

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Réception des soumissions - TPSGC / Bid
Receiving - PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

| | |
|--|--|
| Title - Sujet Arrangement Floraux | |
| Solicitation No. - N° de l'invitation EE517-122675/A | Date 2012-06-08 |
| Client Reference No. - N° de référence du client EE517-12-2675 | |
| GETS Reference No. - N° de référence de SEAG PW-\$QCL-026-14666 | |
| File No. - N° de dossier QCW-1-34880 (026) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-07-30 | |
| Time Zone Fuseau horaire Heure Avancée de l'Est HAE | |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Gallant, Julie | Buyer Id - Id de l'acheteur qcl026 |
| Telephone No. - N° de téléphone (418) 649-2931 () | FAX No. - N° de FAX (418) 648-2209 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA LA CITADELLE 1 CÔTE DE LA CITADELLE QUEBEC Québec G1R4V7 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

TPSGC/PWGSC
601-1550, Avenue d'Estimauville
Québec
Québec
G1J 0C7

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

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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 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:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist

2. Summary

Supply, on call, interior and exterior floral arrangement services for the Residence of the Governor General in accordance with the Statement of Work at **ANNEX A** of this Request for Standing Offer. The services are required to meet the needs of the Governor General for various events, including protocol events, and to look after indoor and outdoor plants that are at the residence permanently.

An optional site visit will be held at the Citadelle at **1 p.m. June 27, 2012**.

During the bidding period and after the site visit, all Offerors who wish to file an offer must take part in a practical exercise, on which they will be evaluated. Interested Offerors must register before **July 24, 2012 at 4:00 pm**. The Offeror's evaluation will form part of its proposal.

The initial term for the standing offer is from date of Standing offer to March 31st, 2013, with the possibility of four option years of one year each.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security 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>) document on the Departmental Standard Procurement Documents Web site."

This requirement is subject to the Agreement on Internal Trade (AIT), the North American Free Trade Agreement (NAFTA), the Chili-Canada Free Trade Agreement (CCFTA), and the Peru Free Trade Agreement (CPFTA).

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security 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* (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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.

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

Delete: sixty (60) days

Insert: one hundred eighty (180) days

Optional Site Visit

It is recommended that the Offeror or a representative of the Offeror visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **June 27th, 2012 at 1:00pm at the Citadelle, 1 Côte de la Citadelle, Quebec City. Bidders must communicate with the Contracting Authority no later than twenty-four (24) hours before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend.** Offerors will be requested to sign an attendance form. Offerors who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Offerors interested in submitting an offer must perform a mandatory exercise to evaluate their technical skills. Offerors invited to the mandatory evaluation must contact the Contracting Authority, Julie Gallant (418) 649-2931 or julie.gallant@tpsgc-pwgsc.gc.ca, no later than 4:00 pm on July 24, 2012. When confirming your presence, you must provide proof (eg, payroll record, pay stub, etc), by fax at (418) 648-2209 or e-mail, that the candidate has been employed by the company for at least three months.

Mandatory Technical Evaluation

The Offeror must demonstrate his/her creative talents by producing two (2) floral arrangements on-site at the Residence. Arrangements have been made to conduct the mandatory technical evaluation, and you will be notified later of the location, date and time. Access is via the Côte de la Citadelle, near the St Louis Gate. A federal official will greet Offerors at the sentry box of the Citadelle. All technical evaluations will be held on the same day, at different times. Technical evaluations will be scheduled in alphabetical order according to the names of the persons registered. Offerors must report 15 minutes prior to the start of their technical evaluation.

During the evaluations, Offerors will be given a selection of flowers, vases and decorative materials. All Offerors will receive the same selection of flowers and accessories and will have to create arrangements for the same event (simulated).

Offerors must bring the following items to the technical evaluation:

- 1) An identification card with photo;**
- 2) Their toolbox, which will be checked to ensure that it contains only work tools.**

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.

Transmission of offers by facsimile to PWGSC is acceptable. The facsimile number for receipt of offers is (418) 648-2209.

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

Solicitation No. - N° de l'invitation

EE517-122675/A

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

EE517-12-2675

Amd. No. - N° de la modif.

File No. - N° du dossier

QCW-1-34880

Buyer ID - Id de l'acheteur

qcl026

CCC No./N° CCC - FMS No/ N° VME

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 Quebec.

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 copies)

Section II: Certifications (1 hard copies)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada and of a representative from the private industry coming from outside Quebec city area and its surroundings will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offerors must demonstrate their creative talents by producing two (2) floral arrangements on site at the Residence, at a time and date to be confirmed later.

1.1.2 Point Rated Technical Criteria

Floral arrangements created during the technical evaluation will be assessed in accordance with the weighting of the evaluation criteria set out in Table 1 and the technical evaluation method presented in Table 2.

1. Weighting of Evaluation Criteria:

Table 1 - Weighting of Evaluation Criteria:

| Skills | | Rating |
|---------------------|--|-------------|
| Evaluation criteria | | |
| 1 | Choice of vase | 15 % |
| 2 | Choice of flowers - Color scheme according to the room's decor | 20 % |
| 3 | Composition, balance and size of the arrangement | 15 % |
| 4 | Finishing | 15 % |
| 5 | Floral styling - Evocative power in terms of the event | 20 % |
| 6 | Technique : duration, strength and water supply | 15 % |
| TOTAL: | | 100% |

2. Technical Evaluation

Offerors will be assessed against each other. Floral arrangements will be rated according to the following three (3) values:

- 0 = “of lesser quality than the other offer” or
- 1 = “equal to the other offer” or
- 2 = “of higher quality than the other offer”

Ratings are determined by comparing floral arrangements of one firm to another. Weighted ratings are obtained by multiplying ratings by the weighting coefficient indicated in the following evaluation criteria table.

Table 2 - Example of the evaluation technique for the "choice of vase" criteria

| COMPARATIVE CLASSIFICATION AND RATING METHOD | | | | | | | |
|--|-------------------|---|---|---|--------------|-----------------------|--------------|
| EVALUATION CRITERIA - CHOICE OF VASE | | | | | | | |
| | Offerors - Offers | | | | Rating score | Weighting Coefficient | Total Rating |
| | A | B | C | D | | | |
| A | - | 2 | 1 | 2 | 5 | 15 | 75 |
| B | 0 | - | 0 | 2 | 2 | 15 | 30 |
| C | 1 | 2 | - | 2 | 5 | 15 | 75 |
| D | 0 | 0 | 0 | - | 0 | 15 | 0 |

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 excluded, FOB destination for goods, Customs duties and Excise taxes included

2. Basis of Selection

Basis of Selection - Lowest Price Per Point

1. To be declared responsive, an offer must:
 - (a) comply with all the requirements of the Request for Standing Offers;
 - (b) meet all mandatory technical evaluation criteria.
2. Offers not meeting (a) and (b) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price

will necessarily be accepted. The price will be assessed in accordance with the estimated quantities and values indicated in this request.. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer. When two or more responsive offers contain the same lowest price per point, a recommendation will be made to issue the contract to the offeror with the highest technical rating.

Lowest price per point = Total financial evaluation/Total technical evaluation

Example:

| Bidders | Total Financial Evaluation | Total Technical Evaluation | Price Per Point |
|---------|----------------------------|----------------------------|-----------------|
| A | \$20,000 | 520 | 38.46 \$/point |
| B | \$22,000 | 700 | 31.43 \$/point |
| C | \$15,000 | 480 | 31.25 \$/point |
| D | \$18 000 | 640 | 28.13 \$/point |

* In this example, the winning Offeror would be the Offeror D, having obtained the lowest price per point.

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

1.1.1 Federal Contractors Program - over \$25,000 and below \$200,000

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.

1.2 Former Public Servant Certification

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

Definitions

For the purposes of this clause,

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

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

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

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the

PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

1.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement.

For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his /her availability. Failure

1.4 Mandatory Requirements

The Offeror certifies that all mandatory requirements listed in the RFSO are met and that they will be maintained during the life of the standing offer.

PART 6 - SECURITY 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, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

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

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

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

4. The 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* (<http://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

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

3.2 Standing Offers Reporting

3.2.1 Periodic Usage Reports - Standing Offer

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.

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

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

The quarterly reporting periods are defined as follows:

- 1st quarter: September 1 to November 30;
- 2nd quarter: December 1 to February 28;
- 3rd quarter: March 1 to May 31;
- 4th quarter: June 1 to August 31.

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

Hereunder is an example of informations required in the reports::

| Event | Description of the work | Date of the work | Value of the work (\$) |
|---|-------------------------|------------------|------------------------|
| | | | |
| | | | |
| | | | |
| Total amount for the actual period | | | |
| Total amount to Date (previous periods + actual 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 Standing offer to March 31st, 2013.**

4.2 Period of Services

Services shall be delivered within 24 hours.

4.3 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 **four (4) periods of one year**, from April 1st, 2013 to March, 31st, 2014, from April 1st, 2014 to March, 31st, 2015, from April 1st, 2015 to March, 31st, 2016 and from April 1st, 2016 to March, 31st, 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:

Julie Gallant
Public Works and Government Services Canada
Acquisitions Branch
Quebec Region
1550, D'Estimauville avenue, Quebec, Quebec, G1J 0C7

Telephone: 418-649-2931
Facsimile: 418-648-2209
E-mail address: julie.gallant@tpsgc-pwgsc.gc.ca

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

5.2 Project Authority *(to be completed by Canada at the time of award)*

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up 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 Canada at the time of award)*

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5.4 Contact at the Client's Department *(to be completed by Canada at the time of award)*

For all information related to invoicing and/or payments you may communicate with:

Name: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail: _____.

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is :
Public Works Government Services of Canada (PWGSC).

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$5 250.00** (Goods and Services Tax or Harmonized Sales Tax **included**).

9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$27 000.00** (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 **three (3)** months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2035 (2012-03-02), General Conditions - Higher Complexity - Services
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer _____ .

11. Certifications

11.1 Compliance

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

12. 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 Quebec.

13. SACC Manual Clauses

M3000C(2006-08-15), Price List

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Subsection 6 - Subcontracts of 2035 General Conditions - Services, is amended as follows:

Delete: Entire subsection

Insert the following text

1. Except as provided in paragraph 2, the Contractor shall not subcontract any services under the contract.

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2. The Contractor may without the consent of the Contracting Authority:

- (a) purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment - Firm Price or Firm Lot Price

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 Single Payment

SACC Manual Clause H1000C (2008-05-12), Single Payment

4.3 SACC Manual Clauses

A9117C(2007-11-30), T1204 - Direct Request by Customer Department
C0711C(2008-05-12), Time Verification

4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
3. The Contractor shall submit invoices for materials and add the agreed percentage markup, as set out in **Annex B**.
4. When invoicing for labour for creation, maintenance and watering, the Contractor must append the time log signed by the department official and apply the hourly rate corresponding to the activity, as set out in **Annex B**.

6. Insurance Requirements

The Contractor must comply with the insurance requirements specified hereunder. 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.

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7. SACC Manual Clauses

A9068C(2010-01-11), Government Site Regulations

ANNEX A

STATEMENT OF WORK

Florist - Detailed Description of Required Services

1. Description of the Residence of the Governor General

1.1. Background

Public Works and Government Services Canada (PWGSC) manages the Residence of the Governor General at the Citadelle of Québec. This splendid heritage structure overlooking the St Lawrence River has been the second official home to every Governor General since 1872.

Throughout the residence, tribute is paid to Canadian artists. The Canadianness of the furnishings and works of art enriches the residence's heritage value and provides a showcase of Canadian culture. The marriage of period furniture and contemporary artwork creates a decor that reflects the country's history and its various artistic and cultural traditions.

Now open for public guided tours, this outstanding residence is located in the heart of Quebec City's historic quarter. Visitors can enjoy the breathtaking views and striking collection of Canadian art, objects and furnishings, both historic and contemporary.

1.2. State functions

The institution of Governor General is Canada's highest and oldest public office, dating back to the earliest days of New France. Today, the Governor General represents the Canadian Crown and carries out the responsibilities of Canada's Head of State.

The Governor General receives leaders from around the world, meets Canadians in their communities and serves as the Commander-in-Chief of the Canadian Forces.

Both at Rideau Hall and the Citadelle of Québec, the Governor General presents Canadians with the country's highest national honours, in recognition of acts of bravery and devotion or exceptional achievements in the arts, literature and community service.

1.3. Protocol

Broadly defined, protocol refers to the logistics involved in the Governor General's trips abroad and visits to Canada by foreign heads of state and government, ministers and VIPs.

The Office of the Governor General is responsible for protocol and manages ceremonial, etiquette and precedence issues during official ceremonies. It organizes the Governor General's trips, both in Canada and abroad. The office prepares visits by foreign heads of state and government. It organizes the ceremonies at which foreign ambassadors present their credentials. On behalf of consuls general and consuls, the office establishes the credentials used to welcome ambassadors and consular commissions. Visits to Canada, trips abroad, international conferences and summits account for the greater part of protocol work, which helps to project Canada's influence, image and place in the world.

2. Mandate of the florist

The services being sought by this request for a Standing Offer to tender are to be delivered within the previously described environment. The selected florist shall provide services during various events and look after the indoor and outdoor arrangements of plants at the Residence. The florist creates floral arrangements for various protocol receptions and events, and past experience during major events is an asset. The florist shall therefore attune his/her creativity and artistic talent to the particular environment of the Residence of the Governor General.

3. General requirements of the Contractor

- The Contractor shall design and maintain floral arrangements according to the client's specifications and the type of event under way at the Residence.
- Floral arrangements include cut flower bouquets, table centrepieces, fruit baskets, corsages, sprays and other appropriate arrangements.
- The arrangements must be suitable for protocol events, such as visits by heads of state, members of royal families, ambassadors and Canadian or foreign politicians, as well as for various events that are held at the Residence of the Governor General at the Citadelle of Québec. The arrangements are placed on columns, pedestals, dining room tables, sideboards, console tables, etc. The arrangements must be in keeping with the spirit of the event and location.
- The events (meetings, conferences, symposia, the presentation of cultural, sports and other awards, receptions, gala dinners, concerts, etc) are organized by the Office of the Governor

General, and PWGSC must promptly respond to requests to set up venues and install floral arrangements.

- Some examples of events held at the Residence of the Governor General at the Citadelle of Québec in recent years are listed in section 6 of this document.
- The Contractor shall rotate or replace arrangements according to:
 - a. The duration of an event
 - b. The changing context of an event.
- During extended stays by Their Excellencies, the Contractor shall renew floral arrangements on a regular basis and maintain a daily presence at the Residence.
- The day prior to the arrival of Their Excellencies, the Contractor shall receive all the necessary materials at the Residence of the Governor General and create the arrangements on site in the gardener's workshop.
- A workshop containing the essential tools and refrigerators is made available to the Contractor, who is responsible for maintaining the equipment.
- In case of an emergency, the Contractor must be easy to reach and readily available within 24 hours.
- Indoor and outdoor plants shall be checked prior to every visit by the Governor General and any necessary clean-up carried out to ensure that the plants are in optimal condition.
- Outdoor borders shall be cleaned prior to every visit by the Governor General and as needed.
- In summer, the Contractor shall select and plant annuals, perennials and shrubs outdoors as required.
- The Contractor shall water indoor and outdoor plants when the personnel of the Residence of the Governor General are away on leave or as required;

Average leave period: four weeks a year, three times each week
- The work time of all of the Contractor's employees will be monitored by a department official. It should be noted that the work must be carried out during normal working hours.

-
- Only Contractor personnel with the security clearance required according to the Security Requirements Check List (SRCL; see Annex C) may work at the Residence of the Governor General. The Contractor must therefore provide an up-to-date list of the personnel with security clearance.
 - The Contractor and his/her employees shall communicate in French.
 - The Contractor must be able to prove that the person creating the floral arrangements during the technical evaluation of this invitation to tender is one of his/her regular employees. The Contractor chosen at the end of the process shall ensure that that same person will be in charge of creating the floral arrangements and that, in the absence of that person, the replacement worker will have the same level of skill and produce works of equal quality.

4. Work specifications for the creation of floral arrangements

4.1. Prior to the arrival of Their Excellencies

- Ordering the material from the supplier(s);
- Receiving the materials directly at the residence and/or going directly to the supplier(s) to pick up the materials;
- Creating the arrangements in the Residence workshop;
- Clean-up of indoor and outdoor plants;
- Clean-up of outdoor borders.
- Ensuring the availability of the personnel required to carry out the work.

4.2. During the stay of Their Excellencies

- The Contractor maintains and brightens up the arrangements, plants and bouquets. It might also be necessary to rotate or replace some floral elements, as need be.
- The Contractor creates floral arrangements in accordance with the various types of protocol events, such as receptions and state dinners.

4.3. After Their Excellencies have departed

- The Contractor removes all floral arrangements and replaces the material in the Residence workshop in preparation for the next visit.

5. Landscaping work specifications

- Selecting annuals, perennials and shrubs;
- Determining the level of flower maturity according to the expected dates of Their Excellencies' stay;
- Creating outdoor floral arrangements for the summer and installing them in decorative flower boxes and planters, as well as in the borders.
- Providing maintenance and clean-up for outdoor arrangements (decorative flower boxes, planters and borders) prior to visits of Their Excellencies or as required.

6. Details of events held at the Residence in recent years (as examples only)

- Lunch in honour of the Secretary General of the Francophonie during the Francophonie Summit - 20 persons
- Dinner in honour of the President of the Republic of Haiti, His Excellency Robert Garcia Préval, and his delegation - 25 persons
- Investiture of recipients into the Order of Canada - 75 persons, 2 to 4 times annually
- Reception in honour of the African Heads of delegation- 35 persons
- Lunch in honour of the President of the People's Democratic Republic of Algeria - 30 persons
- Canada-European Union Summit News Conference. The Prime Minister of Canada, the Right Honourable Stephen Harper, the President of the French Republic, His Excellency Nicolas Sarkozy, and the President of the European Commission, His Excellency José Manuel Durão Barroso held a news conference inside the Residence of the Governor General at the Citadelle of Québec following the Canada-European Union Summit - 200 persons
- The Residence of the Governor General at the Citadelle of Québec was the meeting place for the second day of the international conference presented by the Centre d'Études Marie de l'Incarnation (CÉMI) - 75 persons
- Vernissage of the Peter Winkworth Collection of Canadiana: Early Impressions of Quebec Exhibit - 125 persons
- Presentation of Credentials at the Citadelle of Québec - Her Excellency the Right Honourable Michaëlle Jean, Governor General of Canada, received the credentials of His Excellency André William Anguilé, Ambassador-designate of the Gabonese Republic, during a ceremony held at the Citadelle - 15 persons

-
- The Governor General of Canada welcomes the President of the Republic of Chile to the Citadelle of Québec - 10 persons
 - Art Matters participants invited the public to attend a philosophy café at the Residence of the Governor General featuring artistic performances and the chance to discuss the theme: Les Francophonies as a laboratory for cultural diversity and dialogue among civilizations - 50 persons
 - Inauguration of the exhibit entitled “The City of Québec, A Story Told Through Honours” - 75 persons
 - Conference of the Lieutenant Governors and Commissioners at the Residence of the Governor General at the Citadelle of Québec - 40 persons
 - An evening of music at the Residence of the Governor General at the Citadelle of Québec - 100 persons
 - Inauguration of the Cap-aux-Diamants Redoubt and its exhibits - 125 persons
 - Canadiana Fund Reception at the Citadelle - 75 persons
 - Visit by a delegation from La Rochelle, France - 30 persons
 - Open House at the Citadelle of Québec - 1,200 visitors
 - Governor General presented the Caring Canadian Award to 12 volunteers - 75 persons
 - Armed Forces Council - 40 persons
 - Governor General meets Lieutenant-Governor of Québec
 - Governor General's Caring Canadian Award at the Citadelle of Québec - 75 persons

Source: www.gg.ca

ANNEX B

BASIS OF PAYMENT

1. Basic firm prices for the period from date of Standing Offer to August 31st, 2013

1.1 Materials

The Contractor shall submit a markup percentage for the horticultural materials required to carry out the work. The markup must include all of the florist's administration costs and profit, as well as the costs of transporting supplies to the florist's workplace.

Table 1 - Basic Firm Price of Materials

| Item | Description | Estimated Cost | Markup % |
|------|---|----------------|----------|
| 1 | Plants, flowers, pots, vases, accessories, etc. (Indoor) | \$7,000.00 | ____% |
| 2 | Plants, flowers, shrubs, trees, seeds, pots, vases, accessories, etc (Outdoor) | \$4,000.00 | ____% |

Notes:

1. PWGSC provides the costs in Table 1 for estimate purposes and reserves the right to change them, as need be.
2. The markup percentage is added to the cost price of acquisitions. Source documents must be provided to account for these acquisitions.

1.2 Hourly rate

The Contractor must indicate the applicable hourly rates for the types of work activities described in the table. The Contractor's hourly rate, as set out in this document, must include all transportation, labour, accommodations, meals and other expenses required for service delivery.

Table 2 - Basic Firm Price of Services - Indoor

| Item | Description | Estimated Hours | Hourly Rate |
|------|--|-----------------|-------------|
| 1 | Design and creation of indoor floral arrangements | 104 | \$ _____ |
| 2 | Maintenance and clean-up of indoor floral arrangements | 70 | \$ _____ |
| 3 | Removal of indoor floral arrangements | 52 | \$ _____ |

Note:

1. PWGSC provides the figures in Table 2 for estimate purposes and reserves the right to change them, as need be.

Table 3 - Basic Firm Price of Services - Outdoor

| Item | Description | Estimated Hours | Hourly Rate |
|------|---|-----------------|-------------|
| 1 | Design and creation of outdoor floral arrangements (planters, borders, flower boxes, etc) | 50 | \$ _____ |
| 2 | Maintenance and clean-up of outdoor floral arrangements | 5 | \$ _____ |

Note:

1. PWGSC provides the figures in Table 3 for estimate purposes and reserves the right to change them, as need be.

Table 4 - Basic Firm Price of Services - Indoor/Outdoor

| Item | Description | Estimated Hours | Hourly Rate |
|------|------------------|-----------------|-------------|
| 1 | Watering service | 25 | \$ _____ |

Note:

1. PWGSC provides the figures in Table 4 for estimate purposes and reserves the right to change them, as need be.

2. Rate calculation for the option years**Escalation clause for each of the four (4) subsequent option years:**

If Canada exercises one or more options to extend the Standing Offer period, the firm base prices for the current year specified in section 1 in annex B “**Basic firm prices for the period from date of Standing Offer to August 31, 2013**) above shall be adjusted annually, on September 1 of each option year, by an amount established based on the percentage (increase or decrease), to the nearest two decimal places, in the annual average value of the Consumer Price Index (CPI) for Quebec (all items, not seasonally adjusted, published by Statistics Canada, catalogue no. 62-001-XPE, Table 10), from the 12-month base period ending August, two years prior to the current contract year, to the 12-month period ending August, one year prior to the current contract year. This will be calculated using the following formula:

$$\text{EPA} = \left(\frac{\text{A}}{\text{B}} - 1 \right) \times 100$$

Where:

A = Annual average CPI value for the 12 months ending August, one year prior to the current contract year.

B = Annual average CPI value for the 12 months ending August, two years prior to the current contract year.

Example:

The first option year of the Standing Offer commencing the date of Standing Offer, the rates in Appendix B would be increased by 2.35% based on the following assumptions:

A = Annual average CPI value for the 12 months ending August 2011 (one year prior to the current contract year) = 126.4

B = Annual average CPI value for the 12 months ending August 2010 (two years prior to the current contract year) = 123.5

$$\text{EPA} = \left(\frac{\mathbf{A}}{\mathbf{B}} - 1 \right) \times 100$$

$$\text{EPA} = \left(\frac{126.4}{123.5} - 1 \right) \times 100$$

$$\text{EPA} = 2.35\%$$

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

The Security Requirements Check List (SRCL) appended to the Request for Standing Offer package is to be inserted at this point and forms part of this document.



| |
|--|
| Contract Number / Numéro du contrat EE517-12-2675 |
| Security Classification / Classification de sécurité |

**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 Travaux publics et Services gouvernementaux Canada | 2. Branch or Directorate / Direction générale ou Direction ÉSC MPO/TC | |
| 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 d'horticulture intérieur et extérieur - arrangement floraux | | |
| 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? (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 checked="" 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 checked="" 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"/> |

| |
|--|
| Security Classification / Classification de sécurité |
|--|



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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

If Yes, will unscreened personnel be escorted:

Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui



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 / Confidential | Secret | Top Secret / Très Secret | NATO Restricted / NATO Diffusion Restreinte | NATO Confidential / NATO Confidentiel | NATO Secret | COSMIC Top Secret / COSMIC Très Secret | Protected / Protégé | | | Confidential / Confidential | Secret | Top Secret / Très Secret |
| | | | | | | | | | | | A | B | C | | | |
| 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.

12. b) Will the document 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).