

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet PLUMBING SERVICE	
Solicitation No. - N° de l'invitation W7719-125082/A	Date 2012-07-24
Client Reference No. - N° de référence du client W7719-125082	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-016-5976
File No. - N° de dossier TOR-1-34037 (016)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-10	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Yari, Helen	Buyer Id - Id de l'acheteur tor016
Telephone No. - N° de téléphone (905)615-2081 ()	FAX No. - N° de FAX (905)615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 1133 SHEPPARD AVE W. TORONTO Ontario M3K2C9 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary of Requirement
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws
5. Compliance with Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Code of Conduct Certifications - Consent to a Criminal Record Verification
2. Certifications Precedent to Issuance of a Standing Offer

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Summary of Requirement
2. Standard Clauses and Conditions
3. Standing Offer Reporting
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Financial Limitation
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. SACC Manual Clauses
13. Applicable Laws
14. Additional Approval Required for Medium to High Risk Requirements
15. Inspection of Contractors Work and Safety Procedure
16. Documentation required on Project Files

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Contract Documents Applicable to Call-ups issued against the Standing Offer
3. Limitation of Liability
4. Term of Contract
5. Payment
6. Invoicing Instructions
7. Insurance Requirements
8. Performance Evaluation

ANNEXES

ANNEX "A",	STATEMENT OF WORK
ANNEX "B"	BASIS OF PAYMENT
ANNEX "C",	HEALTH AND SAFETY REQUIREMENTS
ANNEX "D",	PERIODIC USAGE REPORT FORM
ANNEX "E",	PROJECT MANAGEMENT FORMS
ANNEX "F",	INSURANCE REQUIREMENTS
ANNEX "G",	PRICE EVALUATION

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Health & Safety Requirements, Periodic Usage Report Form, Project Management Forms, Insurance Requirements, and Price Evaluation form.

2. Summary of Requirement

(i) To provide on an as and when requested basis, skilled licensed labour, tools, equipment, supervision, and installation of material for Plumbing Services as detailed in Annex "A", entitled "Statement of Work", for Defence Research and Development Canada (DRDC), located at 1133 Sheppard Ave., West, Toronto, Ontario.

(ii) This procurement contains MANDATORY requirements as specified in Part 4. There are Health & Safety requirements specified in Part 5 "Certifications" which are one of the conditions precedent to issuance of the Standing Offer. The resulting Standing Offer is not to be used when multiple trades standing offers or contracts are required to complete the project.

(iii) The General Contractor Supply Arrangement must be used in place of this Standing Offer when multiple trades are required to complete the project. The Standing Offer holder may subcontract up to

10% of the value of the project construction estimate or call-up amount (not to exceed \$1,000.00 without taxes) for work by one other skilled trade.

(iv) There is no minimum call-up value.

(v) The proposed period of the Standing Offer is 1 year from date of standing offer (tentative start date 1 September 2012), with the right to request an extension for an additional 1 year.

(vi) It is anticipated that one standing offer will result from this request.

(vii) pursuant to section 01 of Standard Instructions 2006 and 2007, a Consent to a Criminal Record Verification form, must be submitted with the offer, by Request for Standing Offers closing

(viii) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

(ix) The requirement is limited to Canadian goods and/or services.

3. 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 (2012-07-16) 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 twenty (120) days

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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 Ontario.

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

5. Compliance with Applicable Laws

- 1) By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licenses, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
- 2) For the purpose of validating the certification in paragraph 1) above, an Offeror shall, if requested, provide a copy of every valid license, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.
- 3) Failure to comply with the requirements of paragraph 2) above shall result in disqualification of the offer.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

- Section I: Technical Offer (2 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with 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 III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1. Evaluation Procedures**

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

1.1. Technical Evaluation**1.1.1 Mandatory Technical Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

a)	<p>Offerors must have relevant experience in Plumbing Services as detailed in the Statement of Work (Annex A). In order to demonstrate this, offeror must provide details of 2 contracts performed and/or managed by the Offeror, within the last 5 years, which clearly indicates that the proposed personnel and/or their sub-contractor has the experience to successfully carry-out the work described in Annex A, specifically:</p> <ul style="list-style-type: none"> - basic plumbing services such as general plumbing repairs and installation, dye on test toilets, all types of plumbing related inspections, ability to pump out catch basins and winterize fire hydrants, etc.; - excavation service; - commercial pipe video Inspections such as pipe condition, blockage, corrosion, underground sewer lines and or pipes, root infiltration, etc.; - commercial Water Jetting. - licensed in back flow preventions; and - pipe freezing service
b)	<p>Offeror must provide copy of their Plumber's license and/or certificate for at least two (2) of their proposed Plumbers.</p>

1.2. Financial Evaluation

1.2.1 Mandatory Financial Criteria

- a) Offers must be submitted on the Basis of Payment form located in Annex B. A price must be provided for every item and pricing period in the Basis of Payment. Pricing must be firm in Canadian currency and must not be indexed or tied to an escalation factor
- b) Offers must not contain any alteration to the preprinted or pre-typed sections of the Basis of Payment form, or any condition or qualification placed upon the offer.

1.2.2 Evaluation of Price

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

- 1.2.3 The evaluated price will be the aggregate price of the total estimated expenditure for the firm and the extension period. Extended prices will be calculated by multiplying the estimated usage values by the Offeror's corresponding unit price or markup percentage, proposed on Annex B, Basis of Payment for the firm and the extension year of the standing offer. See "Annex G, Price Evaluation" for the calculation of evaluated price.

2. Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

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

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

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list.
(<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>)

2. 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 Bidder's Procurement Business Number (PBN)

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website. For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

2.2 Canadian Content

SACC Manual clause A3050T 2010-01-11 Canadian Content Definition

2.2.1 Canadian Content Certification

This procurement is limited to Canadian goods and Canadian services.

The Offeror certifies that:

- () a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult ANNEX 3.6.(9), Example 2, of the Supply Manual.

2.3 Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

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

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

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

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, 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, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

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

2.4 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.

2.5 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 5 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

2.6 Documents Required:

2.6.1 Proof of insurance coverage which meets or exceeds the coverage stated in Part 6.

2.6.2 Copy of company's most recent, signed Health and Safety General Plan

2.6.3 A copy of company's WSIB Clearance Certificate

2.6.4 A copy of all applicable trades certificates as detailed in the specification. (e.g. Certificate of Qualification for each tradesman and proof of registration in the Apprenticeship program for all apprentices, Halocarbon Certificate, Fall arrest, Confined Space etc.)

PART 6 - INSURANCE REQUIREMENTS

1. 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 F

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. Summary of Requirement

The Offeror will provide, on an as and when requested basis, skilled licensed labour, tools, equipment, supervision, and will supply and install all material required for the Work as detailed in Annex A, entitled "Statement of Work", for Defence Research and Development Canada (DRDC), located at 1133 Sheppard Ave., West, Toronto, Ontario. The Standing Offer may not be used for medium to high risk construction projects without approval as detailed in article 14 (herein) entitled "Additional Approval Required for Medium to High Risk Requirements". This Standing Offer is not to be used when multiple trades standing offers or contracts are required to complete the project. The General Contractor Supply Arrangement must be used in place of this Standing Offer when multiple trades are required to complete the project. The Standing Offer holder may subcontract up to 10% of the value of the project construction estimate or call-up amount (not to exceed \$1,000.00 without taxes) for work by one other skilled trade.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *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.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of issuance to 31 August 2013 (tentative) inclusive.

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 one-year period, from 1 September 2013 to 31 August 2014 (tentative) 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 15 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:

Helen Yari
Public Works and Government Services Canada
Ontario Region - Acquisition
33 City Centre Drive Suite 480C
Mississauga, Ontario L5B 2N5
Telephone: (905) 615-2061
Facsimile: (905) 615-2060
E-mail address: helen.yari@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

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative (To be completed by Offeror).

Name: _____ Title: _____
Telephone: ____ - ____ - _____ Facsimile: ____ - ____ - _____
E-mail address: _____
Emergency 24 hours Telephone No.: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is DRDC, Toronto, Ontario.

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 version.

8. Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. Limitation of Call-ups

Individual call-ups including all amendments and Harmonized Sales Tax must not exceed \$40,000.00.

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 (2012-07-16), General Conditions - Standing Offers - Goods or Services;
- d) Contract Documents Applicable to Call-ups issued against the Standing Offer listed in article 2 in Part 7 B;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Health & Safety Requirements;
- h) Annex D, Periodic Usage Report Form;
- i) Annex E, Project Management Forms;
- j) Annex F, Insurance Requirement;
- k) the Offeror's offer dated _____, _____ as clarified on _____ or as amended on _____.

* "Articles of Agreement" means the clauses and conditions set out in full text or incorporated by reference from the Standard Acquisition Clauses and Conditions Manual to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document.

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. SACC Manual Clauses

The following SACC Manual Clauses are incorporated by reference;

M3800C	Estimates	(2006-08-15);
A9062C	Canadian Forces Site Regulations	(2010-01-11);
A9068C	Government Site Regulations	(2010-01-11).
A0285C	Worker's Compensation	(2007-05-25)

13. Applicable Laws

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

14. Additional Approval Required for Medium to High Risk Requirements

When the call-up includes Work which increases the risk to the Contractor, Canada or third parties, the Contractor must provide the Project Authority and affected personnel a site specific Health and Safety Plan. The Project Authority must complete the Project Health and Safety Risk Assessment Form included in Annex C and Appendix B.

15. Inspection of Contractors Work and Safety Procedure

The Project Authority must inspect the Contractor's Work throughout the duration of the project for compliance with the call-up and the safety procedures in the Contractor's safety plan.

16. Documentation required on Project Files

The Standing Offer Authority may randomly review the project files that have been completed using this Standing Offer. If the appropriate documents are not included in the project file the Standing Offer Authority may revoke its delegated authority for the Project Authority to use this Standing Offer. The Project Authority must keep on the project file the following information:

- Original Call up with scope of work;
- Contractor's estimate of value of the Call up, with cost breakdown in accordance with Basis of Payment;
- Minutes from precommencement meeting between the Project Authority and the Contractor;
- Contractor's Site Specific Safety Plan;
- Log of Daily Inspections of Work;
- Deficiency Reports;
- Final Inspection Report;
- Amendments to scope of work and call-up; and
- All documents related to claims for additional payments, requested by the Contractor.

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. Contract Documents Applicable to Call-ups issued against the Standing Offer

2.1 The following are the contract documents:

- (a) Contract Page when signed by Canada;
- (b) Annex A Statement of Work
- (c) Annex B Basis of Payment
- (d) Annex C Health and Safety Requirements
- (e) Annex D Periodic Usage Report Form
- (f) Annex E Project Management Forms
- (g) Annex F Insurance Requirements
- (h) Drawings and Specifications;
- (i) General Conditions and clauses

GC1 General Provisions	R2810D (2012-07-16);
GC2 Administration of the Contract	R2820D (2012-07-16);
GC3 Execution and Control of the Work	R2830D (2010-01-11);
GC4 Protective Measures	R2840D (2008-05-12);
GC5 Terms of Payment	R2550D (2010-01-11);
GC6 Delays and Changes in the Work	R2860D (2012-07-16);
GC7 Default, Suspension or Termination of Contract	R2870D (2008-05-12);
GC8 Dispute Resolution	R2884D (2008-05-12)
GC9 Insurance	R2590D (2012-07-16);
Fair Wages and Hours of Labour - Labour Conditions	R2940D (2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D (2007-05-25);
- (j) Schedules of Wage Rates for Federal Construction Contracts;
- (j) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- (k) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
- (l) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.

2.2 The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>

2.3 Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:
http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml.

2.4 The language of the contract documents is the language of the Bid Form submitted.

3. Limitation of Liability

GC1.6 of R2810D is deleted and replaced with the following:

GC1.6 Indemnification by the Contractor

- 1) The Contractor shall indemnify and save Canada harmless from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings whether in respect to losses suffered by Canada or in respect of claims by any third party, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributable to the activities of the Contractor in performing the Work, provided such claims are caused by the negligent or deliberate acts or omissions of the Contractor, or those for whom it is responsible at law.
- 2) The Contractor's obligation to indemnify Canada for losses related to first party liability shall be limited to:
 - a) In respect to each loss for which insurance is to be provided pursuant to GC10.1 "Insurance Contracts" of R2900D, the Commercial General Liability insurance limit for one occurrence as referred to in the "Insurance Terms" of R2910D.
 - b) In respect to losses for which insurance is not required to be provided in accordance with GC10.1 "Insurance Contracts" of R2900D, the greater of the Contract Amount or \$5,000,000, but in no event shall the sum be greater than \$20,000,000.

The limitation of this obligation shall be exclusive of interest and all legal costs and shall not apply to any infringement of intellectual property rights or any breach of warranty obligations.

- 3) The Contractor's obligation to indemnify Canada for losses related to third party liability shall have no limitation and shall include the complete costs of defending any legal action by a third party. If requested by Canada, the Contractor shall defend Canada against any third party claims.
- 4) The Contractor shall pay all royalties and patent fees required for the performance of the Contract and, at the Contractor's expense, shall defend all claims, actions or proceedings against Canada charging or claiming that the Work or any part thereof provided or furnished by the Contractor to Canada infringes any patent, industrial design, copyright trademark, trade secret or other proprietary right enforceable in Canada.
- 5) Notice in writing of a claim shall be given within a reasonable time after the facts, upon which such claim is based, became known.

4. Term of Contract

4.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer. The Offeror must provide on-site response to urgent call-ups within 2 hours from receipt of the call-up. The Offeror must provide on-site response to all other call-ups within 1 working days of receipt of the call-up unless otherwise stated on the call-up document. Due to the volume of work required by the Identified Users the Offeror must be able to respond to multiple urgent and regular call-ups at the same time.

5. Payment

5.1 Basis of Payment

Payment will only be made in accordance with the Basis of Payment located in Annex B. Except for disbursements pre-authorized by the Project Authority, Canada will not pay any charges or fees or any costs which are not specified in Annex B. Canada will consider invoices from a subcontractor as a disbursement. No mark-up by the prime contractor, will be paid on disbursements.

5.2 Limitation of Price

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 Project Authority before their incorporation into the Work.

5.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

5.5 Payment by Credit Card *(if applicable)*

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

6. 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. Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts and vouchers for all direct expenses;
- (c) cost breakdown for any labour, machine time or use of special equipment; and
- (d) copy of the original invoice received from subcontractor (if considered), which must show cost breakdown for any labour, material, equipment etc.

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.

7. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. 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 thirty (30) 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.

8. Performance Evaluation

1) Offeror shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the standing offer may be set aside and the Offeror's bidding privileges on future work may be suspended indefinitely.

2) An electronic version of the form PWGSC-TPSGC 2913, SELECT - Contractor Performance Evaluation Report Form, used to record the performance is available on the Public Works and Government Services Canada (PWGSC) Web site.

ANNEX A

STATEMENT OF WORK

1.0 Scope of Work

The plumbing services under this Standing Offer must be provided on an as and when requested basis, include furnishing of all labour, material, and equipment required to carry out the scope of work, which comprises the following:

1.1 Plumbing services include the following:

- General plumbing repair & installation
- Dye test all toilets for internal leaks along with pipe drains
- Inspect faucets including all exposed hot & cold water supply lines.
- Inspect all exposed water piping
- All fixture drains are inspected repaired or replaced
- Washing machine hoses are inspected
- All hose bibs will be examined for leaks
- Inspect check & tag all emergency shut offs & water shut off valves
- Replace defective water shut-off valves and install new where necessary
- Bio-clean all drains upon request
- Roof drains, clean repair or replace
- Catch basin service and repair work
- Ability to pump out catch basin after flushing lines
- Backflow prevention & installation & yearly inspections
- Commercial pipe repair, installation and replacement
- Grease, trap and liquid waste pumping & removal
- Circulating pumps repairs or replacement
- Sump pumps repairs or replacement
- Annual maintenance and service work for fire hydrant (winterizing)
- Pipe threading as and when required.

1.2 Commercial Pipe Video Inspection:

- Utilization of a video camera as and when required allows the contractor to inspect the condition of underground sewer lines and other types of underground or concealed pipes. By using a video camera the contractor shall identify damaged pipes that may require repair or replacement. Pipe video inspection to include:
 - Broken, cracked or collapsed pipe
 - Offset pipe-pipes that may have shifted due to frozen ground or setting
 - Blockage from grease build-up or a foreign object within the line
 - Corrosion from deterioration and or a broken pipe that has caused the line to collapse
 - Bellied pipe, a pipe that may have sunk due to ground shifting or soil erosion that has created a "valley" and collects paper and or waste
 - A leaking joint
 - Root infiltration, tree roots may have invaded the sewer lines.

1.3 Commercial Water Jetting:

The contractor shall be able to provide water jetting services technology as and when required with "state of the art" pumps and flexible hoses, that propels water under varying amounts of pressure, (must have max 2500 psi) into commercial pipes ranging from 1" to 12". This shall include special nozzles mounted on the end of extra heavy duty hose utilizing an array of forward

and reverse jets to project powerful streams of water throughout the pipe walls helping to cut through the toughest grease and debris.

2.0 Plumber

2.1 Shall be a Provincial licensed journeyman qualified in the work.

2.2 "Journeyman" means: a person who has successfully completed all the academic training and work experience required under the Apprenticeship and Tradesmen's Qualifications Act related to the Certified Trade involved and has been issued a Certificate of Qualification by the governing body for the Province of Ontario

3.0 Service Work Hours

3.1 Work will be carried out :

- during regular working hours 0730 to 1600
- outside regular working hours - 1600 to 0730
- Saturdays, Sundays and Statutory Holidays

3.2 Regular & Emergency or Urgent Response Times.

- Response to "Emergency or Urgent" requests from the Departmental Representative must be within two (2) hours of being notified, on a twenty-four (24) hours, seven (7) days per week basis.
- Response to "Routine" requests for service within one (1) working day of being notified by the Departmental Representative.
- Contact the Departmental Representative on the first working day following an after normal working hours "Emergency or Urgent" call and obtain a requisition number.
- Proceed to the site when requested for emergency service and repair or protect the system or equipment from further damage. Emergency service shall not exceed \$1000.00 for any one call without prior authorization from the Departmental Representative. When the system has been made safe, provide within one (1) working day a detailed estimate to complete repairs and put the equipment in proper working order.

4.0 Tools and Equipment:

The contractor shall maintain vehicles complete with hand and power tools, including augers and materials to perform emergency or urgent requests for service, including, but not limited to, the following:

- drainage system cleaning and maintenance
- piping and plumbing repairs
- sub terrainian failures excluding excavating

The contractor is expected to have tools and equipment in good working order, the Crown will not be responsible to fix or replace tools or equipment belonging to the offeror.

APPENDIX 1 OF ANNEX A**GENERAL INSTRUCTIONS****01 Drawings**

- .1 No drawings accompany this specification.

02 Minimum Standards

- .1 Execute work to meet or exceed:
 - .1 Rules and regulations of authorities having jurisdiction.
 - .2 Applicable Federal, Provincial and Municipal Regulations, Codes and Acts.
 - .3 Equipment or system manufacturer's recommendations, instruction manuals and/or leaflets.
 - .4 Canada Occupational Safety and Health Regulations.
 - .5 WHMIS Legislation - Workplace Hazardous Materials Information System.

03 Examination

- .1 Visit site prior to tender submission to examine existing conditions and determine conditions affecting work.
- .2 Upon signing Standing Offer, the Contractor will be deemed to have accepted the condition of the site as being acceptable in all respects.
- .3 No after claim will be allowed for any work that may be necessary for the proper execution of the work.

04 Contractor

- .1 Only trained and fully qualified people directly employed and/or sub-contractors supervised/managed by the contractor shall do the work.
- .2 Maintain service vehicles complete with hand and power tools, including augers and material to perform emergency or urgent requests for service, including, but not limited to, the following:
 - .1 Drainage system cleaning and maintenance.
 - .2 Piping and plumbing repairs.
 - .3 Sub-terrainian failures excluding excavating.
- .3 Tools and equipment required for the above work shall be supplied and included in hourly rates.
- .4 Have access to a minimum labour pool of:
 - .1 Three (3) personnel available to handle serious emergencies.
 - .2 Two (2) plumbers (provide license numbers).

.5 Have access to excavation equipment and all other tools and equipment to handle major plumbing and drainage failures.

.6 Coordinate work with sub-trades.

.7 Provide names and certification numbers of tradespeople to be employed on the site.

05 Superintendent

.1 Maintain on the site during each work period, a competent, designated working representative:

.1 Fluent in the English language (speak, read and write).

.2 Register with the on-site security representatives upon entering and leaving premises.

06 Work Force

.1 Provide details of work force to be employed in carrying out work. If work force proves to be inadequate, employ additional staff, as required, to fulfil the terms of the Contract.

.2 Do not permit any person previously removed from the work to return to the work site as an employee of the Contractor without the written consent of the Departmental Representative.

.3 Obtain written approval from Departmental Representative for all replacement staff to be used on this work.

.4 Register with the on-site security representatives upon entering and leaving premises.

.5 Wear "security badges" obtained from on-site security representatives while performing work within building.

.6 Be neatly attired for the work to be performed:

.1 Industrial-type matching shirt and trousers, with company name or crest affixed to the shirt.

.2 Safety footwear is mandatory at all times.

.7 Comply with non-smoking restrictions. Smoking is not permitted, except in designated areas.

07 Taxes

.1 Pay applicable Federal, Provincial and Municipal taxes.

08 Cleaning

.1 Maintain work area free of accumulated waste and rubbish.

.2 Remove and dispose of debris, used and obsolete material.

09 Supplies

- .1 Supply materials, tools and equipment necessary to execute the work satisfactorily, and be appropriate or use in their respective work.
- .2 All materials, tools and equipment are subject to approval by the Departmental Representative.
- .3 Use new materials and replacement parts to match existing. Alternative materials must have written approval of the Departmental Representative.
- .4 New materials shall conform to or exceed, the minimum applicable standards of the Canadian General Standards Board, the Canadian Standards Association or the National Building Code of Canada.
- .5 Provide any material guarantees or warranties to the Departmental Representative.

10 Meetings

- .1 Attend meetings at site when notified by the Departmental Representative.

11 Cooperation and Protection

- .1 Work area may be occupied during execution of work.
- .2 Perform work with minimum disturbance to occupants, public and normal use of premises.
- .3 Protect existing work from damage.
- .4 Use elevator designated by Departmental Representative.
- .5 Use sanitary facilities designated by Departmental Representative.
- .6 Limited parking on site is available for Contractor during work periods. Do not leave vehicles or equipment on site overnight or when not in use.

12 Maintenance Log

- .1 Maintain on site a record of work performed during each call-up. Log to be comprised of the work reports, inspection reports, safety records and all other pertinent information.
- .2 Record for each call-up:
 - .1 Date and hours on site.
 - .2 Work performed.
 - .3 Number of staff on site.

13 Publicity

- .1 Do not list, publicize or use for business promotion purposes, the address of the work of this Contract or the name of the Department or the Government of Canada.

14 Accident

- .1 The Contractor and his employees shall not be considered as being Government Employees and, therefore, shall not come within the provisions of the Government Employee Compensation Act and shall not be eligible for any of the benefits provided by the Crown under this Act in case of accidents during the performance of the maintenance service.

15 Energy Conservation

- .1 Conserve energy and nonrenewable natural resources with due regard for property protection, safety of workmen and employees and overriding by-laws and regulations.
- .2 Switch on lights in work areas only.
- .3 Switch off lights not required for occupants, work safety or security.

16 Work Done By Other Means

- .1 This Standing Offer does not create an exclusive right of the contractor to perform all plumbing work which might be required. The Department reserves the right to have any work done by other means.

17 Hazardous Substances

- .1 The project site has been surveyed for the presence of designated substances referred to in the Occupational Health and Safety Act and Regulations for Construction Projects, O.Reg. 213/91 as amended.
- .2 The list of designated substances present at the project site work area is as follows:
 - .1 Asbestos.
 - .2 Lead.
 - .3 Mercury.
 - .4 Silica.
- .3 Other hazardous materials on site: various chemicals in laboratories.
- .4 Provide copies of this list to each employee and subcontractor prior to entering into a contract with them.

ANNEX B**BASIS OF PAYMENT**

All prices are firm net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST/HST shall not be included in pricing and shall be shown as a separate item on invoices.

Regular Hours are between 0730 to 1600 - Monday to Friday excluding Statutory Holidays.

Emergency or Urgent Service Call pricing is for the same service as Service Call pricing except the Offeror's on-site response must be within 2 hours of receiving the call up.

Parts and material that is not free issue will be supplied by Contractor at the laid down price plus a markup. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra

Disbursements: Such as unforeseen work that requires less than \$1,000.00 of subcontracting, or the use and provision of tools or equipment not normally included in this type of work, must be PRE-APPROVED in writing by the Technical Authority and charged at cost with no allowance for overheads or profit. Copies of invoices must be provided to the Technical Authority

Estimates: Where a cost estimate has been submitted and accepted by site authority, fully completed work or services will be performed or provided at cost no greater than 110 percent of such estimate.

Pricing Periods for this requirement will be:

Year 1 - from date of issue to 31 August 2013

Option - Year 2 - from 1 September 2013 to 31 August 2014

1. Service Calls:

Service Call pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of on site productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor.

ITEM	Description	Unit Price Year 1	Unit Price Year 2
A 1	Service Call during regular working hours, Monday to Friday		
a).	Journeyman	\$_____/call	\$_____/call
b).	Apprentice	\$_____/call	\$_____/call
A 2	Emergency or Urgent Service Call during regular working hours, Monday to Friday		
a).	Journeyman	\$_____/call	\$_____/call
b).	Apprentice	\$_____/call	\$_____/call

ITEM	Description	Unit Price Year 1	Unit Price Year 2
A 3	Emergency or Urgent Service Call outside regular working hours, Monday to Friday		
a).	Journeyman	\$_____/call	\$_____/call
b).	Apprentice	\$_____/call	\$_____/call
A4.	Emergency or Urgent Service Call Saturdays, Sundays and Statutory Holidays		
a).	Journeyman	\$_____/call	\$_____/call
b).	Apprentice	\$_____/call	\$_____/call

2. Labour:

The Labour pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each service representative

B 1.	Labour during Regular hours		
a).	Journeyman	\$_____/hr	\$_____/hr
b).	Apprentice	\$_____/hr	\$_____/hr
B 2.	Labour outside regular working hours, Monday to Friday		
a).	Journeyman	\$_____/hr	\$_____/hr
b).	Apprentice	\$_____/hr	\$_____/hr
B 3.	Labour Saturdays, Sundays and Statutory Holidays		
a).	Journeyman	\$_____/hr	\$_____/hr
b).	Apprentice	\$_____/hr	\$_____/hr
3.	Parts and Materials.		
	Mark up on laid down cost	_____%	_____%
4.	Flush Truck Only, in addition to 1. And 2 above		
	Flush Truck	\$_____/hr	\$_____/hr
5.	Commercial Water Jetting Service	\$_____/hr	\$_____/hr
6.	Excavation Service	\$_____/hr	\$_____/hr

ANNEX C**HEALTH AND SAFETY REQUIREMENTS**

Company's Safety plan is to include:

1. Safety Policy Statement including:
 - a. What a safety plan is
 - b. Why is it necessary
 - c. Who is it for
 - d. When does it apply
 - e. Where does it apply
2. General Policy to include:
 - a. How will this policy be achieved including:
 1. Training
 2. Discipline
 3. Refreshers
 - b. A process on how the company will keep their personal up to date on the job site (Tailgate briefings) with a deliverable of the minutes given to the Project or Technical Authority on a monthly basis utilizing appendix A.
4. A process on dealing with and reporting of injury's on the job site.
5. A process on dealing with subcontractors, suppliers and visitors in reference to Safety and access control.
6. Company standards on Personal Protective Equipment:
 - a. How they are maintained
 - b. Who is responsible
 - c. What they are responsible for
7. Note if your company has a safety committee and who they are.
8. An organizational chart on who is responsible for what (on the job site).

ANNEX C, APPENDIX A, CONTRACTOR SITE SAFETY BRIEFING

Ensuring Safety on the work site for all who are at Government of Canada Sites

Purpose: Contractors have a legal responsibility to provide a safe work environment for their employees.

Therefore, the purpose of this checklist is to identify the essential equipment and /or procedures necessary to also promote such an environment for Federal Government personnel, while working on site.

PART 1 - GENERAL DATA

Project Title #: _____

Date: _____

dd / mm / yy

Project OPI: _____

Work Order #: _____

Civic Address: _____

Requisition #: _____

Certification required for project _____

PART 2 - SAFETY EQUIPMENT

Safety equipment is considered the responsibility of the Contractor. The following equipment will be held on all job sites:

☐ Fire Extinguisher (Type) & Location☐ Hazard Warning Signs (location)☐ First Aid Kit (location)☐ Physical Barriers/Visual Warnings (location)

Comments: _____

PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Check for the following approved PPE, to be provided by the Contractor as required, for specific worksite:

☐ Head Protection☐ Skin Protection☐ Respiratory protection☐ Hazard specific gloves/clothing☐ Hearing Protection☐ Trenching/shoring equipment☐ Foot/leg protection☐ Fall arrest equipment☐ Eye protection equipment. (location)☐ Emergency rescue/extraction

Comments: _____

PART 4 - SAFETY PROCEDURES AND TRAINING

As required to on specific work sites, the contractor must have:

- | | |
|---|---|
| <input type="checkbox"/> Confined Space Entry Permit
_____ | <input type="checkbox"/> Hazard Containment procedures
_____ |
| <input type="checkbox"/> Confined Space Entry Training
_____ | <input type="checkbox"/> Working alone communication protocols
_____ |
| <input type="checkbox"/> De-energizing/Blanking procedures
_____ | <input type="checkbox"/> WHMIS compliance training
_____ |
| <input type="checkbox"/> Lock out/Tag out procedures
_____ | <input type="checkbox"/> Documented Safety plan/program
_____ |
| <input type="checkbox"/> On site Standard First Aid Qualification.
_____ | <input type="checkbox"/> Other _____ |

Comments: _____

PART 5- SIGNATORY BLOCK

I, _____, employed by _____, have
(Contractor's name Printed) (Contractor's Company)

discussed the safety considerations noted on the above date.

Contractor's signature

date

signature for Canada

date

Names of workers briefed:

_____	_____
_____	_____
_____	_____
_____	_____

Any other paper work required for this safety document can be made as an attachment to this document.

Solicitation No. - N° de l'invitation

W7719-125082/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor016

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W7719-125082

TOR-1-34037

ANNEX C, APPENDIX B, HEALTH AND SAFETY RISK ASSESSMENT FORM

Call-up #	Standing Offer #
Does this contract include high risk work or installations? Check boxes that apply	
a) exposure to unexploded ordinance	Yes
b) excavation	Yes
c) exposure to high voltage/ arc flash	Yes
d) working at heights	Yes
e) working in confined space Confined space entry permit must be completed and put on file prior to entry	Yes
f) hot work	Yes
g) working with chemicals	Yes
h) traffic control	Yes
i) exposure to pressure vessels	Yes
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	Yes
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	Yes
l) Other: [Describe risk]	Yes
<p>If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.</p> <p>For Contracts Section Use Only</p> <p>Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.</p> <p>Signature of Project Authority: _____ Dated: _____</p> <p>Signature of Supervisor: _____ Dated: _____</p>	

ANNEX D**PERIODIC USAGE REPORT FORM**

The Offeror understands that it is their responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Standing Offer Authority to: helen.yari@pwgsc.gc.ca;

The following information is required:

Offeror's Name: _____						
Prepared By: _____				Telephone No.: _____		
Standing Offer Title		Standing Offer No.		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)
Total Value to Date (\$) of all Call-ups		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)
Call-up No.	Date of Call-up	Description of Work	Total no. of Service Calls	Total hours of labour	Total Value of Material	Total Value of Call-up (without GST/HST)

Refer to Part 7. A. Article 3.2. Standing Offer Reporting.

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

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.

Final Inspection Sign-Off Sheet (Service)

Project #:

Standing Offer #:

Call-up #:

Originated By:

No.	Description	Accepted: Print name	Date inspection completed	Comments
1	Complies with contract and specifications			
1.a	Complies with National Building Code (NBC)			
1.b	Complies with Canadian Electrical Code (CEC)			
1.c	Complies with National Plumbing Code (NPC)			
1.d	Complies with National Fire Code (NFC)			
1.e	Complies with National Fire Prevention Code (NFPA)			
1.f	Complies with Other applicable standard:			
1.g	Complies with Other applicable standard:			
2	100% of systems, equipment and ancillary devices installed, operate as intended and as per manufacturer's instructions			
3	All administrative deliverables met, approved and are on file (shop drawings, commissioning manuals as built, inspection reports etc...)			
4	Job site and associated mechanical rooms are clean and all waste removed			

ANNEX F**INSURANCE REQUIREMENTS****Insurance****GC 9.1 General**

- 1) The Offeror shall, at the Offeror's expense, obtain and maintain insurance contracts in accordance with the requirements contained herein.
- 2) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Offeror.

GC 9.2 Proof of Insurance

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Offeror shall deposit with Canada a Certificate of Insurance (form PWGSC-TPSGC 357) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>), available on Public Works and Government Services Canada Web site.
- 2) Upon request by Canada, the Offeror shall provide originals or certified true copies of all contracts of insurance maintained by the Offeror pursuant to the provisions contained herein.
- 3) The insurance policies shall be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

GC9.3 Commercial General Liability

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have an Each Occurrence Limit of not less than \$5,000,000.
- 2) The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
 - (a) Blasting.
 - (b) Pile driving and caisson work.
 - (c) Underpinning.
 - (d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
- 3) The policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.
- 4) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion.

ANNEX G**PRICE EVALUATION**

The usages specified in the brackets () below are estimates only for the purposes of evaluation. The firm unit prices proposed at Annex B, Basis of Payment will be used in the calculation of the aggregate price to be used in the evaluation. The aggregate price will be the sum of the total estimated expenditures for the firm and the extension periods.

To calculate the price for Material and Replacement Parts the proposed markup percentage will be applied to the estimated usage of \$30,000.00 to obtain the price used in the evaluation. Example: Mark-up of 10% x \$30,000.00 = \$3,000.00. The price to be used in the evaluation is \$30,000.00 + \$3,000.00 = \$33,000.00

Firm Period - Year 1**1. Service Calls:**

Service Call pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of on site productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor.

ITEM	Description	Yearly Estimated Usage	Unit Price Year 1	Extended Price
A 1	Service Call during regular working hours, Monday to Friday			
a).	Journeyman	100 call-ins	\$_____/call	\$_____
b).	Apprentice	30 call-ins	\$_____/call	\$_____
A 2	Emergency or Urgent Service Call during regular working hours, Monday to Friday			
a).	Journeyman	15 call-ins	\$_____/call	\$_____
b).	Apprentice	10 call-ins	\$_____/call	\$_____
A 3	Emergency or Urgent Service Call outside regular working hours, Monday to Friday			
a).	Journeyman	15 call-ins	\$_____/call	\$_____
b).	Apprentice	10 call-ins	\$_____/call	\$_____
A4.	Emergency or Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a).	Journeyman	15 call-in	\$_____/call	\$_____
b).	Apprentice	10 call-in	\$_____/call	\$_____
TOTAL ESTIMATED EXPENDITURE				\$_____

2. Labour:

The Labour pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each service representative

B 1.	Labour during Regular hours			
a).	Journeyman	500 hours	\$_____/hr	\$_____
b).	Apprentice	200 hours	\$_____/hr	\$_____
B 2.	Labour outside regular working hours, Monday to Friday			
a).	Journeyman	300 hours	\$_____/hr	\$_____
b).	Apprentice	50 hours	\$_____/hr	\$_____
B 3.	Labour Saturdays, Sundays and Statutory Holidays			
a).	Journeyman	50 hours	\$_____/hr	\$_____
b).	Apprentice	20 hours	\$_____/hr	\$_____
TOTAL ESTIMATED EXPENDITURE				\$_____

3.	Parts, Materials, and Miscellaneous			
	Mark up on laid down cost	\$30,000.00	_____%	\$_____
4.	Flush Truck Only	60 hours	\$_____/hr	\$_____
5.	Commercial Water Jetting Service	200 hours	\$_____/hr	\$_____
TOTAL ESTIMATED EXPENDITURE				\$_____

Extension Period - Year 2**1. Service Calls:**

Service Call pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of on site productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor.

ITEM	Description	Yearly Estimated Usage	Unit Price Year 2	Extended Price
A 1	Service Call during regular working hours, Monday to Friday			
a).	Journeyman	100 call-ins	\$_____/call	\$_____
b).	Apprentice	30 call-ins	\$_____/call	\$_____
A 2	Emergency or Urgent Service Call during regular working hours, Monday to Friday			

ITEM	Description	Yearly Estimated Usage	Unit Price Year 2	Extended Price
a).	Journeyman	15 call-ins	\$_____/call	\$_____
b).	Apprentice	10 call-ins	\$_____/call	\$_____
A 3	Emergency or Urgent Service Call outside regular working hours, Monday to Friday			
a).	Journeyman	15 call-ins	\$_____/call	\$_____
b).	Apprentice	10 call-ins	\$_____/call	\$_____
A4.	Emergency or Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a).	Journeyman	15 call-in	\$_____/call	\$_____
b).	Apprentice	10 call-in	\$_____/call	\$_____
TOTAL ESTIMATED EXPENDITURE				\$_____

2. Labour:

The Labour pricing is an all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each service representative

B 1.	Labour during Regular hours			
a).	Journeyman	500 hours	\$_____/hr	\$_____
b).	Apprentice	200 hours	\$_____/hr	\$_____
B 2.	Labour outside regular working hours, Monday to Friday			
a).	Journeyman	300 hours	\$_____/hr	\$_____
b).	Apprentice	50 hours	\$_____/hr	\$_____
B 3.	Labour Saturdays, Sundays and Statutory Holidays			
a).	Journeyman	50 hours	\$_____/hr	\$_____
b).	Apprentice	20 hours	\$_____/hr	\$_____
TOTAL ESTIMATED EXPENDITURE				\$_____
3.	Parts and Materials			
	Mark up on laid down cost	\$30,000.00	_____%	\$_____
4.	Flush Truck Only	60 hours	\$_____/hr	\$_____
5.	Commercial Water Jetting Service	200 hours	\$_____/hr	\$_____
TOTAL ESTIMATED EXPENDITURE				\$_____