

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

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

Title - Sujet Locksmith Services	
Solicitation No. - N° de l'invitation W0135-131282/B	Date 2013-09-13
Client Reference No. - N° de référence du client W0135-131282	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-031-6355
File No. - N° de dossier TOR-3-36080 (031)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-10-24	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Schmidt, Jeff	Buyer Id - Id de l'acheteur tor031
Telephone No. - N° de téléphone (905)615-2058 ()	FAX No. - N° de FAX (905)615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 22 Wing North Bay 9 Manston Crescent North Bay Ontario POH1P0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number W0135-131282/A dated July 24 2013 with a closing of September 3 2013 at 2:00 P.M. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: |
| | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements and Quarterly Usage Reporting Form.

2. Summary

The Department of National Defence (DND), 22 Wing Canadian Forces Base (CFB) North Bay, North Bay, ON requires a qualified, bonded locksmith to provide door hardware repairs and key-cutting services for various buildings and locations on an as and when requested basis.

The period of the Standing Offer is for two years from date of Standing Offer issuance, estimated from 1 December 2013 - 30 November 2015 with a right to request a 1, 1-year extension under the same terms and conditions.

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Standing Offers (RFSO).

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

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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 (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.

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

Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Offers

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

3. Ancien fonctionnaire (s'il y a lieu)

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:

name of former public servant;
 conditions of the lump sum payment incentive;
 date of termination of employment;
 amount of lump sum payment;
 rate of pay on which lump sum payment is based;
 period of lump sum payment including start date, end date and number of weeks;
 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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

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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 Ontario.

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

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 Bid (2 hard copies)

Section II: Financial Bid (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 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 should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, 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 _____

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- (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

Offerors must meet all mandatory technical criteria. Failure to provide the mandatory technical criteria will render the bid non-responsive and it will not be considered further.

- 1. The Offeror must be a qualified, bonded locksmith and provide a copy of their certificate of Qualification from their provincial government and all bonding documents.

1.2 Financial Evaluation

- 1. Offerors must submit pricing in accordance with Annex B, Basis of Payment with their bid at bid closing;
- 2. The price used in the evaluation will be the aggregate of the firm unit prices of items 1-4 multiplied by the estimated usages for the firm and optional periods listed in Annex B and B-1, Basis of Payment.
- 3. To calculate the price for Item 4, Materials, in Annex B and B-1, Basis of Payment, the proposed markup percentage will be applied to the estimated usage of \$9,000.00 to obtain the price used in the evaluation. Example: Mark-up of 10% x \$9,000.00 = \$900.00. Price to be used in the evaluation is \$9,000.00 + \$900.00 = \$9,900.00.
- 4. SACC Manual clause A0220T (2013-04-25) Evaluation of Price.

2. Basis of Selection - Mandatory Technical Criteria Only

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications 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" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from HRSDC-Labour's 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" 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

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work 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: December 1 to February 28;
2nd quarter: March 1 to May 30;
3rd quarter: June 1 to August 30;
4th quarter: September 1 to November 30.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____ (to be completed at time of Standing Offer issuance).

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 1, 1-year period, from date of issuance under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Jeff Schmidt
Title: Supply Officer
Organization: Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Dr., Mississauga, ON L5B 2N5

Telephone : 905-615-2058
Facsimile: 905-615-2060
E-mail address: jeff.schmidt@pwgsc.gc.ca

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

5.2 Project Authority

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

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

5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : ____ ____ ____
Facsimile: ____ ____ ____
E-mail address: _____

6. Proactive Disclosure of Contracts with Former Public Servants (when 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 User authorized to make call-ups against the Standing Offer is:

Department of National Defence
22 Wing, CFB North Bay
Hornell Heights, ON P0H 1P0.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$7,000.00 (Applicable Taxes included).

10. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$50,000.00 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 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) Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Quarterly Usage Reporting Form;
- i) 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 _____.

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

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 General Conditions, Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as per Call-up. Customs duties are included, and Applicable Taxes are extra.

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Single Payment

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

4.4 SACC Manual Clauses

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

4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

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

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6. Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A STATEMENT OF WORK

Locksmith Service

1. Description of Work

The Department of National Defence (DND), 22 Wing Canadian Forces Base (CFB) North Bay, North Bay, ON requires a qualified, bonded locksmith to provide door hardware repairs and key-cutting services for various buildings and locations on an as and when requested basis.

2. Contractors Use of Site

- 2.1 Use of site: limited to areas for work and storage;
- 2.2 Must not unreasonably encumber site with materials or equipment;
- 2.3 Must move stored products or equipment which interferes with operations of Engineer or other contractors;
- 2.4 Obtain and pay for use of additional storage or work areas needed for operations;
- 2.5 Movement around the site shall be subject to Wing Security Regulations and/or as directed by Engineer.

3. Work Schedule

- 3.1 Interim reviews of work progress based on work schedule will be conducted as decided by site authority and schedule updated by Contractor.

4. Setting Out of Work by Contractor

- 4.1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- 4.2 Provide devices needed to lay out and construct work.
- 4.3 Supply such devices as straight edges and templates required to facilitate Engineer's inspection of work.

5. Job Supervision

- 5.1 A qualified locksmith must be designated by the contractor and present on the job site at all times to liaison with the Inspector.

6. Workmanship

- 6.1 Workmanship must be uniformly high quality and in strict accordance with very best standard locksmith practices. Mediocre or inferior workmanship shall be replaced by work of the first class quality without cost to the Crown, when so ordered by the Engineer.

7. Guarantee

- 7.1 Without restricting any warranty or guarantee implied or stipulated by law, the contractor will at his own expense, rectify and make good any defect or fault attributed to material and/or workmanship for a period of one year from final date of acceptance.

8. Cutting and Patching

- 8.1 Cut and patch as required to make work fit;
- 8.2 Make cuts with clean, true, smooth edges;
- 8.3 Where new work connects with existing work and where existing work is altered, cut, patch to match existing work.

9. Existing Services

- 9.1 Where work involves breaking into or connecting to existing services, carry out work at times directed by authorities having jurisdiction, with minimum of disturbance to pedestrian and vehicular traffic;
- 9.2 Before commencing work, establish location and extent of service lines in area of work and notify Engineer of findings;
- 9.3 Where unknown services are encountered, immediately advise Engineer and confirm findings in writing.

10. Alterations, Additions or Repairs to Existing Building and Property

- 10.1 Execute work with least possible interference or disturbance to occupants, public and normal use of premises. Arrange with Engineer to facilitate execution of work;
- 10.2 Where security has been reduced by work of Contract, provide temporary means to maintain security;
- 10.3 Provide temporary dust screens, barriers, and warning signs in locations where renovation and alteration work is adjacent to areas used by public or government staff.

11. Additional Drawings

- 11.1 Engineer may furnish additional drawings for clarification. These additional drawings have same meaning and intent as if they were included with plans referred to in Call-up documents. \

12. Construction Equipment

- 12.1 All power tools, internal combustion engines and equipment, used for work of this Contract must be equipped with suppressor to positively eliminate interference with base radio, radar and telecommunication equipment;
- 12.2 Any equipment not so equipped will be removed at Engineer's request.

13. Materials

13.1 Use new materials and equipment unless otherwise specified.

13.2 Manufacturer's Instructions

a) Unless otherwise specified, Contractor must comply with manufacturer's latest printed instructions for materials and installation methods;

b) Contractor must notify Engineer in writing of any conflict between these specifications and manufacturer's instructions. Engineer will designate which document is to be followed.

14. Delivery and Storage

14.1 Deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact;

14.2 Prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.

14.3 Store material and equipment in accordance with suppliers instructions;

14.4 Touch-up damaged factory finished surfaces to Engineer's satisfaction. Use primer or enamel to match original. Do not paint over name plates.

15. Construction Safety

15.1 Observe and enforce construction safety measures required by the National Building Code of Canada 1995, Provincial Government, Worker's Compensation Board and Municipal Statutes and Authorities.

a) In the event of conflict between any of the above authorities, the most stringent provision will apply.

b) In accordance with the Workplace Hazardous Materials Information System (WHMIS), the contractor shall inform DND employees and the contract inspector, of any known hazard associated with the work or products being used.

16. Fire Safety

16.1 Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief;

16.2 The Fire Chief shall be advised of any work that would impede fire apparatus response;

17. Cleaning

17.1 Maintain the work site free from accumulations of waste material and debris:

17.2 Clean up at the end of each day;

17.3 Dispose of waste material and debris off Crown property.

18. Codes, Standards and Regulations

Contractor must abide by the following codes and applicable standards/regulations:

18.1 Codes

1. National Building Code of Canada (NBC) 2010;
2. Canadian Electrical Code (CEC published by CSA) 2005;
3. Ontario Hydro Electrical Safety Code 19th Edition;
4. Canadian Plumbing Code 2006 (CPC);
5. Natural Gas Installation Code 2006.

18.2 Standards & Regulations

1. American Society of Testing and Materials (ASTM);
2. Canadian Institute of Steel Construction (CISC);
3. Canadian General Standards Board (CGSB);
4. American National Standards Institute (ANSI);
5. Underwriters' Laboratories of Canada (ULC);
6. Uniform Traffic Control Devices for Canada (UTCD);
7. Canadian Standard Association (CSA);
8. Workplace Hazardous Material Information System (WHMIS);
9. Occupational Health and Safety Act Ontario Regulation 654/85

ANNEX B BASIS OF PAYMENT

Note: *Text in italics is for evaluation purposes only and will not be included in the Annexes attached to the Standing Offer. The estimated usages for the proposed Standing Offer are based on previous history and forecasted usage.*

Prices are firm, all inclusive in Canadian dollars, FOB destination. Transportation charges, travel and incidentals, customs duties and Excise taxes are included, and Applicable Taxes are extra.

For the services of a qualified, bonded locksmith on an as and when requested basis in accordance with all specifications detailed in Annex A, Statement of Work.

FIRM PERIOD - YEAR 1 and 2 (*dates to be inserted at Standing Offer issuance*)

1. Key Cutting Services

Item	Requirement	Estimated Usages	Firm Unit Price
1.1	Price per Regular Key Cut	200 qty	\$_____ /each
1.2	Price per High Security Key Cut	75 qty	\$_____ /each
1.3	In-shop (at contractor's workshop)	50 hrs	\$_____ /each

2. Service Calls/Miscellaneous Repairs

Including one (1) hour of on site productive labour. Service calls will not be applicable if the locksmith is already on site for other work.

Item	Requirement	Estimated Usages	Firm Unit Price
2.1	During Regular Work Hours (7:30 hrs - 16:00 hrs Mon-Fri)	70 calls	\$_____ / per call
2.2	Outside Regular Work Hours, Monday - Friday	4 calls	\$_____ / per call
2.3	Outside Regular Work Hours, Sat, Sun & Stat. Holidays	2 calls	\$_____ / per call

3. Labour Only

In addition to Item 2, Service Calls/Miscellaneous Repairs, the hourly rate will apply.

Item	Requirement	Estimated Usages	Firm Unit Price
3.1	During Regular Work Hours (7:30 hrs - 4:00 hrs Mon-Fri)	300 hours	\$_____ / per hour
3.2	Outside Regular Work Hours, Monday - Friday	4 hours	\$_____ / per hour
3.3	Outside Regular Work Hours, Sat, Sun & Stat. Holidays	2 hours	\$_____ / per hour

4. Materials (*estimated usage \$9000.00*)

Materials and replacement parts, except free issue, will be charged at laid-down cost plus a mark-up of _____ percent. Parts are FOB destination including all delivery charges.

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Buyer ID - Id de l'acheteur

tor031

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

W0135-131282

File No. - N° du dossier

TOR-3-36080

CCC No./N° CCC - FMS No/ N° VME

5. Estimates

Where a cost estimate has been submitted and accepted by the Project Authority, fully complete work will be performed or provided at a cost no greater than 110% of such estimate.

ANNEX B-1 BASIS OF PAYMENT

OPTIONAL PERIOD - YEAR 3 (*dates to be inserted at Standing Offer issuance*)

1. Key Cutting Services

Item	Requirement	Estimated Usages	Firm Unit Price
1.1	Price per Regular Key Cut	200 qty	\$_____ /each
1.2	Price per High Security Key Cut	75 qty	\$_____ /each
1.3	In-shop (at contractor's workshop)	50 hrs	\$_____ /each

2. Service Calls/Miscellaneous Repairs

Including one (1) hour of on site productive labour. Service calls will not be applicable if the locksmith is already on site for other work.

Item	Requirement	Estimated Usages	Firm Unit Price
2.1	During Regular Work Hours (7:30 hrs - 16:00 hrs Mon-Fri)	70 calls	\$_____ / per call
2.2	Outside Regular Work Hours, Monday - Friday	4 calls	\$_____ / per call
2.3	Outside Regular Work Hours, Sat, Sun & Stat. Holidays	2 calls	\$_____ / per call

3. Labour Only

In addition to Item 2, Service Calls/Miscellaneous Repairs, the hourly rate will apply.

Item	Requirement	Estimated Usages	Firm Unit Price
3.1	During Regular Work Hours (7:30 hrs - 4:00 hrs Mon-Fri)	300 hours	\$_____ / per hour
3.2	Outside Regular Work Hours, Monday - Friday	4 hours	\$_____ / per hour
3.3	Outside Regular Work Hours, Sat, Sun & Stat. Holidays	2 hours	\$_____ / per hour

4. Materials (*estimated usage \$9,000.00*)

Materials and replacement parts, except free issue, will be charged at laid-down cost plus a mark-up of _____ percent. Parts are FOB destination including all delivery charges.

5. Estimates

Where a cost estimate has been submitted and accepted by the Project Authority, fully complete work will be performed or provided at a cost no greater than 110% of such estimate.

ANNEX C INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1.1 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.

2.1 The Commercial General Liability policy must include the following:

(a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

(b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

(c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

(d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

(e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

(f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

(g) Employees and, if applicable, Volunteers must be included as Additional Insured.

(h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

(i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

(j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

(k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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Buyer ID - Id de l'acheteur

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ANNEX D
QUARTERLY USAGE REPORTING FORM

Reports must be submitted to the Standing Offer Authority at jeff.schmidt@pwgsc.gc.ca on a quarterly basis, no later than 30 calendar days after the reporting period.

1st quarter: December 1 to February 28;

2nd quarter: March 1 to May 31;

3rd quarter: June 1 to August 30;

4th quarter: September 1 to November 30.

The reports must include the following information:

Call-Up #	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	Total Value for Reporting Period (\$)	Total Value to Date (\$)