (deadman control) and register reset device shall be repeated a total of 250 times.
    - .2 The hose breakaway safety feature shall allow the hose to come free from the dispensing unit upon creation of maximum 40 Kg direct pull on the nozzle area.  
  
 This test shall be performed upon the completion of the provisions specified in Clause 1.11.22.1.

A direct pull tensile force of maximum 40 Kg shall be applied on the nozzle area and the breakaway safety feature shall allow the hose to come free from the dispensing unit. Hose return or retrieving mechanisms shall conform to allow the hose to completely free from the assembly.

The hose breakaway feature shall be reassembled the dispensing unit and the hose return or retrieving mechanism shall be checked for normal operation. The test shall be repeated 10 times.

- .3 Upon completion of the provisions specified in Clause 1.11.22.1 and Clause 1.11.22.2 a visual inspection shall take place observing all connections, gaskets, seals, hoses and fittings for visible signs indicating leakage, fatigue, wear or other types of failure.

If any indications are observed that the equipment will not continue to meet the provisions of this Standard in normal service conditions so as to assure continued safe performance, such supplementary tests shall be conducted as deemed necessary to assure safe service.

- .23 \* Leakage Test:: A total dispenser assembly shall not leak externally when subjected to the following Method of Test.

Method of Test

All hydrostatic relief valves shall be removed and the corresponding openings shall be plugged.

A hydrostatic pressure (either propane or hexane) of 1-1/2 times the rated working pressure shall be applied for a minimum period of 10 minutes during which time the unit shall be checked for leakage, utilizing a soap solution or other leak detecting device.

If hexane is used to create the necessary hydrostatic pressure, leakage detection may be done by visual observation.

- .24 \* Hydrostatic Strength: Components of a total dispenser assembly shall not rupture, fracture or exhibit permanent distortion when subjected to the following Method of Test.

Method of Test - The total dispenser assembly, with the hose and nozzle removed, shall be subjected to this test as a unit.

- .25 Propane Dispensing Equipment: Must be positioned within the meter fully visible to the operator when refuelling a vehicle.

With all hydrostatic relief valves removed and all openings plugged, a hydrostatic pressure (water or other liquid) of 5 times the rated working pressure shall be applied to the entire unit for period of 1 minute.

Leakage at mating surfaces, unions and seals shall be acceptable during this test but pressure containing components shall not rupture, fracture or exhibit permanent distortion.

## 1.09 Other Equipment

Solicitation No. - N° de l'invitation

W0118-120005/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg070

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0118-120005

WPG-1-34061

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- .1 Weigh Scale – a weight scale complete with all connectors, hoses and other equipment for the dispensing of propane fuel into portable cylinders shall be provided.
  - .2 Weigh scale for filling cylinders shall be enclosed in the cabinet or affixed to the cabinet.

**ANNEX B****BASIS OF PAYMENT****A. PROPANE**

Firm unit price: \$0.\_\_\_\_\_ per litre

Applicable Provincial fuel taxes are extra to the above pricing and shall be shown separately on the invoice.

The net prices quoted herein are subject to revision upwards or downwards to cover changes in costs as they occur after (date), in the following elements.

a. Changes due to increases/reductions in products which are a direct result of increased/reduced cost imposed by the petroleum producer of the source of the product. All increases/reductions must be supported by a copy of the supplier's Notification of Price Increase/reduction from the petroleum producer.

b. Imposition of any new changes to any existing levels, tariffs or fees of whatsoever nature applicable to any product, authorized, imposed or agreed to after (date) by the Government of Canada or any provincial government or by any Governmental Regulatory Authority.

***Price changes are to be provided on a monthly basis***, for a period from the first to end month inclusive. Price changes must be provided at least fifteen days prior to the first of the month.

**B. DISPENSER AND TANK RENTAL: (Pricing to be a monthly rate)**

Item	Description	Unit Price
1.	Dispenser Rental	\$ _____
2.	Tank rental, 1 x 500 US gal	\$ _____
3.	Tank rental, 4 x 1000 US gal	\$ _____
4.	Algas 40/40 vaporizer rental	\$ _____
5.	Tank Rental, 2 x 3500 litre	\$ _____

The Contractor is responsible for installation of equipment, providing blocking (if required) and removal at the expiry of the Contract.

Price for pumping out fuel from current supplier's tank to new supplier's tanks should be shown as a separate line item on bid solicitation.

\$ \_\_\_\_\_

## ANNEX C

### INSURANCE REQUIREMENTS

#### 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, and Slander, False Arrest, Detention or Imprisonment and Defamation of
  - 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
  - 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor incidents. for liabilities arising from damages caused by accidental pollution
  - m. 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 Insured under the insurance policy, the Insurer must promptly contact the Named 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.