

**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 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 - Pacific Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

<b>Title - Sujet</b> LOGISTICS SUPPORT SERVICES	
<b>Solicitation No. - N° de l'invitation</b> W2B03-140004/A	<b>Date</b> 2013-08-23
<b>Client Reference No. - N° de référence du client</b> W2B03-140004	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-242-6289
<b>File No. - N° de dossier</b> VIC-3-36082 (242)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-09-11</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Szczesniak, Michal	<b>Buyer Id - Id de l'acheteur</b> vic242
<b>Telephone No. - N° de téléphone</b> (250)363-8312 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See Herein	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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W2B03-140004/A	vic242	
Client Ref. No. - N° de réf. du client	File No. - N° du dossier	CCC No./N° CCC - FMS No/ N° VME
W2B03-140004	VIC-3-36082	

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

### **2. Summary**

It is Canada's intention to establish Regional Individual Standing Offer(s) for the supply of specified logistics support services to IROQUOIS, HALIFAX, AOR, KINGSTON, VICTORIA, ORCA classes of vessels, and the sailing vessel ORIOLE, assigned to Maritime Forces Pacific, and on occasional basis, other Department of National Defence (DND) vessels and their support staff, when deployed within the geographical areas described below.

The period of the Standing Offer will commence from October 1, 2013 to September 30, 2014 and include two optional one year periods.

The total area to be supplied is divided into the following two zones:

Zone 1 - City of Vancouver; and

Zone 2 - Port of Prince Rupert

as defined in greater detail in Annex A.

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

### **3. Debriefings**

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) (<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 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2. Submission of Offers

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

### 3. Former Public Servant

Contracts awarded to 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 before the issuance of a standing offer.

#### 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 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**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment 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 Applicable Taxes.

## **4. 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.

## **5. 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 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.

## 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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

#### Section I: Technical Offer

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

#### Section II: Financial Offer

The Offer must include prices for all items listed in Annex C for a particular Zone. The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer. Offerors must submit their financial offer in accordance with Annex C, Basis of Payment). The total amount of Applicable Taxes must be shown separately.

#### 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

Refer to Annex E.

### 1.2 Financial Evaluation

- 1. The price of the Offer will be evaluated in Canadian Dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Delivered Duty Paid (DDP) Destination Incoterms 2000, and Canadian customs duties and excise taxes included.
- 3. Bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The nominal noon exchange rate given by the Bank of Canada (<http://www.bankofcanada.ca/en/rates/exchform.html>) in effect on the solicitation closing date will be applied as a conversion factor to the offers submitted in foreign currency.
- 4. For evaluation purposes, the aggregate cost for a Zone will be calculated using the prices offered for the items listed in Annex C based on the following formula:

For Zone 1:

$$\sum_{i=1}^{37} [(A_i \times B_i) + (A_i \times C_i) + (A_i \times D_i)]$$

For Zone 2:

$$\sum_{i=1}^{33} [(A_i \times E_i) + (A_i \times F_i) + (A_i \times G_i)]$$

where:

- $A_i$  = Estimated Quantity Per Period for Item i
- $B_i$  = Zone 1 Period 1 Price for Item i
- $C_i$  = Zone 1 Option Period 1 Price for Item i
- $D_i$  = Zone 1 Option Period 2 Price for Item i
- $E_i$  = Zone 2 Period 1 Price for Item i
- $F_i$  = Zone 2 Option Period 1 Price for Item i
- $G_i$  = Zone 2 Option Period 2 Price for Item i

Each Zone will be evaluated separately.

### 2. Basis of Selection for Each Zone

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. For each Zone, the responsive offer 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 and documentation to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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

#### **1.1 Code of Conduct and Certifications - Related documentation**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [HRSDC-Labour's](http://www.hrsdc-labour.gc.ca/) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

### **A. STANDING OFFER**

#### **1. Offer**

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **2. Security Requirement**

There is no security requirement applicable to this Standing Offer.

#### **3. Standard Clauses and Conditions**

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

##### **3.1 General Conditions**

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

##### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those 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: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 28 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 October 1, 2013 to September 30, 2014.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two periods, from October 1, 2014 to September 30, 2015 and from October 1, 2015 to September 30, 2016, 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 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:

Michal Szczesniak  
Supply Team Leader  
Public Works and Government Services Canada  
401 - 1230 Government Street, Victoria, BC V8W 3X4  
Telephone: 250-363-8312  
E-mail: [michal.szczesniak@pwgsc-tpsgc.gc.ca](mailto:michal.szczesniak@pwgsc-tpsgc.gc.ca)

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

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is 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**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**6. Proactive Disclosure of Contracts with Former Public Servants (if applicable)**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

**7. Identified Users**

The Identified Users authorized to make call-ups against the Standing Offer are the:

- (a) Department of National Defence Vessel's Logistics Officer;
- (b) Department of National Defence Vessel's Logistics Departmental Coordinator;
- (c) Designated Department of National Defence support staff (i.e. J4 Logistics, F4 Logistics, Maritime Operations Group 4 Logistics, Base Logistics contracting authorities);
- (d) authorized contracting authorities involving any Canadian Forces deployed elements.

The Authority for the Department of National Defence elements to utilize this standing offer must be obtained from the following named individual:

\_\_\_\_\_  
Department of National Defence

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**8. Call-up Instrument**

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

**9. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

Call-ups above \$100,000.00 (Applicable Taxes included) must be authorized by the Standing Offer Authority in accordance with the departmental delegation of authorities for services.

**10. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$300,000.00 (Applicable Taxes 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 three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **11. Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Logistics Support Services Required;
- g) Annex C, Basis of Payment;
- h) the Offeror's offer dated \_\_\_\_\_.

## **12. Certifications**

### **12.1 Compliance**

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

## **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 \_\_\_\_\_ (*insert the name of the province or territory as specified by the offeror in its offer, if applicable*).

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Requirement**

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

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

#### **2.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2013-06-27), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

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

#### **3.1 Delivery Date**

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

### **4. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### **5. Payment**

#### **5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex C. Customs duties are included and Applicable Taxes are extra.

#### **5.2 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### **5.3 T1204 - Direct Request by Customer Department**

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

### **5.4 Taxes - Foreign-based Contractor** *(if applicable)*

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

### **5.5 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **6. Invoicing Instructions**

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

### **7. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **8. Excess Goods**

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.



## **9. Defence Contract**

The Contract is a defence contract within the meaning of the [\*Defence Production Act\*](#), R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the [\*Defence Production Act\*](#).

## Annex A

### STATEMENT OF WORK LOGISTICS SUPPORT SERVICES

#### SCOPE

1. This statement of work defines the scope to provide specified services to IROQUOIS, HALIFAX, AOR, KINGSTON, VICTORIA, ORCA classes of vessels, and the sailing vessel ORIOLE, assigned to Maritime Forces Pacific, and on occasional basis, other Department of National Defence (DND) vessels and their support staff, when deployed within the geographical areas described below.

#### REQUIREMENT

2. The Contractor must provide the logistics support services specified in Annex B to support deployed naval vessels assigned to DND while deployed within the specified geographical area on an if and when requested basis. Services may be requested in various berths throughout the specified geographical area.
3. The geographical areas are:
  - a. **Zone 1 - City of Vancouver** - defined as berths within all adjoining bodies of water surrounding the City including the main berths of Canada Place and Main St. Pier in Vancouver and Burrard Pier in North Vancouver, British Columbia, Canada; and
  - b. **Zone 2 - Port of Prince Rupert** in British Columbia, Canada.
4. While the number of port visits is dependent on a number of known and unknown factors, the estimated number of port visits per geographical area is as follows:

<u>Period</u>	<u>Estimated Number of Port Visits to Zone 1</u>	<u>Estimated Number of Port Visits to Zone 2</u>
1	27	3
Option 1	28	4
Option 2	27	3

5. The Offeror will become a contractor of the Crown and NOT an agent of the Crown upon receipt of a Call-up against the Standing Offer.
6. Pertinent information relating to each class of supported vessel will be available to the Offeror upon request after the issuance of the Standing Offer.
7. All Contractor representatives who deal directly with the vessel must be able to discuss technical aspects of naval vessel requirements and services available in port.
8. Call-ups Against the Resulting Standing Offer will be placed by the visiting vessel's Logistics Officer, who will also identify the exact nature of the requirements for any port visit, a minimum of four (4) calendar days ahead of the visit.

For Zone 1, the HMCS DISCOVERY Liaison Officer will act as the single point of contact for all further coordination including timings and berthing requirements, and will be the sole point of contact with Port Metro Vancouver. The ship's Logistics Officer must be included on all correspondence between the Contractor and the HMCS DISCOVERY Liaison Officer.

For Zone 2, coordination will be completed by the vessel's Logistics Officer with no additional assistance from the HMCS DISCOVERY Liaison Officer.

9. Coordination is required to avoid duplication of services or the obstruction of performance by any of the parties involved. If required, any disputes or discrepancies arising from other orders will be resolved directly between the HMCS DISCOVERY Liaison Officer, the vessel's Logistics Officer and the Contractor.

10. The Contractor must meet the vessel(s) upon arrival of the vessel(s).
11. Invoices for all services provided must be submitted to the vessel's Logistics Officer or designated representative prior to the vessel's departure from port when possible. Where this requirement cannot be met for reasons beyond the control of the Contractor and to the satisfaction of the vessel's Logistics Officer or designated representative, the invoice must be provided to the vessel's Logistics Officer within seven (7) calendar days of the vessel's departure from the port.
12. The Contractor must keep the vessel and Liaison Officer informed of the status of delivery of services. For example, any delays in delivery of service, schedule changes, or schedule conflicts from those originally requested by the naval vessel or the Liaison Officer, after the naval vessel's arrival in port, must be reported.
13. Requirements are subject to change. Scheduled port visits may be cancelled, redirected, or amended on short notice. Changes, such as adjustments in quantity, cancellations or additional requirements, may be made by the vessel's Logistics Officer or delegated representative. Requested changes may be initiated by e-mail, telephone or fax submitted to the Contractor. An amendment to the Call-up is to be issued by the Logistics Officer when such amendments are initiated. Full/partial orders may be cancelled up to 48 hours prior to the scheduled delivery with no cost to be incurred by Canada. If such modifications/cancellations occur less than 48 hours prior to scheduled delivery, the Logistics Officer will authorize the Contractor's direct expenses, when supported by appropriate documentation (i.e. original sub-contractor invoices).
14. Public Viewings of a vessel may occur during the course of the port visit. Should this occur, civilian guests will be received at the pier and escorted by the vessel's duty watch to the vessel over any brows and pedestals supplied and positioned by the Contractor. The vessel's duty watch will ensure that there are no obstructions or safety hazards on the brows, pedestals, barges or other items, over which guests may transit to the vessel.

**Annex B**  
**Logistics Support Services Required**

The logistics support services to be provided under the standing offer includes the provision of the following services on an if and when requested basis:

a. Sewage Removal

- i. The Contractor must arrange for sewage removal services when requested. These sewage removal services involve the collection of collection holding transfer (CHT) bacteriological/chemical liquids generated.

The liquid waste must be pumped from the naval vessel into a barge or truck as arranged by the Contractor, and will include all wastewater generated by the vessel (i.e. grey water and black water).

Victoria class submarines require a vacuum truck while other vessels have the ability to pump to a tanker truck or barge. However, other vessels may either pump the waste oil themselves to a tank truck or request a vacuum truck; both options are included for all vessels.

- ii. The Contractor becomes the owner of, and is responsible for, the waste once it is removed from the vessel. The Contractor must properly dispose the waste in accordance with all applicable laws and regulations at authorized locations.
- iii. All equipment used for sewage removal must be in mechanically sound condition and meet all safety standards as required by all applicable laws and regulations. Hoses and connections for sewage removal supplied by the Contractor must be compatible with Canadian naval vessels' requirements.

IROQUOIS, HALIFAX, KINGSTON, AOR and VICTORIA class vessels require a 2.5-inch cam-lock coupling non-collapsible hose.

ORCA class requires a 3-inch cam-lock.

- iv. IROQUOIS, HALIFAX, and AOR class vessels typically require continuous removal of sewage while alongside. The Contractor must, when requested:
- a. provide barges/trucks with sufficient capacity to assure that the vessel's CHT tanks are emptied prior to reaching 90% of capacity;
  - b. begin service within one hour of the naval vessel's arrival; and
  - c. continue service until one hour before the vessel's departure.
- v. KINGSTON and ORCA class vessels and ORIOLE typically require the removal of Black / Grey water once every two to three days. The Contractor must, when requested:
- a. provide barges/trucks with sufficient capacity to assure that the vessel's CHT tanks are emptied prior to reaching 90% of capacity;
  - b. provide service within 48 hours of the naval vessel's arrival; and
  - c. provide additional service as requested for visits longer than three days.
- vi. The Contractor must provide an accurate flow meter/depth chart to document the amount of CHT removed from the vessel. The CHT removal figures must be certified by the vessel's Logistics Officer or designated representative prior to payment for services rendered.

b. Waste Oil and Aggregate Water Removal

- i. The Contractor must arrange for waste oil services, when requested.
- ii. The waste oil services involve the collection of oil and aggregate water generated by naval vessels, as identified by the vessel's Logistics Officer or designated representative.

The waste oil must be pumped from the naval vessel into tanks arranged by the Contractor.

For VICTORIA class vessels, vacuum trucks are required to pump the waste oil off of the vessels. However, other vessels may either pump the waste oil themselves to a tank truck or request a vacuum truck; both options are included for all vessels.

- iii. The connection type required by IROQUOIS, HALIFAX, KINGSTON, VICTORIA and AOR class vessels is a 2.5-inch cam-lock.  
ORCA class requires a 2-inch cam-lock or open suction from the tank.
- iv. The Contractor becomes the owner of, and is responsible for, the waste once it is removed from the vessel. The Contractor must dispose the waste in accordance with all applicable laws and regulations at authorized locations.
- v. The Contractor must provide an accurate flow meter/depth chart to document the amount of waste oil removed from the vessel. The waste oil removal figures must be certified by the vessel's Logistics Officer or designated representative prior to payment for services rendered.

c. Garbage and Recycling Removal

- i. The Contractor must furnish all labour, tools, materials, equipment and supervision necessary for the Contractor to perform all operations incidental to the collection and disposal of refuse, including liquid, semi-liquid, or solid garbage generated by vessels or deployed support staff when requested.
- ii. For vessels pier side, unless prohibited by port regulations, the Contractor must furnish dedicated refuse containers/barges near the naval vessel (within 25 meters) or alongside the vessel. If port regulations prohibit this proximity, the containers/barges must be placed as close as permitted. The Contractor must empty containers/barges with sufficient frequency to ensure sufficient space for the naval vessel's refuse whenever required.
- iii. Insofar as practicable, naval vessel crews shall separate refuse into recyclable plastics, metals, and paper products, organic waste (compost) and garbage categories. Any separation desired by the Contractor over and above this must be arranged by the Contractor at no additional cost or time lost to the Crown.
- iv. Pickup of all other loose refuse, such as cardboard boxes, cartons, bundled and tied newspapers and magazines, and packing containers, pallets, etc., which are placed adjacent to the refuse must be performed by the Contractor. Cleanup of any spillage of refuse in the course of the handling operation must be performed immediately by the Contractor. Refuse containers must be returned to their original position with the lids replaced thereon when emptied.
- v. The Contractor becomes the owner of, and is responsible for, the waste once it is deposited at the dedicated refuse containers, barges, or areas. All refuse collected must be hauled in suitable vehicles. The Contractor must comply with all applicable laws and regulations pertaining to the collection, transportation, and disposal of refuse and must obtain such permits, licenses or other authorizations as may be required.

d. Fenders and Camels

- i. The Contractor must furnish fenders and camels in sizes as required when requested.

The camels must be flat surface barges for position at the stern or side of the vessel and placed/set-up by the Contractor alongside the pier for use in breasting the vessel away from the pier.

Fenders must be of the commercial cylinder type (such as Yokohama Fenders), made of hard rubber, free of cracks and cuts. Location and spacing of fenders will be as requested by the vessel.

The Contractor must remove all fenders and camels as required when requested.

- ii. Specific fender requirements for each submarine include two catamarans 3.3 meters wide by 12 meters long by 4 meters deep. Catamaran sides touching the submarine's hull are protected by "D" shaped rubbers of 0.3 meter section placed no more than 1.2 meters apart extending the length of the catamaran. Alternate means of provision of fenders includes using a barge, minimum 5 meters wide with deep enough draft that the submarine pressure hull is in contact with the fenders and not the casing. Barges used in this manner must include appropriate bow pedestal (which may be 6-12 feet tall, depending on the dock) on the barge and another on the pier (which may be furnished by the port authority), as well as potentially significantly longer brows.

e. Brows (Gangways)

- i. Canadian naval vessels, with the exception of submarines, carry brows. However, the use of their own brows is dependent upon the type of mooring obtained and other vessel considerations. The Contractor must provide, place, set-up, and remove brows (of various sizes and categories) and pedestals, if and when requested by the vessel.

f. Placement and Rental of Containment Booms

- i. Fuel containment/anti-pollution booms must be available for use by Canadian naval vessels surrounding the entire vessel, as requested. Booms may be requested for the duration of the port visit, or for a specific time, such as while disembarking oily waste. The provision, placement, removal and usage of boom must be performed by the Contractor as required when requested.
- ii. Booms must be removed one hour prior to the vessel's scheduled departure.

g. Linehandlers

- i. Linehandlers may be requested to assist in the berthing and unberthing of ships. Linehandlers are required in a group of 4 personnel when requested.
- ii. Linehandlers are subject to the safety and security regulations of the specific pier in use.

h. Miscellaneous Items

Unforeseen circumstances may occasionally result in miscellaneous port-related services being required in addition to those specifically identified in the Standing Offer. In such circumstances, the visiting vessel's Logistics Officer will request the Contractor to provide detailed costing information for the requested item(s). The Logistics Officer will review the quote provided and ensure pricing is in accordance with the Standing Offer and is fair and reasonable. Items that are not considered fair and reasonable are either to be removed or substituted based on agreement between the Logistics Officer and Contractor. Once the Logistics Officer is satisfied with the pricing information offered, the miscellaneous items will then be added to the Call-up via an amendment. When miscellaneous items are provided by sub-contractors, the original sub-contractor's invoice must be included with the invoice.

A **maximum of \$15,000.00** (Applicable Taxes included) per Zone may be utilized for the procurement of Miscellaneous Items during each period of the Standing Offer.

**Annex C**  
**Basis of Payment**

1. Firm fees must be provided as follows:

a. waste disposal (for sewage, waste oil & aggregate water) by the following methods:

- i. by barge for a ten (10) consecutive hour period (maximum 150 Metric Tons (M/T)) including all disposal and towing charges;
- ii. by barge for a twenty-four (24) consecutive hour period rental rate including all disposal and towing charges (where barge is not required to be removed daily);

AND

iii.

By vacuum\* and tank truck as requested for varying periods, given as both an hourly rate where the minimum rental is for 4 hours, and for a 24 hour period.

All truck rates include set-up and disposal, plus an additional cost per litre pumped.

The time period starts at the time the truck arrives at the berthing facility or the scheduled time (whichever is later) and ends when the truck departs the berthing facility, including any necessary waiting periods due to circumstances beyond the Contractor's control (such as unexpected delays by the vessel). Costs for travel time and disposal time are to be built into the rates;

\* Submarines are only serviceable by vacuum trucks. Other vessels can be serviced by either vacuum or tank trucks, at the sole discretion of the vessel at the time the call-up is issued

- b. removal of garbage and recycling at one time service fee per bin, includes 20 cubic yard bin rental and disposal of materiel;
- c. daily fender and camel rental fee (including separate pricing for submarine fenders, as outlined in Annex B, para d) per unit (fender/camel) required, plus a one time fee for placement and removal;
- d. daily brow and pier-based pedestals (if needed) rental fee, plus a one time fee for placement and removal, for the following lengths:

ORCA – 8 ft  
KINGSTON, CPF, IRO & PRO – 20 ft  
VIC – 20 or 30 ft depending on set-up;

e. daily brow pedestal rental fee for on-barge pedestals ranging from 4-12 feet, plus a one time fee for placement and removal;

f. daily containment boom rental fee, plus a one time fee for placement and removal, for the following lengths:

VIC, KINGSTON & ORCA - 300 ft  
CPF & IRO - 600 ft  
PRO - 1000 ft.

2. All-inclusive firm pricing including, but not limited to all necessary labour, equipment, licensed operators, insurance, salaries (including holiday and overtime costs), permits, customs clearances, fuel, operating expenses, and disposal fees must be provided in accordance with Article 1 above for each period of the Standing Offer, including the two (2) one-year option periods in the format of the following tables:

Zone 1 (Vancouver) Firm Pricing Schedule				
Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
<b>a. Sewage Removal by:</b>				
1. <b>Barge for a ten (10) consecutive hour period</b> (maximum 150 M/T), including all disposal and towing charges;	/ 10 hour period	/ 10 hour period	/ 10 hour period	1
2. <b>Barge for a twenty-four (24) consecutive hour period</b> including all disposal and towing charges (where barge is not required to be removed daily);	/ 24 hour period	/ 24 hour period	/ 24 hour period	1
3. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm Pacific Time (PT));	/ hour	/ hour	/ hour	4 hours
4. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal outside regular hours;	/ hour	/ hour	/ hour	4 hours
5. <b>Tank Truck for a twenty-four (24) consecutive hour period</b> including set up and disposal;	/ 24 hour period	/ 24 hour period	/ 24 hour period	1
6. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm PT);	/ hour	/ hour	/ hour	20 hours
7. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal – outside regular hours (6pm – 6am PT);	/ hour	/ hour	/ hour	20 hours
8. <b>Vacuum Truck for a twenty-four (24) consecutive hour period</b> including set up and disposal;	/ 24 hour period	/ 24 hour period	/ 24 hour period	5
<b>PLUS</b> , under any of the truck scenarios given above (iii – viii):				
9. <b>Cost per litre pumped</b>	/ L	/ L	/ L	200,000 L



Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
<b>b. Waste Oil and Aggregate Water Removal by:</b>				
10. <b>Barge</b> for a <b>ten (10) consecutive hour period</b> (maximum 150 M/T), including all disposal and towing charges;	_____ / 10 hour period	_____ / 10 hour period	_____ / 10 hour period	1
11. <b>Barge</b> for a <b>twenty-four (24) consecutive hour period</b> including all disposal and towing charges (where barge is not required to be removed daily);	_____ / 24 hour period	_____ / 24 hour period	_____ / 24 hour period	1
12. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm PT);	_____ / hour	_____ / hour	_____ / hour	4 hours
13. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal outside regular hours;	_____ / hour	_____ / hour	_____ / hour	4 hours
14. <b>Tank Truck</b> for a <b>twenty-four (24) consecutive hour period</b> including set up and disposal;	_____ / 24 hour period	_____ / 24 hour period	_____ / 24 hour period	1
15. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm PT);	_____ / hour	_____ / hour	_____ / hour	20 hours
16. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal outside regular hours;	_____ / hour	_____ / hour	_____ / hour	20 hours
17. <b>Vacuum Truck</b> for a <b>twenty-four (24) consecutive hour period</b> including set up and disposal;	_____ / 24 hour period	_____ / 24 hour period	_____ / 24 hour period	5
PLUS, under any of the truck scenarios given above (iii – viii):				
18. <b>Cost per litre pumped</b>	_____ / L	_____ / L	_____ / L	200,000 L

Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
c. 19. <b>Removal of garbage, recycling, and organic waste</b> at one time service, including twenty (20) cubic yard bin and disposal of materiel.	_____ /bin	_____ /bin	_____ /bin	40
d. <b>Fender and camel rental</b>				
20. <b>Fender</b>	_____ /fender/day	_____ /fender/day	_____ /fender/day	100
21. <b>Camel</b> (if camels are not available, suitable equivalent products must be offered at the camel rate)	_____ /camel/day	_____ /camel/day	_____ /camel/day	30
22. <b>Spacer Barge</b> (Spacer Barge and Deep Draft Fenders must be priced separately)	_____ /spacer barge/day	_____ /spacer barge/day	_____ /spacer barge/day	1
23. <b>Deep Draft Fender</b> (Spacer Barge and Deep Draft Fenders must be priced separately)	_____ /deep draft fender/day	_____ /deep draft fender/day	_____ /deep draft fender/day	1
24. <b>Placement, Set-up, and removal</b> of all fenders, barges, and camels for a vessel	_____ /visit	_____ /visit	_____ /visit	27
e. <b>Brow and pier-based pedestal rental</b>				
25. <b>8 ft</b>	_____ /day	_____ /day	_____ /day	20
26. <b>20 ft</b>	_____ /day	_____ /day	_____ /day	6
27. <b>30 ft</b>	_____ /day	_____ /day	_____ /day	1
28. <b>Placement, Set-up, and removal</b> of all brows and pedestals for a vessel	_____ /visit	_____ /visit	_____ /visit	27
f. <b>On-barge pedestal</b>				
29. <b>On-barge pedestal rental</b> (per pedestal, any size from 4-12 feet)	_____ /day	_____ /day	_____ /day	1
30. <b>Placement, Set-up, and removal</b> of on-barge pedestal for a vessel	_____ /visit	_____ /visit	_____ /visit	1

Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
g. <b>Fuel containment/anti-pollution boom rental</b>				
31. <b>300 ft</b>	_____ /day	_____ /day	_____ /day	20
32. <b>600 ft</b>	_____ /day	_____ /day	_____ /day	6
33. <b>1000 ft</b>	_____ /day	_____ /day	_____ /day	1
34. <b>Placement, Set-up, and removal</b> of all fuel containment/anti-pollution booms for a vessel	_____ /visit	_____ /visit	_____ /visit	27
h. <b>Line handlers</b>				
35. <b>4 x personnel</b> to receive lines on arrival	_____ / arrival	_____ / arrival	_____ / arrival	5
36. <b>4 x personnel</b> to slip on departure	_____ / departure	_____ /departure	_____ /departure	5
37. When <b>miscellaneous items</b> are provided by sub-contractors, the maximum mark-up on the original sub-contractor's invoice is:	____%	____%	____%	\$15,000.00

### Zone 2 (Prince Rupert) Firm Pricing Schedule

Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
<b>a. Sewage Removal by:</b>				
1. <b>Barge</b> for a <b>ten (10) consecutive hour period</b> (maximum 150 M/T), including all disposal and towing charges;	<u>          </u> / 10 hour period	<u>          </u> / 10 hour period	<u>          </u> / 10 hour period	1
2. <b>Barge</b> for a <b>twenty-four (24) consecutive hour period</b> including all disposal and towing charges (where barge is not required to be removed daily);	<u>          </u> / 24 hour period	<u>          </u> / 24 hour period	<u>          </u> / 24 hour period	1
3. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm Pacific Time (PT));	<u>          </u> / hour	<u>          </u> / hour	<u>          </u> / hour	4 hours
4. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal – outside regular hours;	<u>          </u> / hour	<u>          </u> / hour	<u>          </u> / hour	4 hours
5. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm PT);	<u>          </u> / hour	<u>          </u> / hour	<u>          </u> / hour	4 hours
6. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal outside regular hours;	<u>          </u> / hour	<u>          </u> / hour	<u>          </u> / hour	4 hours
<b>PLUS</b> , under any of the truck scenarios given above (iii – vi):				
7. <b>Cost per litre pumped</b>	<u>          </u> / L	<u>          </u> / L	<u>          </u> / L	15,000 L

Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
<b>b. Waste Oil and Aggregate Water Removal by:</b>				
8. <b>Barge</b> for a <b>ten (10) consecutive hour period</b> (maximum 150 M/T), including all disposal and towing charges;	_____ / 10 hour period	_____ / 10 hour period	_____ / 10 hour period	1
9. <b>Barge</b> for a <b>twenty-four (24) consecutive hour period</b> including all disposal and towing charges (where barge is not required to be removed daily);	_____ / 24 hour period	_____ / 24 hour period	_____ / 24 hour period	1
10. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm Pacific Time (PT));	_____ / hour	_____ / hour	_____ / hour	4 hours
11. <b>Tank Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal outside regular hours;	_____ / hour	_____ / hour	_____ / hour	4 hours
12. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal during regular hours (6am – 6pm PT);	_____ / hour	_____ / hour	_____ / hour	4 hours
13. <b>Vacuum Truck</b> for an hourly rate (minimum four hour period) including set-up and disposal outside regular hours;	_____ / hour	_____ / hour	_____ / hour	4 hours
<b>PLUS</b> , under any of the truck scenarios given above (iii – vi):				
14. <b>Cost per litre pumped</b>	_____ / L	_____ / L	_____ / L	15,000 L

Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
c.				
15. <b>Removal of garbage, recycling, and organic waste</b> at one time service, including twenty (20) cubic yard bin and disposal of materiel.	_____ /bin	_____ /bin	_____ /bin	20
d. <b>Fender and camel rental</b>				
16. <b>Fender</b>	_____ /fender/day	_____ /fender/day	_____ /fender/day	25
17. <b>Camel</b> (if camels are not available, suitable equivalent products must be offered at the camel rate)	_____ /camel/day	_____ /camel/day	_____ /camel/day	4
18. <b>Spacer Barge</b> (Spacer Barge and Deep Draft Fenders must be priced separately)	_____ /spacer barge/day	_____ /spacer barge/day	_____ /spacer barge/day	1
19. <b>Deep Draft Fender</b> (Spacer Barge and Deep Draft Fenders must be priced separately)	_____ /deep draft fender/day	_____ /deep draft fender/day	_____ /deep draft fender/day	1
20. Placement, Set-up, and removal of all fenders, barges, and camels for a vessel	_____ /visit	_____ /visit	_____ /visit	2
e. <b>Brow and pier-based pedestal rental</b>				
21. 8 ft	_____ /day	_____ /day	_____ /day	2
22. 20 ft	_____ /day	_____ /day	_____ /day	2
23. 30 ft	_____ /day	_____ /day	_____ /day	1
24. Placement, Set-up, and removal of all brows and pedestals for a vessel	_____ / visit	_____ / visit	_____ / visit	4
f. <b>On-barge pedestal rental</b>				
25. <b>On-barge pedestal rental</b> (per pedestal, any size from 4-12 feet)	_____ /day	_____ /day	_____ /day	1
26. <b>Placement, Set-up, and removal</b> of on-barge pedestal for a vessel	_____ /visit	_____ /visit	_____ /visit	1

Service	Period 1	Option Period 1	Option Period 2	Estimated Annual Quantity
g. <b>Fuel containment/anti-pollution boom rental</b>				
27. <b>300 ft</b>	_____ /day	_____ /day	_____ /day	1
28. <b>600 ft</b>	_____ /day	_____ /day	_____ /day	2
29. <b>1000 ft</b>	_____ /day	_____ /day	_____ /day	1
30. <b>Placement, Set-up, and removal</b> of all fuel containment/anti-pollution booms for a vessel	_____ /visit	_____ /visit	_____ /visit	4
h. <b>Line handlers</b>				
31. <b>4 x personnel</b> to receive lines on arrival	_____ / arrival	_____ / arrival	_____ / arrival	2
32. <b>4 x personnel</b> to slip on departure	_____ / departure	_____ /departure	_____ /departure	2
33. When <b>miscellaneous items</b> are provided by sub-contractors, the maximum mark-up on the original sub-contractor's invoice is:	____%	____%	____%	\$15,000.00

**Annex D - Periodic Usage Report**

**REPORT ON THE VOLUME OF BUSINESS**

OFFEROR: \_\_\_\_\_

STANDING OFFER NO: \_\_\_\_\_

REPORTING PERIOD: \_\_\_\_\_

ZONE: \_\_\_\_\_

Standing Offer Item No.	Quantity	Unit Price	Extended Price
1			
2			
3			
36			
37			
TOTAL			
TOTAL TO DATE			

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

PREPARED BY:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail the report and spreadsheet file (in editable format) to the Standing Offer Authority.



#### **Annex "E" – Technical Offer Compliance Checklist**

All statements and requirements identified in the following Technical Bid Compliance Checklist are deemed to be minimum mandatory requirements. Therefore, the submitted offer must demonstrate how it meets each of these statements or requirements.

The preferred method of accomplishing this requirement is to submit a completed copy of the following Technical Offer Compliance Checklist with the offer. Offerors must provide all literature with submitted offers to demonstrate how they meet each mandatory requirement.

Item #	Evaluation Criteria for Mandatory Requirements	Complies	Does Not Comply	Remark
	<b>Annex A</b>			
7	All Contractor representatives who deal directly with the vessel must be able to discuss technical aspects of naval vessel requirements and services available in port.			
10	The Contractor must meet the vessel(s) upon arrival of the vessel(s).			
11	Invoices for all services provided must be submitted to the vessel's Logistics Officer or designated representative prior to the vessel's departure from port when possible. Where this requirement cannot be met for reasons beyond the control of the Contractor and to the satisfaction of the vessel's Logistics Officer or designated representative, the invoice must be provided to the vessel's Logistics Officer within seven (7) calendar days of the vessel's departure from the port.			
	<b>Annex B</b>			
	<b>A. Sewage Removal</b>			
i.	<p>The Contractor must arrange for sewage removal services when requested. These sewage removal services involve the collection of collection holding transfer (CHT) bacteriological/chemical liquids generated.</p> <p>The liquid waste must be pumped from the naval vessel into a barge or truck as arranged by the Contractor, and will include all wastewater generated by the vessel (i.e. grey water and black water).</p> <p>Victoria class submarines require a vacuum truck while other vessels have the ability to pump to a tanker truck or barge. However, other vessels may either pump the waste oil themselves to a tank truck or request a vacuum truck; both options are included for all vessels.</p>			
ii.	The Contractor becomes the owner of, and is responsible for, the waste once it is removed from the vessel. The Contractor must properly dispose the waste in accordance with all applicable laws and regulations at authorized locations.			
iii.	All equipment used for sewage removal must be in mechanically sound condition and meet all safety standards as required by all applicable laws and regulations. Hoses and connections for sewage removal supplied by the Contractor must be compatible with Canadian naval vessels' requirements. IROQUOIS, HALIFAX, KINGSTON, AOR and VICTORIA class vessels require a 2.5-inch cam-lock coupling non-collapsible hose.			

	ORCA class requires a 3-inch cam-lock.				
iv.	<p>IROQUOIS, HALIFAX, and AOR class vessels typically require continuous removal of sewage while alongside. The Contractor must, when requested:</p> <ul style="list-style-type: none"> <li>a. provide barges/trucks with sufficient capacity to assure that the vessel's CHT tanks are emptied prior to reaching 90% of capacity;</li> <li>b. begin service within one hour of the naval vessel's arrival; and</li> <li>c. continue service until one hour before the vessel's departure.</li> </ul>				
v.	<p>KINGSTON and ORCA class vessels and ORIOLE typically require the removal of Black / Grey water once every two to three days. The Contractor must, when requested:</p> <ul style="list-style-type: none"> <li>a. provide barges/trucks with sufficient capacity to assure that the vessel's CHT tanks are emptied prior to reaching 90% of capacity;</li> <li>b. provide service within 48 hours of the naval vessel's arrival; and</li> <li>c. provide additional service as requested for visits longer than three days.</li> </ul> <p>The Contractor must provide an accurate flow meter/depth chart to document the amount of CHT removed from the vessel. The CHT removal figures must be certified by the vessel's Logistics Officer or designated representative prior to payment for services rendered.</p>				
vi.					
	<b>B. Waste Oil and Aggregate Water Removal</b>				
i.	The Contractor must arrange for waste oil services, when requested.				
ii.	<p>The waste oil services involve the collection of oil and aggregate water generated by naval vessels, as identified by the vessel's Logistics Officer or designated representative.</p> <p>The waste oil must be pumped from the naval vessel into tanks arranged by the Contractor.</p> <p>For VICTORIA class vessels, vacuum trucks are required to pump the waste oil off of the vessels. However, other vessels may either pump the waste oil themselves to a tank truck or request a vacuum truck; both options are included for all vessels.</p>				
iii.	The connection type required by IROQUOIS, HALIFAX, KINGSTON, VICTORIA and AOR class vessels is a 2.5-inch cam-lock. ORCA class requires a 2-inch cam-lock or open suction from the tank.				

iv.	The Contractor becomes the owner of, and is responsible for, the waste once it is removed from the vessel. The Contractor must dispose the waste in accordance with all applicable laws and regulations at authorized locations.				
v.	The Contractor must provide an accurate flow meter/depth chart to document the amount of waste oil removed from the vessel. The waste oil removal figures must be certified by the vessel's Logistics Officer or designated representative prior to payment for services rendered.				
	<b>C. Garbage and Recycling Removal</b>				
i.	The Contractor must furnish all labour, tools, materials, equipment and supervision necessary for the Contractor to perform all operations incidental to the collection and disposal of refuse, including liquid, semi-liquid, or solid garbage generated by vessels or deployed support staff when requested.				
ii.	For vessels pier side, unless prohibited by port regulations, the Contractor must furnish dedicated refuse containers/barges near the naval vessel (within 25 meters) or alongside the vessel. If port regulations prohibit this proximity, the containers/barges must be placed as close as permitted. The Contractor must empty containers/barges with sufficient frequency to ensure sufficient space for the naval vessel's refuse whenever required.				
iii.	Insofar as practicable, naval vessel crews shall separate refuse into recyclable plastics, metals, and paper products, organic waste (compost) and garbage categories. Any separation desired by the Contractor over and above this must be arranged by the Contractor at no additional cost or time lost to the Crown.				
iv.	Pickup of all other loose refuse, such as cardboard boxes, cartons, bundled and tied newspapers and magazines, and packing containers, pallets, etc., which are placed adjacent to the refuse must be performed by the Contractor. Cleanup of any spillage of refuse in the course of the handling operation must be performed immediately by the Contractor. Refuse containers must be returned to their original position with the lids replaced thereon when emptied.				
v.	The Contractor becomes the owner of, and is responsible for, the waste once it is deposited at the dedicated refuse containers, barges, or areas. All refuse collected must be hauled in suitable vehicles. The Contractor must comply with all applicable laws and regulations pertaining to the collection, transportation, and disposal of refuse and must obtain such permits, licenses or other authorizations as may be required.				

	<b>D. Fenders and Camels</b>			
i.	The Contractor must furnish fenders and camels in sizes as required when requested. The camels must be flat surface barges for position at the stern or side of the vessel and placed/set-up by the Contractor alongside the pier for use in breasting the vessel away from the pier. Fenders must be of the commercial cylinder type (such as Yokohama Fenders), made of hard rubber, free of cracks and cuts. Location and spacing of fenders will be as requested by the vessel. The Contractor must remove all fenders and camels as required when requested.			
ii.	Specific fender requirements for each submarine include two catamarans 3.3 meters wide by 12 meters long by 4 meters deep. Catamaran sides touching the submarine's hull are protected by "D" shaped rubbers of 0.3 meter section placed no more than 1.2 meters apart extending the length of the catamaran. Alternate means of provision of fenders includes using a barge, minimum 5 meters wide with deep enough draft that the submarine pressure hull is in contact with the fenders and not the casing. Barges used in this manner must include appropriate bow pedestal (which may be 6-12 feet tall, depending on the dock) on the barge and another on the pier (which may be furnished by the port authority), as well as potentially significantly longer brows.			
	<b>E. Brows and Gangways</b>			
i.	Canadian naval vessels, with the exception of submarines, carry brows. However, the use of their own brows is dependent upon the type of mooring obtained and other vessel considerations. The Contractor must provide, place, set-up, and remove brows (of various sizes and categories) and pedestals, if and when requested by the vessel.			
	<b>F. Placement and Rental of Containment Booms</b>			
i.	Fuel containment/anti-pollution booms must be available for use by Canadian naval vessels surrounding the entire vessel, as requested. Booms may be requested for the duration of the port visit, or for a specific time, such as while disembarking oily waste. The provision, placement, removal and usage of boom must be performed by the Contractor as required when requested.			
ii.	Booms must be removed one hour prior to the vessel's scheduled departure.			

	<b>G. Linehandlers</b>			
	Linehandlers may be requested to assist in the berthing and unberthing of ships. Linehandlers are required in a group of 4 personnel when requested.			
i.				
ii.	Linehandlers are subject to the safety and security regulations of the specific pier in use.			
	<b>H. Miscellaneous Items</b>			
i.	<p>Unforeseen circumstances may occasionally result in miscellaneous port-related services being required in addition to those specifically identified in the Standing Offer. In such circumstances, the visiting vessel's Logistics Officer will request the Contractor to provide detailed costing information for the requested item(s). The Logistics Officer will review the quote provided and ensure pricing is in accordance with the Standing Offer and is fair and reasonable. Items that are not considered fair and reasonable are either to be removed or substituted based on agreement between the Logistics Officer and Contractor. Once the Logistics Officer is satisfied with the pricing information offered, the miscellaneous items will then be added to the Call-up via an amendment. When miscellaneous items are provided by sub-contractors, the original sub-contractor's invoice must be included with the invoice.</p> <p>A maximum of \$15,000.00 (Applicable Taxes included) per Zone may be utilized for the procurement of Miscellaneous Items during each period of the Standing Offer.</p>			