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Solicitation No. - N° de l'invitation

W0142-12C181/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

cal114

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

W0142-12C181

File No. - N° du dossier

CAL-1-34400

CCC No./N° CCC - FMS No/ N° VME

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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 | 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, Insurance Requirements, and Standing Offer Usage Report.

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](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

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).

2. Summary

For the supply and delivery of bulk liquefied petroleum (Propane), and various sized tanks and refilling of propane on an as required basis for the Canadian Forces Base Suffield (CFB Suffield) customers including Department of National Defence (DND), Defence Research and Development Canada (DRDC) Base Construction Engineers (BCE) and the British Army Training Unit (BATUS) in accordance with Annex "A".

The period of the standing offer will be from the date of standing offer issuance to March 31, 2015 with two (2) one (1) year option periods.

3. Security Requirement

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

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The 2006 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

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

2. Submission of Offers

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

2.1 Document Required for Offers Evaluation Purposes

The Offeror must provide the following document with its offer:

- a. Refinery Rack Price Documentation.

Failure to submit the document(s) as required above will result in offer being deemed non-responsive.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10)

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

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy)

Section II: 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: Financial Offer

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

1.2 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: 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.

1.1 Financial Evaluation

1.1.1 The estimated quantities and units listed herein are for evaluation purposes only and will not form part of any resulting Standing Offer.

The total aggregate Offer price will be calculated using the following formula and the prices offered at Annex "B", Basis of Payment: (note: \$ per litre plus (+) rack price is defined as unit price).

Section A:

- i. unit price for Item 1a. DND, CFB Suffield (DND) tanks times (x) 38,000 L;
- Plus ii. unit price for Item 1b. Base Construction Engineers (BCE) tanks times (x) 57,000 L;
- Plus iii. unit price for Item 1c. Defence Research and Development Canada (DRDC) tanks times (x) 96,000 L;
- Plus iv. unit price for Item 2a. Transportation Fee times (x) 30 deliveries;
- Plus v. unit price for Item 2b. Hazardous Material Fee times (x) 30 deliveries;

Plus vi. unit price for Item 3a. Emergency Call-up for delivery times (x) 10 deliveries;
 Plus vii. price offered for Item 4a. Propane Tank installation [>3785L] times (x) 2 units;
 Plus viii. price offered for Item 4b. Propane Tank installation [3785L= times (x) 9 units;
 Plus ix. price offered for Item 4c. Propane Tank removal [>3785L] times (x) 2 units;
 Plus x. price offered for Item 4d. Propane Tank removal [3785L= times (x) 9 units;
 Plus xi. price offered for Item 4e. Monthly Propane Tank rental [>3785L] times (x) 2 months;
 Plus xii. price offered for Item 4f. Monthly Propane Tank rental [3785L= times (x) 2 months;
 Plus xiii. price offered for Item 4g. Annual Propane Tank rental [>3785L] times (x) 1 year;
 Plus xiv. price offered for Item 4h. Annual Propane Tank rental [3785L= times (x) 1 year;
 Plus xv. price offered for Item 5a. Service Call rate times (x) 5 calls;
 Plus xvi. price offered for Item 5b. Hourly Service Call rate times (x) 15 hours;
 Plus xvii. price offered for Item 5c. Emergency Service Call rate times (x) 5 calls;
 Plus xviii. price offered for Item 5d. Emergency Service Call rate times (x) 15 hours;
 Equals (=) the aggregate Offer price for period from date of standing offer issuance to March 31, 2015.

This evaluation method will also be applied to Sections B and C in Annex "B" and each subtotal will then be added together with the total aggregate of Section A for an overall aggregate Offer price.

1.1.2 SACC Manual Clause - M0222T (2010-01-11), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection

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

PART 5 - CERTIFICATIONS

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other

evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

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

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

2. Additional Certifications Precedent to Issuance of a Standing Offer

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

2.1 Federal Contractors Program - Certification

2.1.1 Federal Contractors Program - \$200,000 or more (to be completed by Offeror)

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 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.

2. If the Offeror 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 Offeror 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 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 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 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, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

2. Insurance Requirements

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

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 Requirement at Annex "A".

2. Security Requirement

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.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E ". If some data are 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 quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

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 of the Standing Offer to March 31, 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year (1) periods, from April 1, 2015 to March 31, 2016 and April 1, 2016 to March 31, 2017 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Deb Clarke, Supply Specialist
Public Works and Government Services Canada
Acquisitions, Western Region
Suite 1650, 635 - 8 Avenue SW
CALGARY, AB T2P 3M3

Telephone: (403) 292-4526

Facsimile: (403) 292-5786

E-mail address: deb.clarke@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: To be determined.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under 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 completed by the Offeror)

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____ - _____

Facsimile: _____ - _____

E-mail address: _____

6. Identified Users

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

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax 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) the general conditions 2010A (2012-11-19), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Standing Offer Usage Report; and
- j) the Offeror's offer dated_____.

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.

10.2 SACC Manual Clauses

M3800C (2006-08-15), Estimates

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 Alberta.

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 provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2010A (2012-11-19), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010A (2012-11-19), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

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 - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as per the call up, as specified in Annex "B", Basis of Payment. 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 Multiple Payments

H1001C (2008-05-12), Multiple Payments

4.3 SACC Manual Clauses

A9117C (2007-11-30), T1204-Direct Request by customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor
C2505C (2008-05-12), Propane - Provincial Fuel Tax Excluded

4.3 Payment by Credit Card

The following credit cards are accepted: TBD and TBD.

5. Invoicing Instructions

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

Each invoice must be supported by:

- (a) Refinery Rack Price Documentation as at delivery date;
- (b) provide copies of metered delivery slips for each individual propane tank delivery;
- (c) provide a copy of the Call-up Against the Standing Offer and any other documents as specified in the contract; and
- (d) Contractor invoices for tank rentals must clearly indicate serial numbers of each tank invoiced.

5.2 Invoices must be distributed as follows:

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

6. Insurance Requirements

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 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

B7500C (2006-06-16), Excess Goods

D3015C (2007-11-30), Dangerous Goods/Hazardous Products

ANNEX "A"**STATEMENT OF REQUIREMENT****1 SCOPE****1.1 Identification**

This Statement of Requirement (SOR) identifies the work to be performed for the supply and delivery of bulk Propane and various sized tanks and refilling of propane on an as required basis for the Canadian Forces Base Suffield (CFB Suffield) customers including Department of National Defence (DND), Defence Research and Development Canada (DRDC) Base Construction Engineers (BCE) and the British Army Training Unit (BATUS).

1.2 Background

Throughout CFB Suffield and area there are numerous propane tanks that require periodic inspections, re-certifications and refilling of propane. CFB Suffield manages one 3785 litre (1000 gal) propane tank for use as an "on-site" filling station.

DRDC manages ten (10) tanks from 1893 to 7570 litres in the south western corner of the range area between 6 and 10 km distant from the eastern gate entrance. Occasionally bulk tanks from 1893 litres to 3785 litres are required for rental, fill, and possibly refill, evacuation and removal over short terms during military training exercises. CFB Suffield Base Engineers manage nine (9) rented tanks in three (3) specific areas of the range (identified herein) all 3785 litres. CFB Suffield is located 53 km west of downtown Medicine Hat including 8 km North on Hwy 884 (Jenner Highway).

1.3 Purpose

CFB Suffield seeks single supplier for:

- provision, delivery and off-loading of bulk Liquid Petroleum Gas (Propane) into various contractor and Crown-owned tanks;
- provision of all fuel, expertise, material, parts and labour associated with the periodic short- term and long-term rental of bulk tanks;

1.4 Quality Management Authority and Technical Authority

The Quality Management Authority for this task is the G4 Supply Officer or delegated representative.

1.5 Tasks

This SOR identifies a requirement for completion of the following tasks:

1. Supply and Delivery
2. Propane Tank Rental
3. Repair/Maintenance of Contractor-owned tanks

1.5.1 Delivery of Propane

1. The Offeror must be able to provide bulk tank rental services.
2. The Offeror must deliver all products within forty-eight (48) hours from receipt of order during regular business hours.
3. The Offeror must be able to accept "Emergency" orders and deliver all products within twenty-four (24) hours from request/call-up; therefore, the Offeror is required to provide a contact name, position or individual and contact number for after-hours calls.
4. Offeror methods of handling, delivery and management of propane shall conform to the most current National Standard of Canada standards, Federal and Provincial laws or regulations.
5. Offeror delivery vehicles must be equipped with meters capable of providing printed meter slips.
6. The Offeror must provide printed meter slips for each delivery of bulk propane. The Offeror will drop these slips at the Local Procurement Office, Building 370, during regular working hours (8:00 am to 4:00 pm Monday to Thursday and 8:00 am to 2:00 pm Friday). After-hour delivery slips may be dropped off at the Commissionaire Gate at entry to CFB Suffield. Copies of meter slips for the Base Construction Engineers two propane tanks located at Gate S-24 can either be faxed or emailed to the Project Authority.
7. The Offeror will ensure that all drivers delivering product onto the Range area have been briefed by Range Control authorities and have individual Range Access Authority. Offeror to make arrangements (at their own cost) immediately after Standing Offer issuance. Refer to Section 5.
8. The Offeror is responsible for self-recovery in the Range area should a delivery vehicle be stuck or disabled. Under no circumstances will military or DND personnel be engaged to assist. Should the Offeror engage unauthorized assistance, the Offeror is responsible for any damage incurred and shall hold the Crown harmless from any related claim.

1.5.2 Propane Tank Rental

1. The Offeror must annually perform a verification of "physical inventory" for all CFB Suffield Offeror-owned rental and Crown-owned tanks for which service under this Standing Offer is being provided. A copy of the inventory will be provided to the Project Authority within seven (7) calendar days of the completed inventory. Assistance may be provided from the Local Procurement Office during this inventory verification. Verifications will include location number (if applicable), tank colour, serial number and tank capacity for each rental tank.
2. The Offeror must provide rental, delivery, installation, repair and removal of various sized 1302 to 3785 litre (420 to 1000 lb) approximate portable tanks for shower, laundry and kitchen mobile facilities located at various locations in the Range area at CFB Suffield on an as and when requested basis.
3. Offeror deliveries of tanks 1302 litre or greater must include all labour, parts, travel, equipment and transportation to deliver/remove those tanks to CFB Suffield or the Range area on an as and when requested basis, including but not limited to, all blocking, setup, regulators, hoses (up to 25 feet) as well as all normal repairs and servicing during the period of rental. All work to be conducted with a Licensed Gas Fitter.

4. The Offeror must report monthly to the Project Authority the number of tanks being rented by CFB Suffield identifying size and location. When a new location is created against the account the Offeror must advise the Project Authority.
5. The Offeror is responsible to properly label all cylinders including WHMIS or other product safety requirements as per all Provincial and Federal regulations.

1.5.3 Repair/Maintenance of Contractor-owned and Crown-owned tanks

1. The Offeror is responsible to provide all tank associated regulators, dispensing nozzles, meters, and hoses requiring repair or replacement due to normal wear and tear for Offeror-owned rental tanks at no additional cost to the Crown.
2. The Offeror must provide a service person to check and affect emergency repairs within eight (8) hours and normal repairs within twenty-four (24) hours of Call-up.
3. The Offeror will service or repair Crown-owned tanks upon request.

2 INVOICE NOTES

1. The Offeror must identify the CFB Suffield designated tank number as per Section 4 Tanks and Locations of the SOR, and the individual Call-up number associated with each Call-up on the bills of lading or associated invoices.
2. Offeror invoices for short-term rentals must clearly indicate the serial number of each of those tanks and associated charges invoiced.

3 SITE AUTHORITY

The on-site authority or contact person for questions or issues that may arise in the placement or delivery of product ordered will be identified on the individual Call-up when required.

4 TANKS & LOCATIONS

4.1 DND, CFB Suffield

Serial #	Quantity	Location	Size	Approx Refill
CFB-01 (Crown-Owned tank)	1	Building 210 Base Maintenance	3785 litres*	Bi-Monthly

*3785 litre tank includes dispensing meter, hose and dispensing nozzle for refuelling and refilling cylinders, scale platform type for weighing bottles, located at Base Maintenance Building 210.

4.2 Base Construction Engineers (BCE)

BCE has tanks located throughout the Range area. Tanks identified below are not Crown-owned but are annually rented tanks.

- Lazy D – North on 884 from CFB Suffield East Gate, turn right at Gate W13 and travel East on Kangaroo Rat Road to Lazy 'D' - 89 km (one way).
- Brutus Tower – From Range Control Gate CFB Suffield East on Rattlesnake Road to Brutus Tower – 20 km (one way).
- S-24 – From Medicine Hat, travel North on Box Springs Road to Scott's Road to CFB Gate S-24 – 20 km (one way).

Serial #*	Quantity (each)	Location	Size
1	4	Lazy 'D' (manifold system – all 4 tanks connected)	3785 litres
2			3785 litres
3			3785 litres
4			3785 litres
5	1	Lazy 'D'	3785 litres
6	1	Brutus Tower	3785 litres
7	1	Brutus Tower	3785 litres
8	2	Gate S-24	3785 litres
9			3785 litres

*Serial Numbers will be added/adjusted accordingly if new rental tanks are installed.

4.3 Defence Research and Development Canada (DRDC)

Serial #	Location Site	Location - Building	Distance from East Gate - Approximate	Size - Litres	Size – 80% Full Litres
PT-01	Cameron Centre	B569 - Incinerator	6 kms	3,785	3,024
PT-02	Cameron Centre	B97- Scenario Trailer	6 kms	1,893	1,512
PT-03	Cameron Centre	Thermal Neutralization Unit Incinerator	6 kms	1,893	1,512
PT-04	Cameron Centre	B114 - Field Electrical	6 kms	7,570	6,048
PT-05	Building 490 Compound	B49 – Field Support Workshop	15 kms	3,785	3,024
PT-06	Building 490 Compound	B592 - POL Refill	15 kms	3,785	3,024
PT-07	Cameron Watson Aerosol Layout (CWAL)	Bathroom Trailer Weapons Test Centre	21 kms	375 US gal	
PT-08	Cameron Watson Aerosol Layout (CWAL)	Bathroom Trailer Weapons Test Centre	21 kms	375 US gal	
PT-09	Weapons Test Centre	B51- Field Assembly	21 kms	1,893	1,512
PT-10	Flash Test Centre	B454 – X-Ray Development Trailer	21 kms	1,893	1,512
PT-11	Urban Warfare Test Site (UWTS)	B144 – UWTS Assembly	21 kms	3,785	3,024
PT-12*	Open Air Test Site (OATS)	B146 – OATS Facility	7 kms	3,785*	3,024
PT-13	DRDC (West Side)	Building 3	On Base	3,785	3,024

5 SPECIAL CONDITIONS FOR ACCESS

Offeror's employees requiring access to the Range areas for deliveries, pick-ups or service calls must attend a Range Access Briefing. This must be renewed annually and is specific to the individual requiring Range access. This briefing will be arranged by G4 Procurement (Project Authority) as the Offeror identifies each individual. Briefings are routinely held at 9:00 am Tuesdays and Thursdays each week.

ANNEX "B"**BASIS OF PAYMENT**

- *GST and fuel taxes are to be excluded from prices quoted herein.*
- *GST and fuel taxes, if applicable, will be shown as a separate item on the invoice.*

Provincial fuel tax rates on propane or butane, if not for use as motive fuel, are not applicable and should be excluded from the pricing below.

Offeror's invoicing to include Refinery Rack Price Documentation as at delivery date.

Offeror's pricing to include delivery and offloading to the destinations listed herein.

Meter slips or bills of lading, as appropriate, must be provided upon delivery to confirm quantities delivered (refer to Annex A, Paragraph 1.5.1 Delivery of Propane).

Calculation for payment of price per litre of propane for every location and each year will be Refinery Rack Price plus Markup (Rack + \$ per litre).

The information below will be used for evaluation purposes for Sections A, B and C. Offeror to supply with bid submission the following:

- Refinery Rack Price as of February 28, 2013 \$_____/L
- Refinery used: _____
- Refinery Rack Price Documentation to be attached to this offer (any official form of documentation from a Refinery identifying the refinery rack price is acceptable).

Section A. For the Standing Offer period from date of standing offer issuance to March 31, 2015.

Item A1: Mark-up per Litre Bulk Propane

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of a "Call-up against a Standing Offer":	
1a.	DND, CFB Suffield (DND) tanks	\$_____/L
1b.	Base Construction Engineers (BCE) tanks	\$_____/L
1c.	Defence Research and Development Canada (DRDC) tanks	\$_____/L

Item A2: Delivery Fees of Bulk Propane

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$_____/delivery
2b.	Hazardous Material Fee per delivery.	\$_____/delivery

Item A3: Delivery of Propane - Emergency Order

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request/call-up). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency call-up for delivery of propane within 24 hours of request/call-up.	\$_____/call

Item A4: Rental Bulk Propane Tanks

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$_____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$_____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$_____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$_____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$_____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$_____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$_____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$_____/tank

Item A5: Service Calls for Crown-Owned bulk propane tanks

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$_____/call
5b.	Hourly labour rate during regular working hours.	\$_____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$_____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$_____/hour

*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

Item A6: Material and Replacement Parts (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

Section B. For the Standing Offer Option Period 1 - April 1, 2015 to March 31, 2016.**Item B1: Mark-up per Litre Bulk Propane**

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of a "Call-up against a Standing Offer":	
1a.	DND, CFB Suffield (DND) tanks	\$_____/L
1b.	Base Construction Engineers (BCE) tanks	\$_____/L
1c.	Defence Research and Development Canada (DRDC) tanks	\$_____/L

Item B2: Delivery Fees of Bulk Propane

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$_____/delivery
2b.	Hazardous Material Fee per delivery.	\$_____/delivery

Item B3: Delivery of Propane - Emergency Order

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request/call-up). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency call-up for delivery of propane within 24 hours of request/call-up.	\$_____/call

Item B4: Rental Bulk Propane Tanks

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$_____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$_____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$_____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$_____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$_____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$_____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$_____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$_____/tank

Item B5: Service Calls for Crown-Owned bulk propane tanks

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$_____/call
5b.	Hourly labour rate during regular working hours.	\$_____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$_____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$_____/hour

*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

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Item B6: Material and Replacement Parts (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

Section C. For the Standing Offer Option Period 2 - April 1, 2016 to March 31, 2017.***Item C1: Mark-up per Litre Bulk Propane***

Item #	Description	Mark-up per Litre Pricing
1.	For the supply and bulk delivery of Propane in accordance with Annex "A". Markup per litre for propane (inclusive of all delivery charges, excluding transportation and hazardous material fees). The markup price is in addition to the Refinery Rack Price on the delivery date of a "Call-up against a Standing Offer":	
1a.	DND, CFB Suffield (DND) tanks	\$_____/L
1b.	Base Construction Engineers (BCE) tanks	\$_____/L
1c.	Defence Research and Development Canada (DRDC) tanks	\$_____/L

Item C2: Delivery Fees of Bulk Propane

Item #	Description	Pricing
2a.	Transportation Fee per delivery.	\$_____/delivery
2b.	Hazardous Material Fee per delivery.	\$_____/delivery

Item C3: Delivery of Propane - Emergency Order

Item #	Description	Pricing
3.	Delivery of Propane on an Emergency basis in accordance with Annex "A" (delivery within 24 hours of request/call-up). If this additional charge is applicable it would be added to the cost of bulk propane and delivery.	
3a.	Charge per emergency call-up for delivery of propane within 24 hours of request/call-up.	\$_____/call

Item C4: Rental Bulk Propane Tanks

Item #	Description	Pricing
4.	Rental of Offeror-owned bulk propane tanks in accordance with Annex "A" all inclusive cost (including but not limited to delivery/removal, Licensed Gas Fitter, labour, installation, normal repair, set-up, blocking, servicing, fittings, regulators and hoses).	
4a.	Delivery and installation of a bulk propane tank (smaller than 3785 L).	\$_____/tank
4b.	Delivery and installation of a bulk propane tank (3785 L or larger).	\$_____/tank
4c.	Removal/evacuation of a bulk propane tank (smaller than 3785 L).	\$_____/tank
4d.	Removal/evacuation of a bulk propane tank (3785 L or larger).	\$_____/tank
4e.	Monthly bulk propane tank rental (smaller than 3785 L).	\$_____/tank
4f.	Monthly bulk propane tank rental (3785 L or larger).	\$_____/tank
4g.	Annual bulk propane tank rental (smaller than 3785 L).	\$_____/tank
4h.	Annual bulk propane tank rental (3785 L or larger).	\$_____/tank

Item C5: Service Calls for Crown-Owned bulk propane tanks

Item #	Description	Pricing
5.	Service call rates and Licensed Gas Fitter* hourly labour rate for as and when requested service calls for Crown-Owned bulk propane tank servicing or repairs.	
5a.	Service call rate (if applicable).	\$_____/call
5b.	Hourly labour rate during regular working hours.	\$_____/hour
5c.	Emergency service call rate (after-hours, weekends or stat. holidays).	\$_____/call
5d.	Emergency service call hourly labour rate (after-hours, weekends or stat. holidays).	\$_____/hour

*Canada will not pay any fees/charges associated to an Apprentice Gas Fitter.

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Item C6: Material and Replacement Parts (excluding installation and repair of Offeror-owned tanks, unless repairs not a result of normal wear and tear)

Item #	Description
6a.	Materials and Replacement parts (except free issue) at laid-down cost (which includes: invoice cost, transportation costs, exchange, duty and brokerage fees) plus a mark-up of _____% excluding sales tax; Good and Services Tax or Harmonized Sales Tax (GST/HST) is extra and is to be shown as a separate item on an invoice.

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Attached as a separate PDF document.

ANNEX "D"**INSURANCE REQUIREMENTS****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.

Commercial General Liability Insurance

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

-
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - (o) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor 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.

Automobile Liability Insurance

1. 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.
2. 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.

Environmental Impairment Liability Insurance

1. The Contractor must obtain Storage Tank Third Party 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Storage Tank Third Party 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract. (Contracting officers must insert the applicable options below and renumber accordingly.)
 - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.

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ANNEX "E"**STANDING OFFER USAGE REPORT****Return to:**

Facsimile: (403) 292-5786

E-mail: WST-PA-CAL@pwgsc-tpsgc.gc.ca

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the refresh period.

SUPPLIER:**STANDING OFFER NO:**

W0142-12C181 PROPANE

DEPARTMENT OR AGENCY:

DND

REPORTING**PERIOD:**

[] 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.

Call-up No.	Description	Value of each call-up (GST included)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Dollar Value Call-ups for this reporting period:		

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

PREPARED BY:

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____

DATE: _____



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0142-12C181

Security Classification / Classification de sécurité
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SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction 1 ASG-LFWA
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Service Contract to provide Propane via bulk tanker refueling Propane storage tanks, and the installation of a storage tank system.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			COMSEC TRÈS SECRET	A	B	C	CONFIDENTIEL	
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Deborah Fewer

Title - Titre

G4 Material Control Officer

Signature

Deborah Fewer

Telephone No. - N° de téléphone
403-544-4533

Facsimile No. - N° de télécopieur
403-544-5056

E-mail address - Adresse courriel
deborah.fewer@forces.gc.ca

Date

January 2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)
Tippy Graham - CF MP GP HQ - Industrial Security

Senior Security Analyst

Tel: 613-949-1035 / Fax: 613-949-1069

E-mail: tippy.graham@forces.gc.ca

Signature

Tippy Graham

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

1 Feb 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

Non

☒ Yes

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Jill Mahon

Title - Titre

Contract Security Officer, Contract Security Division

Jill.Mahon@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-960-0164 / Fax/Télex - 613-954-4171

Signature

Jill Mahon

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Feb 8/2012