

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions**
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

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 RISO LABORATORY ANALYTICAL SERVICES	
Solicitation No. - N° de l'invitation W0103-115061/A	Date 2012-07-17
Client Reference No. - N° de référence du client W0103-115061	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-249-5973	
File No. - N° de dossier VIC-1-34021 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-01	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
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: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250) 363-8442 ()	FAX No. - N° de FAX (250) 363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: as per individual call-up against the Standing Offer	

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
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Delivery Required - Livraison exigée See Herein	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) template is divided into six parts:

- | | |
|--------|---|
| 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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses: |
| | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment and any other annexes.

2. Summary:

A Regional Individual Standing Offer for the provision of Analytical Laboratory Services on an "as and when requested" basis for use by the Department of National Defence, CFB Esquimalt and CFMETR Nanoose (Canadian Forces Maritime Experimental Test Range), CFB Matsqui, CFS Aldergrove and CFS Masset in accordance with the solicitation document.

The period of the Standing Offer is from date of issuance of Standing Offer to December 31, 2015.

The proposed Standing Offer(s) are required on a regular and ongoing basis for water quality testing for the Base and the Ships. The water is tested daily, weekly and monthly at various locations. In addition, it will also be used for environmental monitoring and testing related to daily operational support of the various DND units above.

Analytical services are required for:

- A) Soil/Sediment samples
- B) Water Samples
- C) Waste Oil and Fuel
- D) Hazardous Materials
- E) Miscellaneous (unspecified) Tests

This request for a standing offer does not require the Contractor to provide on-site monitoring or sample collection services. DND personnel will collect and submit all samples directly to the Contractor's laboratory.

The estimated total cost of expenditures that could be ordered up against the proposed Standing Offer(s) could amount to \$300,000.00, GST/HST included over a 3-year period. It is the intention of Canada to issue, as a result of this Request for Standing Offer, up to 3 Regional Individual Standing Offers, up to this aggregate amount, could be awarded to ensure that there will be a continuity of service in as many locations as possible.

Pursuant to section 01 of Standard Instructions 2006, a Consent to a Criminal Record Verification form MUST BE SUBMITTED WITH THE OFFER, by Request for Standing Offers closing date, for each individual who is currently on the Offeror's Board of Directors.

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 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

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

3. Enquiries - Request for Standing Offers:

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws:

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in British Columbia.

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. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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.

The Bidder should provide as much relevant information as necessary to demonstrate understanding of and their ability to meet the requirement. If any of the information requested is in your Quality Assurance manual, it should be referenced in your proposal. All proposals received will be evaluated for their technical and management content utilizing point rating identified. For the purpose of evaluating your proposal, representatives of the Crown may interview key personnel to assess their technical abilities and to determine if they would be adequate for the proper performance of the proposed contract. You agree to make your key personnel available for this purpose.

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____
Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria:

MANDATORY REQUIREMENTS AT SOLICITATION CLOSING:

FAILURE TO ADDRESS ANY OF THE FOLLOWING MANDATORY REQUIREMENTS AT SOLICITATION CLOSING WILL RENDER YOUR SUBMISSION NON-RESPONSIVE AND GIVEN NO FURTHER CONSIDERATION.

- 1) **Licenses/Certifications:** The Offeror's intended Laboratory for use for all of the Analytical Testing (CAEAL tests are indicated in Annex "A1") must currently hold certification by the Standards Council of Canada - Canadian Association of Environmental Analytical Laboratories (SCC-CAEAL), and provide a copy of it on request.

Please indicate compliance yes_____

- 2) **Detection Limits:** The detection limits shown in Annex "B" must be met or exceeded by all laboratories (and/or subcontractors) in order to be considered for a standing offer. MDL's shall only be provided for Annex "A1".

Please indicate compliance yes_____

- 3) **Sample Shipping Costs and Shipping Time:** The Offeror is responsible for arrangements and shipping costs from CFB Esquimalt and CFMETR Nanoose to the Offeror's laboratory. The Offeror must be able to arrange shipment of samples to ensure a maximum shipping time of one (1) working day after a verbal request from DND personnel. The cost for shipping of samples from DND offices by courier or by other means must be included in your sample analysis pricing.

Please indicate compliance yes_____

1.1.2 Point Rated Technical Criteria:

TECHNICAL AND MANAGEMENT POINT RATED EVALUATION CRITERIA		POINTS
Any proposed affiliated labs/subcontractors that are intended to be used for this Standing Offer should be identified under the technical and management point rated criteria.		
A. Laboratory Organization and Experience		
The extent of the areas of laboratory expertise/accreditation; specialized facilities or equipment (including mobile laboratory availability and capabilities); years of experience; additional services provided by the company		25
Organizational chart		6
A detailed description of relevant experience (i.e. # of samples and sample media analyzed)		6
Adequacy of sample analyses turn around times		6

Names of clients and reference contact numbers (2 references)	10
B. Proposed Personnel	
<p>Key Personnel's academic background, years of experience, professional affiliation(s), technical accreditation(s), instrument proficiency/training, relevant training.</p> <p>Identify Key Personnel proposed and include their name, title, duties, with a supporting resume detailing their academic background, years of experience, professional affiliation(s), technical accreditation(s), instrument proficiency/training and other relevant training.</p> <p>Key personnel should include at the very least the manager, supervisors, team leaders and two (2) analysts.</p>	50
C. Proposed Analytical Methodology/Quality Assurance	
<p>The proposed method for analyses of inorganic, organic and microbiological parameters presented in the current versions of the CCME:</p> <p>a) Canadian Soil Quality Guidelines for the Protection of Environmental and Human Health b) Canadian Sediment Quality Guidelines for the Protection of Aquatic Life (Fresh Water and Marine) c) Canadian Water Quality Guidelines for the Protection of Aquatic Life (Fresh Water and Marine), and d) Canadian Water Quality Guidelines for Community Water and Recreational Water</p> <p><i>Include the Method Detection Limit (MDL) for analysis of each parameter. MDLs for soil analyses must be reported as mg/kg dry weight and MDL's for water analyses must be reported as mg/L.</i></p> <p>The proposed method for analyses of inorganic, organic parameters presented in the most current versions of the British Columbia:</p> <p>e) Contaminated Sites Regulations; f) Approved Water Quality Guidelines 1998 Criteria for Aquatic Life (Fresh Water and Marine) and Sediments; g) Hazardous Waste Regulation, July 8, 2004 pertaining to Disposal of Oil, Storm and Sanitary Discharges from Special Waste Facilities and the US EPA method # 1311 for Toxic Characteristic Leaching Procedure (TCPL). Special Waste Extraction Procedures for Leachability of Metals and Organics. h) Approved and Working Criteria for Water Quality</p> <p><i>Include the Method Detection Limit (MDL) for analysis of each parameter. MDLs for soil analyses must be reported as mg/kg dry weight and MDL's for water analyses must be reported as mg/L.</i></p> <p>Each specific analysis (by type of test "parameter), medium, and method detection limit) will be evaluated individually.</p>	45
Copies of all Accreditation certificates	10
A complete copy of your current Quality Assurance Manual	5
A sample of your hard copy report format	3
A sample of your electronic copy report format	3
Adequacy of your container washing procedure and laboratory procedures for the preparation of soil/sediment and water duplicate samples	3

D. Shipping Logistics/Storage and Security	
Capabilities of your laboratory to receive samples by the next working day as well as the capability to receive samples on Saturdays. The geographic location where analyses will be performed.	10
Detailed Chain of custody procedures	6
Adequacy of the procedures in dealing with lost/delayed/missing samples	4
Adequacy of sample logging procedures	4
Adequacy of sample storage and preservation procedures	4
OVERALL TECHNICAL/MANAGEMENT PROPOSAL TOTAL	200

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, Canadian customs duties and excise taxes included. An evaluation total will be established by multiplying your quoted prices by the estimated usages specified in Annex "B" to establish an aggregate total. These estimates are provided for the purpose of establishing an evaluation total only, and are not to be construed as an offer or a commitment on the part of Canada.

Bidders should support their quoted prices by supplying a copy of their current, complete Analysis Price Catalogue highlighting the tests identified in Annex "B".

1.2.1 Specified items:

Specified items that are not individually priced in Annex "B" will be given the following values for evaluation purposes only, where applicable: The greater of \$1.00 or the highest price proposed for that item by any responsive offer.

1.2.2 Consistent Pricing:

An Offeror that offers the same sample type for multiple items must have a consistent price across each of those items. Any discrepancies that are noted to this will have the higher price utilized on all annexes for evaluation purposes, and the lower price utilized in any subsequent basis of payment.

2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

For the purpose of Contractor selection, a "best value" criteria will be employed (a combination of technical merit 60% and price 40%), rather than selection based on technical merit or price only.

- 1) To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;
 - b) meet all MANDATORY technical evaluation criteria in Annex "A";
 - c) obtain the required minimum of 140 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of zero (0) up to 200 points.
- 2) Bids not meeting (a) or (b) or (c) will be declared non responsive.
- 3) The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

- 4) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 % .
- 5) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 % .
- 6) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
- 8) The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

EXAMPLE Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00**
Calculations:			
Technical Merit Score	115/135 x 60 = 51.11*	89/135 x 60 = 39.56	92/135 x 60 = 40.89
Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating	83.84***	75.56	80.89
Overall Rating	1st	3rd	2nd

Where: * Represents the highest technical score ** Represents the lowest bid

Assumption : Three compliant (responsive) bids have been received. The maximum technical score that can be obtained is 135 points. The Highest technical score and lowest price proposal received full rated percentage and other proposals are pro-rated accordingly. The winner is the Bidder scoring the Highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price, respectively. Based on the above calculations, a contract would be awarded to Bidder 1.***

2.1 Multiple Standing Offers

It is anticipated that up to three (3) Regional Individual Standing Offers may be authorized as a result of this Request for Standing Offers, up to an aggregate amount of \$300,000.00, GST/HST included.

Depending on the number of responsive offers received, the following table shall be used to apportion the work:

Number of Responsive Offers	Approximate Proportion by % of Total Estimated Value		
	Rank # 1**	Rank # 2**	Rank # 3**
1	100	N/A	N/A
2	70	30	N/A
3	60	30	10

***Where Ranking is based on the evaluated price. (i.e. lowest evaluated price receives Rank # 1, second lowest evaluated price receives Rank # 2, etc.).*

Up to three (3) responsive offers with the lowest evaluated price on an aggregate basis 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 the 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 available at: <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) and attached to this Request for Standing Offer, for each individual named in the list.

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 requirements within that time period will render the offer non-responsive.

2.1 Federal Contractors Program for Employment Equity - Certification

Federal Contractors Program - \$200,000 or more

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

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

- 2) If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
- 3) The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- i. () 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;
- ii. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- iii. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;

-
- iv. () is subject to FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site
<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml/>

2.2 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.

2.2.1 SACC Manual Clause

M3021T Education and Experience (2007-05-25)

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

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

2.2 Standing Offers Reporting

2.2.1 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.

The data must be submitted on a quarterly basis to the Public Works and Government Services Canada Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: July 1 to September 30;
2nd quarter: October 1 to December 31;
3rd quarter: January 1 to March 31;
4th quarter: April 1 to June 30.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the quarterly period. A copy of the reporting form is provided under Annex C.

3. Term of Standing Offer

3.1 Period of Standing Offer:

The period for making call-ups and providing services against the Standing Offer is from date of issuance of Standing Offer to 31 December 2015 inclusive.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Christine Cress
Supply Officer

Public Works and Government Services Canada
Pacific Region, Acquisitions
401-1230 Government Street, Victoria, B.C.

Telephone: (250) 363-8442
Facsimile: (250) 363-0395
E-mail address: christine.cress@pwgsc-tpsgc.gc.ca

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

4.2 Project Authority

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

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

4.3 Offeror's Representatives (FILL-IN)

Name and telephone number of the person responsible for :

General enquiries

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is :

Department of National Defence (DND)
Construction Engineering Office (BCEO)
Canadian Forces Base (CFB) Esquimalt

Victoria, BC

6. Call-up Procedures

- 6.1 Call-ups may be made by email or facsimile. Call-ups must be in writing, using form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic version.
- 6.2 The Offeror will not accept any call-ups against any resultant Standing Offer from any authority other than the Call-up Authority indicated herein. Call-ups may be made against any resultant Standing Offer for acquisitions to be delivered beyond the expiry date provided form PWGSC-TPSGC 942 is submitted to the Offeror by the expiry date. All call-ups must reference the Standing Offer serial number shown on page 1 of any resultant Standing Offer.

6.3 SUPPLIER SELECTION METHOD >> PROPORTIONAL BASIS:

The call-up procedures require that Call-ups must be issued on a proportional basis such that the offeror of the highest-ranked standing offer receives the largest predetermined amount of the total estimated expenditure, the offeror of the second highest ranked standing offer receives the second largest predetermined amount of the total estimated expenditure, etc.

It is anticipated that up to three (3) Regional Master Standing Offers may be authorized for each Zone as a result of this Request for Standing Offers up to an aggregate amount of \$300,000.00, GST/HST included.

Depending on the number of responsive offers received, the following table shall be used to apportion the work:

Number of Responsive Offers	Approximate Proportion by % of Total Estimated Value		
	Rank # 1**	Rank # 2**	Rank # 3**
1	100	N/A	N/A
2	70	30	N/A
3	60	30	10

****Where Ranking is based on the evaluated price. (i.e. lowest evaluated price receives Rank # 1, second lowest evaluated price receives Rank # 2, etc.).**

- 6.4 Amounts per Offeror are not to be exceeded without a Revision to the Standing Offer. Any increase in overall funding will be split proportionately according to the percentages above.
- 6.5 Call-ups may be issued against any Standing Offer but only up to their respective maximum estimated expenditure per year. Any revisions to increase the yearly expenditure will be split according to the percentages above.

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. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 Goods and Services Tax or Harmonized Sales Tax included.

9. Financial Limitation - Total

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (to be determined at date of issuance of Standing Offer), (Goods and Services Tax or Harmonized Sales Tax included) 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 four (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.

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 2010B (2012-07-16), General Conditions - Professional Services (Medium Complexity);
- d) Annex A - Statement of Work;
- e) Annex A1 - List of Detection Limits ;
- f) Annex B - Basis of Payment;
- g) Annex C - Standing Offer Reporting
- h) the Offeror's offer dated _____ .

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 entire period 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 that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

M3020C Status and Availability of Resources (2010-01-11)

12. Applicable Laws:

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in British Columbia.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work:

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2012-07-16) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

2.2 Section 15 - Interest on Overdue Accounts, of 2010B (2012-07-16) General Conditions - Professional Services (Medium Complexity) will not apply to payments made by credit cards at point of sale.

3. Term of Contract

3.1 Delivery

3.1.1 All analyses shall be completed within:

- a) a 10 working day period (or a longer period if acceptable to the Call-up Authority) from receipt of samples by the Laboratory, except for the following: when a "rush" is identified on the COC, as well for Drinking Water. Drinking water results must be completed within 5 working days. If there are any exceptions, the sample generator must be notified within 24 hours;
- b) "Standard Holding Times" for analyses as prescribed in the specific standard methods.

Late samples will result in a 5% discount for every 5 work days they are late.

3.1.2 Delivery of Results/Data:

- a) All results/data must be received by the person requesting the analyses within 10 working days from receipt of samples by the Laboratory via the electronic format.
- b) For analyses subject to Standard Holding Times, all results/data must be received within one week from completion of the analyses.
- c) Failure to meet these turn-around-times will result in a 5% discount being levied unless the sample generator has agreed to an extension. These extensions must be requested by the laboratory and replied to by the sample generator in a written format, either by email or by fax.

4. Payment

4.1 Basis of Payment - Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm lot price(s), 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 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department	2007-11-30
C6000C Limitation of Price	2011-05-16
H1000C Single Payment	2008-05-12

4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

5.2 Invoices must be distributed as follows:

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

6. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "D". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and containing detail of the insurance coverage, exclusions, deductibles and conditions applying to such policy, 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.

ANNEX A - STATEMENT OF WORK

This request for a standing offer does not require the Contractor to provide on-site monitoring or sample collection services. DND personnel will collect and submit all samples directly to the Contractor's courier.

BACKGROUND:

The Base Construction Engineering Organization (BCEO) provides a variety of environmental services to the Department of National Defence (DND) at Canadian Forces Base (CFB) Esquimalt in Victoria, British Columbia. These services include sanitary discharges, management of drinking water facilities, and disposal of contaminated soil, wastewater, waste oil and hazardous materials. While each service may have specific parameters of concern, BCEO will typically request analyses of analyte groups (e.g., total metals or PAH compounds), with analytical results to be provided for specific parameters (e.g., lead or benzo[a]pyrene) within each group.

Samples will be submitted by, but not limited to, three (3) different Call-up Authorities within BCEO. These Call-up Authorities are:

- a) Yolanda Oleksyn
Safety and Environmental Inspector
BCEO Risk Management
CFB Esquimalt
Tel: 250 363 7606
Fax: 250 363 7609
Email: Yolanda.Oleksyn@forces.gc.ca
- b) Ron Barnhart
BCEO Water, Fuel and Environment Lead Hand
CFB Esquimalt
Tel: 250 363 2084
Cell: 250 818 6614
Email: Ronald.Barnhart@forces.gc.ca
- c) Dave Allen
BCEO Water, Fuel and Environment Supervisor
CFB Esquimalt
Tel: 250 363 2951
Cell: 250 507 9423
Email: David.Allen3@forces.gc.ca

BCEO develops its own set of environmental standards by taking the most stringent applicable standards available from a variety of sources. These sources are:

1. CCME Canadian Environmental Quality Guidelines for soil, sediment, drinking water and aquatic life (marine and fresh water).
2. CCME Interim Canadian Quality Criteria for Contaminated Sites 2010
3. Federal Facilities Effluent Standards 1976.
4. British Columbia Approved Water Quality Guidelines 1998 Criteria for sediment and aquatic life (marine and fresh water).
5. British Columbia Contaminated Sites Regulations.

6. Hazardous Waste Regulation, July 8, 2004 pertaining to Disposal of Oil, Storm and Sanitary Discharges from Special Waste Facilities and the US EPA method #131.1 for Toxic Characteristic Leaching Procedure (TCPL).
7. Capital Regional District By-law 2922: A Bylaw to Regulate the Discharge of Waste Into Sewers Connected to a Sewage Facility Operated by the Capital Regional District
8. Capital Regional District Stormwater Quality Program

The assessment objectives for BCEO projects require analytical method detection limits which meet the most stringent of these criteria.

DELIVERY

In accordance with the individual call-up against the Standing Offer.

DATA REPORTING

1. Data reports shall include:
 - a. The date of sample receipt,
 - b. Date of analysis,
 - c. Sample ID,
 - d. Chain of Custody number,
 - e. A copy of the chain of custody (hard copy only),
 - f. DND work order number,
 - g. Units of measurement,
 - h. Analytical method description,
 - i. A description and rationale any special handling or analytical procedures
 - j. An explanation for any difficulties experienced in analyte recovery or analytical QA/QC.
2. Procedural/Method Blanks must not be subtracted from the instrumental results and must be reported along with sample data.
3. Calculated results must not be corrected based on control sample recoveries.
4. The use of the acronym N/D for non-detectable is not acceptable; the analytical report must show the non-detectable result in relation to the method detection limit; e.g., where the method detection limit for a parameter is 0.002 mg/kg, the non-detectable result shall be shown as c0.002 mg/kg.
5. Units used for reporting analytical results shall be:
 - a. Mg/kg for soils and sediment
 - b. Mg/l for inorganic, routine and nutrient analytes in water samples
 - c. ug/l for organic analytes in water samples with the exception of ng/l for Tributyl Tin

NOTE: For bid submission all units listed must be as cited above, once a Standing Offer Agreement has been issued if requested an agreement may be reached.

DATA FORMAT

The data shall be reported to BCEO by electronic (email) copy as a Microsoft Excel spreadsheet.

COMMUNICATIONS

The laboratories are obligated to provide free consultation on matters pertaining to samples, methods, results, or anything else covered in the Standard Offer Agreement, for work that is being planned, has been submitted or has been completed and follow-up discussions are required.

All communications between DND and the laboratory can be done over the phone, but should also be followed by an email to confirm what was discussed over the phone.

REMAINING SAMPLE

1. The Laboratory must store the remaining sample until the data report is completed and accepted by the person requesting the analyses. Upon acceptance of the data report, the Laboratory may, at its option,
 - a. retain the remaining sample for a standard retention period (to be identified in the proposal)
 - b. contact the person requesting the analyses to determine whether they want the remaining sample returned or disposed of by the Laboratory.

All costs and responsibilities associated with the disposal of remaining sample rests with the Laboratory.

2. The person requesting the analyses may ask for return of special sample containers. Those sample containers shall be washed in soap and water and returned to the person requesting the analyses.

SUBCONTRACTING ANALYSES

A list of sub-contracted laboratories to be used by the primary laboratory must be submitted as part of the offer. The sub-contractor's qualifications, certificates and company contacts must accompany this list. Only those sub-contracted labs approved by BCEO may be used for the period of the SOA unless authorized by the administrative authority.

Sub-contracted reports must be submitted along with reports from the primary laboratory. These reports must include the same information required by the primary laboratory plus any client id used to identify the primary laboratory.

Affiliated labs shall require SCC/CAEAL certification if analysis identifies as required.

SCIENTIFIC REVIEW/DOCUMENT STORAGE

The Technical Authority can request and review documents related to any analysis (including instrumental printouts, calculations, log records, etc.) at any time between the start of the analysis up to 6 months after the agreement expires.

DATA REVIEW PERIOD

The Call-up Authority requesting the analyses will review data within 1 week of receipt and either accept the data or request reanalysis.

RE-ANALYSIS

The Call-up Authority requesting the analyses has the right to request re-analysis and/or rework if the analyses were not performed in accordance with the agreement.

CHANGES TO THE WORK

Any changes to the Work identified in a call up must be made in writing/email by the Call-up Authority.

QUALITY CONTROL (Laboratory)

DND may exercise the option of visiting the lab and/or its affiliates at any time during the lifetime of the SOA with not fewer than 3 business days notice.

DND reserves the right to request instrument calibration data for any instrument used to analyze DND samples.

QUALITY CONTROL (Samples)

Samples shall be analyzed in batches of no more than 8 to 10 for organic substances and no more than 15 to 18 samples for inorganic elements.

Where SRM/CRM is available it shall be analyzed at a rate of one per batch of samples. Where SRM/CRM are not available, House Standard Materials must be used.

Procedural or method blank shall be prepared at a rate of one per batch. Blanks with excessively higher values than the method detection limit may subject the batch to reanalysis.

Duplicate analysis shall be performed at a minimum frequency of one per batch, or 10% of the time. The total number of quality control samples must not be less than the square root of the total number of samples in the batch.

Quality control samples may encompass blank, duplicate, spike and SRM/CRM.

Maintenance of Control Charts must include as a minimum the following:

- Standard Reference Materials
- House Standard Materials
- Method blanks
- Range charts for duplicate/replicate analysis.

SHIPPING AND RECEIVING SAMPLES

Samples will be submitted with sample analyses request/chain of custody forms supplied by the Laboratory. The sample analyses request/chain of custody forms shall provide space for the following information as a minimum:

- a. Name, phone and fax numbers of the Laboratory
- b. Field sample ID, sample matrix, date and time of sampling, and field preservation method
- c. Sampler's name, organization, and phone and fax numbers
- d. Client project number
- e. Sequential page numbering
- f. Analyses requested
- g. Notes/comments

- h. Sample transfer record (chain of custody information), including name and affiliations of sample relinquisher and sample acceptor and the date(s) and time(s) of transfer(s) and a unique chain of custody tracking number on all copies.

The Laboratory will bear the cost of returning remaining samples to the originator (Crown) including coolers, packing chips and cold packs immediately after the samples and coolers have been received (i.e. next day).

The laboratory will supply completed return stickers for the coolers. These stickers should include:

- a. The complete address of the receiving laboratory
- b. The complete address of the sample generator for each sample generator.

The laboratory will supply partially completed courier waybills which shall have the following information pre-printed on them:

- a. the address of the Call-up Authority in the From box
- b. the address of the laboratory in the To box
- c. the account number for the laboratory
- d. the phone numbers of both the lab and the Call-up Authority
- e. a marking that signifies that the shipment will be sent collect
- f. a marking to signify if the samples will go ground or air (this will be determined by the geographic location of the lab to DND)

PROVISION OF SUPPLIES

The Laboratory shall be responsible to provide coolers, ice packs, samples preservatives, laboratory sample jars, vials, and bottles with appropriate labels and protective packing materials by prepaid courier or best alternate means to the applicable sections of BCEO. Delivery of these materials must be received by BCEO personnel within (at maximum) 3 working days of verbal request from BCEO personnel, unless delivery in that time frame is not possible due to transportation or another factors, as pre-approved by the BCEO personnel.

Costs for:

- a. provision of sample preservatives and laboratory cleaned sample jars, vials, and bottles with appropriate labels and protective packing materials,
- b. delivery to BCEO shall be borne by the laboratory.

Replenishment of supplies is dependent on user preferences and schedules should be set up with individual users of the services.

The addition of preservatives in sample jars is not accepted except for microbiological samples and samples that require zero head-space (ie; BTEX/VPH) unless specifically requested by a user group. Preservatives should be packaged separately in proper aliquots for the various analyses and transported following Transportation of Dangerous Goods regulations. Material Safety Data Sheets must be provided prior to initiation of the agreement.

START UP OF STANDING OFFER (SO)

Initiation of the SO will involve the following:

1. Laboratory will provide 2 copies of their service catalogues.
2. The Lab will provide all coolers, ice packs sample containers, preservatives, etc. as outlined in the SOA. The quality will be determined upon consultation with the call-up authorities.

3. The lab will provide a list of all codes for analyses and any updates as they may occur.
4. The lab will provide a list defining which analyses require which bottles (i.e. glass vs plastic, sample size) and what preservatives are required and their holding times
5. The lab will provide 100 copies of the COC (Chain of Custody) for weekly drinking water, 50 copies for annual drinking water, 50 copies sanitary, 120 copies recreation water and 50 copies for waste oil and fuel containing:
 - a. company name & address,
 - b. SOA No.
 - c. Client Call-up No.
 - d. Sender contact information
 - e. Quote no.
 - f. Period for which services rendered
 - g. Task description/analysis performed per sample.
6. The lab will provide 100 copies of completed courier waybills to DND consignee.
7. Vancouver/Matsqui site sani-testing 25 COC water testing 25 COC to contract to be specified later.

ANNEX A1 - LIST OF DETECTION LIMITS

The following is the list of detection limits that all labs (and/or affiliates) must meet or exceed in order to be considered for the SOA.

Analytes	Standard (soil/sediment) mg/kg	Standard (water) mg/l
Metals*		
Aluminum		0.005
Antimony	20	0.02
Arsenic	5.9	0.005
Barium	500	0.05
Beryllium	4	0.053
Boron	2	5
Cadmium	0.6	0.000017
Chromium	37.3	0.015
Cobalt	40	0.01
Copper	18.7	0.002
Iron		0.05
Lead	30.2	0.001
Maganese		0.1
Mercury	0.13	0.0001
Molybdenum	5	0.073
Nickel	50	0.0083
Selenium	2	0.001
Silver	20	0.001
Thallium	1	0.0008
Tin	5	0.01
Uranium		0.1
Vanadium	130	0.01
Zinc	124	0.01
Organics		
BTEX		mg/l
Benzene	0.05	0.1#
Toluene	0.1	0.025#
Ethyl benzene	0.1	0.002#
Xylene (o, m, p)	0.1	0.0005#
Extractable Petroleum Hydrocarbons (EPH)*		mg/l
LEPH	1000	0.5
HEPH	100	0.5
Polynuclear Aromatic Hydrocarbons (PAH)*	mg/kg	mg/l

Acenaphthene	0.15	0.0058
Acenaphthylene		
Acridine	1	0.0005
Anthracene	0.6	0.000012
Benzo(a)anthracene	0.1	0.000018
Benzo(a)pyrene	0.06	0.00001
Benzo(b)fluoranthene	0.1	0.00001
Benzo(k)fluoranthene	0.1	0.00001
Chrysene	0.2	0.0001
Dibenz(a,h)anthracene	0.1	0.00001
Fluoranthene	2	0.00004
Fluorene	0.2	0.003
Indeno(1, 2, 3-cd)pyrene	0.1	
Naphthalene	0.1	0.001
2-Methylnaphthalene	20.2	
Phenanthrene	0.04	0.0002
Pyrene	0.1	0.000025
Quinoline		0.0034
Volatile Petroleum Hydrocarbons (VPH)		
VHw 6-10	200	15
VPHw 6-10	200	1.5
Volatile Organic Compounds (VOC)		ug/l
Carbon Tetrachloride	5	0.1
Chlorobenzene		0.1
Chloroform	5	0.1
1,2-Dichlorobenzene		0.2
1,3-Dichlorobenzene		0.2
1,4-Dichlorobenzene		0.2
1,1-Dichloroethane	5	0.1
1,2-Dichloroethane	5	0.1
1,1-Dichloroethene	5	0.1
1,2-Dichloropropane		0.1
Hexachlorobutadiene		1.3
Methylene Chloride	5	98.1
1,1,2,2-Tetrachloroethane	5	0.1
Tetrachloroethene		0.1
1,2,3-Trichlorobenzene		8
1,2,4-Trichlorobenzene		5.4
1,1,1-Trichloroethane	5	0.1
1,1,2-Trichloroethane		
Trichloroethene		21

Other Organics		mg/l
Organic Halogens		1
Phenols	3.8	0.2#
Chlorinated Phenols		0.006
Pentachlorophenol	7.6	
Total Oil and Grease		10#
Mineral Oil and Grease		15#
Polychlorinated Biphenyls (PCB)	0.02	0.0000001#
Tributyl Tin (TBT)		0.000001#
Routine/Nutrients		mg/l
Ammonia		2
Biochemical Oxygen Demand (BOD)		20#
Chemical Oxygen Demand (COD)		1000#
Chloride		1500
Chlorine		0.5
Cyanide (SAD)		1#
pH		5.0-11.0#
Sulphate		1000
Sulphide		0.02#
Total Suspended Solids		10#
Microbiological		
Fecal Coliform		1#
Total Coliform		1#
Heterotrophic Plate Count		100#

* - must have SCC-CAEL certification for both soil/sediment and water
- must have SCC-CAEL certification for a water matrix

The work offered meets or exceeds the specifications stated above.	
<p>-----</p> <p>Signature of Authorized Representative for Compliance</p>	<p>-----</p> <p>Date</p>

ANNEX B - BASIS OF PAYMENT

Basis of Pricing:

- 1) The prices quoted are firm, all inclusive prices FOB destination, pickup and delivery charges included, for the test groups listed below.
- 2) The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.
- 3) GST/HST is not to be included in the firm prices. The amount of GST/HST will be added as a separate item to any invoice issued as a result of a call-up.
- 4) The services detailed below shall include all labour, tools, materials, manuals, travel and living costs, transportation charges, supervision necessary and parts required to do the work.
- 5) All rates shall include coverage for travel time both to and from the site of work including supervision and overhead.

Soil/Sediment Samples

Soil

Analyses of inorganic and organic parameters presented in the most current versions of the:

- a) CCME Canadian Soil Quality Guidelines for the Protection of Environmental and Human Health;
- b) British Columbia Contaminated Sites Regulations (BC CSR) for Generic Numerical Soil Standards;
- c) Hazardous Waste Regulation and the US EPA method #131.1 for Toxic Characteristic Leaching Procedure (TCPL).

Analytical methods specified in the price proposal must have detection limits for specific parameters below the lesser of CCME or the BC CSR for Agricultural land uses.

Sediment

Analyses of inorganic and organic parameters presented in the most current versions of the a) CCME Canadian Sediment Quality Guidelines for the Protection of Aquatic Life -Fresh Water and Marine; b) British Columbia Approved Water Quality Guidelines 1998 for Sediments -Fresh Water and Marine; and c) Capital Regional District Storm water Quality Survey Core Area for Sediments -75% of Marine Sediment Quality Guidelines.

Analytical methods specified in the price proposal must have detection limits for specific parameters below the most stringent of the above standards/guidelines.

A common suite of analyses for soil/sediment samples is:

BC Hazardous Waste "TCPL" Test (include all 92
Extractable Petroleum Hydrocarbons (EPH)
Polynuclear Aromatic Hydrocarbons (PAH)
Trace Metals in Soils Analysis including Mercury
B TEX
VOC

Soil/Sediment Suite:

Your firm Lot Price for the above Soil/Sediment Analytical Test Suite, for the period from date of issuance of Standing Offer to 31 December 2013@ \$_____/LOT.

Your firm Lot Price for the above Soil/Sediment Analytical Test Suite. for the period from 01 January 2014 to 31 December 2014@ \$_____/LOT.

Your firm Lot Price for the above Soil/Sediment Analytical Test Suite. for the period from 01 January 2015 to 31 December 2015@ \$_____/LOT.

Urgent Analyses: Firm percentage surcharge for Soil/Sediment Analytical Test Suite:

Response within 5 business days _____% (in addition to above pricing)

Response within 1 business day _____% (in addition to above pricing)

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE **Soil/Sediment Suite** IS 12.

Water Samples

Sanitary Discharge

Analyses of inorganic and organic parameters presented in the most current version of the:

- a. Capital Regional District By-law 2922: A Bylaw to Regulate the Discharge of Waste Into Sewers Connected to a Sewage Facility Operated by the Capital Regional District

Sanitary discharges will always be sampled for the same analyses. For the sake of simplicity, pricing for sanitary samples should be done as a package deal, where all analyses are packaged into one price with one analysis code (e.g. SAN1)

List of analytes required for Sanitary sampling along with standards:

Analyte	Standard
Metals#	mg/l
Arsenic	0.4
Cadmium	4
Cobalt	5
Copper	1
Iron	50
Lead	0.1
Mercury	0.02
Molybdenum	5
Nickel	3

Selenium	0.3
Silver	0.5
Zinc	3
Organics	ug/l
Benzene	100
Toluene	200
Ethyl Benzene	200
Xylene	200
PAH (Total)*	50
Phenols	1000
Total Oil and Grease	100000
Mineral Oil and Grease	15000
Nutrients and Others	mg/l
BOD	500
COD	1000
Chloride	1500
Cyanide (SAD)	1
pH	5.5-11.0
Sulphate	1500
Sulphide	1
Suspended Solids (total)	350

- Metals are all Total

- PAH compounds include: acenaphthene; acenaphthylene; anthracene; benzo(a)anthracene; benzo(a)pyrene; benzo(b)fluoranthene; benzo(k)fluoranthene; benzo(g,h,i)perylene; chrysene; dibenzo(a,h)anthracene; fluoranthene; fluorene; indeno(1,2,3-cd)pyrene; naphthalene; phenanthrene; pyrene.

MATSQUI EFFLUENT
Total Phenols
TOG
E. Coli
Fecal Coliformes
Enterococcus
pH
CBOD
BOD
TSS
COD
Total Nitrogen
Total Phosphorus
Ammonium (NH₄)
Total Kjeldahl Nitrogen (TKN)
NO ₂ & NO ₃

Table 1. New and revised guidelines

Parameter	Guideline (mg/L)	Previous guideline (mg/L)	CHE approval
<p>a Refer to section on Guidelines for microbiological parameters.</p> <p>b Based on conventional treatment/slow sand or diatomaceous earth filtration/membrane filtration.</p> <p>c This is an operational guidance value, designed to apply only to drinking water treatment plants using aluminum-based coagulants. The operational guidance values of 0.1 mg/L applies to conventional treatment plants, and 0.2 mg/L applies to other types of treatment systems.</p> <p>d The separate guideline for BDCM was rescinded based on new science. See addendum to the THM document. In certain situations, the Federal-Provincial-Territorial Committee on Drinking Water may choose to develop guidance documents: for contaminants that do not meet the criteria for guideline development, and for specific issues for which operational or management guidance is warranted.</p>			
Microbiological parameters			
Bacteriological		0 coliforms/100 mL	
<i>E. coli</i>	0 per 100 mL		2006
Total coliforms	0 per 100 mL		2006
Heterotrophic plate count	No numerical guideline required		2006
Emerging pathogens	No numerical guideline required		2006
Protozoa	No numerical guideline required	None	2004
Enteric viruses	No numerical guideline required	None	2004
Turbidity	0.3/1.0/0.1 NTU ^b	1.0 NTU	2004
Chemical and physical parameters			
Aluminum	0.1/0.2 ^c	None	1999
Antimony	0.006	None	1997
Arsenic	0.010	0.025	2006
Benzene	0.005	0.005	2009
Bromate	0.01	None	1999
Chlorate	1.0	None	2008
Chlorine	No numerical guideline required	None	2009
Chlorite	1.0	None	2008
Cyanobacterial toxins--microcystin-LR	0.0015	None	2002
Fluoride	1.5	1.5	1996
Formaldehyde	No numerical guideline required	None	1998
Haloacetic Acids--Total (HAAs)	0.080	None	2008
2-Methyl-4-chlorophenoxyacetic acid (MCPA)	0.1	None	2010
Methyl tertiary-butyl ether (MTBE)	0.015	None	2006
Trichloroethylene (TCE)	0.005	0.05	2005
Trihalomethanes--Total (THMs) ^d	0.100	0.100	2006
Uranium	0.02	0.1	2000
Radiological parameters			
Cesium-137 (¹³⁷ Cs)	10 Bq/L	10 Bq/L	2009

Table 1. New and revised guidelines

Parameter	Guideline (mg/L)	Previous guideline (mg/L)	CHE approval	
Iodine-131 (¹³¹ I)		6 Bq/L	6 Bq/L	2009
Lead-210 (²¹⁰ Pb)		0.2 Bq/L	0.1 Bq/L	2009
Radium-226 (²²⁶ Ra)		0.5 Bq/L	0.6 Bq/L	2009
Strontium-90 (⁹⁰ Sr)		5 Bq/L	5 Bq/L	2009
Tritium (³ H)		7000 Bq/L	70	

The Hazardous Waste regulation defines leachable toxic waste as waste when subject to the extraction procedure produces a contaminant concentration greater than those prescribed in Table 1 of Schedule 4. Method 1311 is called TCLP. Note: The Modified Leachate Extraction Procedure (MELP) cannot be used to see if a waste is leachable toxic waste. The MELP is only used to see if wastes may be safely disposed in a secure landfill.

http://www.env.gov.bc.ca/epd/hazwaste/regs/pdf/haz_waste_leg_guide.pdf

Some samples may contain high concentrations of sea-water. Sea-water is known to cause interferences in certain analytical procedures. Alternate analytical methods may be required.

Analytical Test Group, Sanitary Discharge (San 1):

Your firm Lot Price for the above Analytical Test Group, Sanitary Discharge (SAN 1) for the period from date of issuance of Standing Offer to 31 December 2013 @ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Sanitary Discharge (SAN 1) for the period from 01 January 2014 to 31 December 2014 @ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Sanitary Discharge (SAN 1) for the period from 01 January 2015 to 31 December 2015 @ \$_____/LOT.

Urgent Analyses: Firm percentage surcharge for Sanitary Discharge (SAN 1) Analytical Test Group:

Response within 5 business days _____% (in addition to above pricing)

Response within 1 business day _____%(in addition to above pricing)

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE ANALYTICAL TEST GROUP (SAN 1) IS 24.

Community/Recreational Water - Marine. Fresh and Drinking (include all tests listed under CCME guidelines)

Analyses of inorganic, organic and microbiological parameters are presented in the most current version of the:

- a) CCME Canadian Environmental Quality Guidelines for Community Water and Recreational Water available at link: <http://documents.ccme.ca/>

Examples of such parameters include fecal coliform, total coliform, Escherichia Coliforms, heterotrophic plate count and Pseudomonas aeruginosa. **Laboratories must be able to count at least > 20000 MPN/100 ml.**

Analytical methods included in the price proposal must have detection limits for specific parameters below the most stringent criteria for protection of Community and Recreational Water.

List of analytes required for sampling pool water: Coliform Bacteria - Total, E. Coli, HPC, Pseudomonas aeruginosa.

The following lists what tests may be required for the above types of samples:

Total = fecal coliform and heterotrophic plate count will be requested routinely.

Additional tests may be done on an annual basis and will encompass a wider spectrum of analytes metal, pH, nutrients, cyanide, sulphide, etc.

Pesticides are not expected to be part of a drinking water suite, but the lab should always be prepared for such a request.

Analytical Test Group, Community/Recreational Water (Marine):

Your firm Lot Price for the above Analytical Test Group, Community/Recreational Water (Marine) for the period from date of issuance of Standing Offer to 31 December 2013@ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Community/Recreational Water (Marine) for the period from 01 January 2014 to 31 December 2014 @ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Community/Recreational Water (Marine) for the period from 01 January 2015 to 31 December 2015 @ \$_____/LOT.

Urgent Analyses: Firm percentage surcharge for Community/Recreational Water (Marine) Analytical Test Group:

Response within 5 business days _____% (in addition to above pricing)

Response within 1 business day _____% (in addition to above pricing)

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE ANALYTICAL TEST GROUP (**Community/Recreational Water (Marine)**) IS 24.

Analytical Test Group, Community/Recreational Water (Fresh):

Your firm Lot Price for the above Analytical Test Group, Community/Recreational Water (Fresh) for the period from date of issuance of Standing Offer to 31 December 2013@ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Community/Recreational Water (Fresh) for the period from 01 January 2014 to 31 December 2014@ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Community/Recreational Water (Fresh) for the period from 01 January 2015 to 31 December 2015@ \$_____/LOT.

Urgent Analyses: Firm percentage surcharge for Community/Recreational Water (Fresh) Analytical Test Group:

Response within 5 business days _____% (in addition to above pricing)

Response within 1 business day _____% (in addition to above pricing)

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE ANALYTICAL TEST GROUP (**Community/Recreational Water (Fresh)**) IS 12.

Drinking Water

Analyses of inorganic, organic and microbiological parameters presented in the most current version of the:

- a) Guidelines for Canadian Drinking Water Quality

Annual Drinking Water Tests - Table 1 as referenced in Guidelines to Canadian Water Quality.

Examples of such parameters include total coliform, Escherichia Coliforms and heterotrophic Plate Count.

Any exceedances, the WFE Lead Hand must be notified within 24 hours and results are expected within 5 working days.

Weekly Drinking Water Test Samples:	
Coliform Coliform Bacteria - Total (MPN/100mL)	Coliform Coliform Bacteria - Total (MPN/100mL) with background
HPC (CFU/1mL)	HPC (CFU/1mL) with background

Analytical Test Group, Drinking Water, Weekly:

Your firm Lot Price for the above Analytical Test Group, Drinking Water for the period from date of issuance of Standing Offer to 31 December 2013@ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Drinking Water for the period from 01 January 2014 to 31 December 2014@ \$_____/LOT.

Your firm Lot Price for the above Analytical Test Group, Drinking Water for the period from 01 January 2015 to 31 December 2015@ \$_____/LOT.

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE ANALYTICAL TEST GROUP (**Drinking Water**) IS 60.

Waste Oil and Fuel

Analyses of inorganic and organic parameters presented in the most current version of the:

- a) British Columbia Hazardous Waste Regulation for the disposal of waste oils and fuels.

Waste Oil and fuels will always be sampled for the same analyses. For the sake of simplicity, pricing for waste oil and fuel samples should be done as a package deal, where all analyses are packaged into one price with one analysis code (e.g. WO/FI)

Waste Oil and Fuel Analysis	Standards
Metals#	mg/L
Arsenic	5
Cadmium	2
Chromium	10
Lead	50
Organics	mg/L
Organic Halogens (as Cl)	1500

PCB's	3
Additional Tests	
Relatives Density (kg/m3)	0.825<Relative Density<0.986
Flash Point deg C	>60 C
Heating Value (kJ/kg)	No standard
Sulfur content (%)	2
Water Content (%)	1.5

- metals are Total

Analytical Test Group, Waste Oil/Fuel (WO/F1):

Your firm Lot Price for the above Analytical Test Group, Waste Oil/Fuel (WOF1) for the period from date of issuance of Standing Offer to 31 December 2013 @ \$_____ / LOT.

Your firm Lot Price for the above Analytical Test Group, Waste Oil/Fuel (WOF1) for the period from 01 January 2014 to 31 December 2014 @ \$_____ / LOT.

Your firm Lot Price for the above Analytical Test Group, Waste Oil/Fuel (WOF1) for the period from 01 January 2015 to 31 December 2015 @ \$_____ / LOT.

Firm percentage surcharge for Waste Oil/Fuel Analytical Test Group, if applicable: _____

Urgent Analyses:

Response within 5 business days: _____ % (in addition to above pricing)
Response within 1 business day: _____ % (in addition to above pricing)

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE ANALYTICAL TEST GROUP (WOF1) IS 24.

Hazardous Materials

Occasionally samples of unknown composition that are thought to contain hazardous materials as identified in the Transportation of Dangerous Goods Act will require characterization. These samples may be compared against any of the afore mentioned standards, but will be labelled as potentially hazardous materials.

THE ANNUAL ESTIMATED USAGE THAT WILL BE USED FOR EVALUATION PURPOSES ONLY FOR THE ABOVE ANALYTICAL TEST GROUP (HAZMAT) IS 12.

Miscellaneous (Unspecified) Tests

The Basis of Payment for standard tests not listed for any of the above test groups shall be at the supplier's current Analysis Price Catalogue in effect, **less** _____ % **firm discount**, plus any applicable surcharge for Urgent Tests (pick-up and delivery charges included).

* Standard Test Price for analyses in accordance with:

a) 10 working day period (or a longer period if acceptable to the Call-up Authority) from receipt of samples by the Laboratory;

b) "Standard Holding Times" for analyses as prescribed in the specific standard methods.

Urgent Test Price for analyses (excluding weekends and statutory holidays) :

Response within 1 business day: Standard Test Price* (Analysis Price Catalogue **less** _____% **firm discount**) + _____% (**firm percentage surcharge**);

Response within 5 business days: Standard Test Price* (Analysis Price Catalogue **less** _____% **firm discount**) + _____% (**firm percentage surcharge**).

NOTE: It is understood that not all analytical tests can be provided on an urgent basis. For those analyses that can not be done on an urgent basis, the standard response time is acceptable.

ANNEX C – INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

- a. Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,

284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

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

ANNEX D – STANDING OFFER REPORTING FORM

RETURN TO:

ATTN.: CHRISTINE CRESS
 Public Works and Government Services Canada
 Acquisitions Branch - Pacific Region
 Facsimile: 250-363-8442
 Telephone: 250-363-0395
 Email: christine.cress@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Submission Schedule:

QUARTER	START DATE	END DATE	REPORT DUE
Q1	01 April	30 June	15 July
Q2	01 July	30 September	15 October
Q3	01 October	31 December	15 January
Q4	01 January	31 March	15 April

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER NAME: _____

STANDING OFFER NO.: W0103-115061/xxx/VIC

REPORTING PERIOD: From _____ to _____.

FIRST QUARTER			
#	Analysis Description	Quantity	Cost for 1ST Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Waste Oil and Fuel		
7	Hazardous Materials		
8	Miscellaneous Tests (unspecified in Standing Offer)		
SECOND QUARTER			
#	Analysis Description	Quantity	Cost for 2ND Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Waste Oil and Fuel		

7	Hazardous Materials		
8	Miscellaneous Tests (unspecified in Standing Offer)		
THIRD QUARTER			
#	Analysis Description	Quantity	Cost for 3RD Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Waste Oil and Fuel		
7	Hazardous Materials		
8	Miscellaneous Tests (unspecified in Standing Offer)		
FOURTH QUARTER			
#	Analysis Description	Quantity	Cost for 4TH Quarter
1	Soil/Sediment Samples		
2	Water (Sanitary)		
3	Water (Marine)		
4	Water (Community-Recreational)		
5	Water (Drinking)		
6	Waste Oil and Fuel		
7	Hazardous Materials		
8	Miscellaneous Tests (unspecified in Standing Offer)		

NOTE: Contractor shall provide the type of analysis for all call-ups that fall under item numbers 7 and 8.



**FOR GOVERNMENT USE ONLY
POUR USAGE DU GOUVERNEMENT SEULEMENT**

Special Investigations Directorate File No.
N° de dossier de la Direction des enquêtes spéciales

Date Received (Y-A M D-J)
Date de réception

**CONSENT TO A CRIMINAL RECORD VERIFICATION
CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE**

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.

Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

**A PRIVACY ACT STATEMENT
ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

**B BIOGRAPHICAL INFORMATION - Must be completed by the individual
RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu**

Family Name (Last Name) - Nom (de famille)

Family Name at Birth - Nom de famille à la naissance

Full Given Names (No initials) - Prénoms au complet (aucune initiale)

All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames)
Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)

Gender - Sexe

☐

Male
Masculin

☐

Female
Féminin

Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement

Street No. - N° civique

Street Name - Nom de la rue

City - Ville

Province

Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
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I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	