

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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

Issuing Office - Bureau de distribution
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

Title - Sujet RISO - HEAT TREATED LUMBER	
Solicitation No. - N° de l'invitation W010Z-14B006/A	Date 2013-10-18
Client Reference No. - N° de référence du client W010Z-14-B006	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-409-9106
File No. - N° de dossier HAL-3-71142 (409)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-02	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Taylor, Kathie	Buyer Id - Id de l'acheteur hal409
Telephone No. - N° de téléphone (902)496-5510 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE AS PER INDIVIDUAL CALL UP 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

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W010Z-14B006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal409

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

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HAL-3-71142

CCC No./N° CCC - FMS No/ N° VME

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

2. Summary

DND has a requirement for a Regional Individual Standing Offer (RISO) for the supply of heat-treated lumber on an as and when requested basis to various Maritime Forces Atlantic (MARLANT) customers in the Halifax Regional Municipality for a period of two years with one additional option year, as fully detailed in Annex A.

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions 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.

1.1 SACC Manual Clauses

M1004T	Materiel	2011-05-16
C9000T	Pricing	2010-08-16

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one 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 indicate compliance to Annex A - Requirement.

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

Mandatory Technical Criteria as detailed in Annex "A" - Requirement

1.2 Financial Evaluation

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

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest aggregate evaluated price will be recommended for issuance of a standing offer. **Firms must bid on all items or offer will be deemed non-responsive.**

PART 5 - CERTIFICATIONS

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

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 the 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 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.hrsdc.gc.ca/eng/labour/index.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.

2. Additional Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 6 - SECURITY REQUIREMENTS

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents web site.

PART 7 - 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

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Standing Offer:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List, attached at Annex D
 - (b) Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions 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 "A". 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 address indicated in Annex A.

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 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 date of the standing offer for a period of two years.

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 one (1) additional one-year period 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:

Kathie Taylor
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
1713 Bedford Row
Halifax, NS B3J 1T3

Telephone: (902) 496-5510
Facsimile: (902) 496-5016
E-mail address: kathie.taylor@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 (please complete)

Name: _____

Title: _____

Organization: _____

Address: _____

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

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CCC No./N° CCC - FMS No/ N° VME

Telephone: _____

Facsimile: _____

E-mail address: _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are fully detailed in Annex A.

7. Call-up Instrument

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

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000. (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation

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

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A - Goods (Medium Complexity), (2013-04-25);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer (insert date of offer)_____.

11. Certifications

11.1 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.

12. Applicable Laws

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

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

2029 (2013-04-25), General Conditions - Goods (Low Dollar Value) apply to and form part of the Contract.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

The contractor will be paid in accordance with Annex "B", Basis of Payment

4.2 Limitation of Price

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.3 Payment by Credit Card

The following credit card is accepted: _____.

or

The following credit cards are accepted: _____ and _____.

4.4 SACC Manual Clauses

H1000C (2008-05-12) Single Payment

5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

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

6.0 SACC Manual Clauses

A9062C (2010-01-11) Canadian Forces Site Regulations

G1005C (2008-05-12) Insurance

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ha1409

CCC No./N° CCC - FMS No/ N° VME

W010Z-14-B006

ANNEX "A" REQUIREMENT

DND has a requirement for a Regional Individual Standing Offer (RISO) for the supply of heat-treated lumber on an as and when requested basis to various Maritime Forces Atlantic (MARLANT) customers in the Halifax Regional Municipality.

BACKGROUND:

The Maritime Forces Atlantic HMC Dockyard Packaging and Preservation and the CFB Shearwater Shipping and Packaging units are Canadian Food Inspection Agency (CFIA) Certified Wood Packaging Producers and as such are tasked to manufacture crating, pallets, and various boxes and shipping containers on behalf of the DND when exporting of supplies to foreign countries.

A readily available local source of heat-treated lumber, certified under The Canadian Wood Packaging Certification Program (CWPCP), Canadian Food Inspection Agency Directive D-01-05, effective date 30 September 2009 (5th Revision), is required.

MANDATORY REQUIREMENTS:

All products delivered shall be in accordance with the CFIA D-01-05 Canadian Wood Packaging Certification Program (CWPCP), directive:

<http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-01-05/eng/1323885017666/1323885357128>

Kiln dried products will not be acceptable.

The supplier must be certified and registered with the Canadian Wood Packaging Certification Program.

Suppliers are to be listed in the Canadian Wood Packaging Certification Program Website:

<http://www.inspection.gc.ca/english/plaveg/for/cwpc/wdpcge.shtml> under Approved Facility List:

<http://www.inspection.gc.ca/english/plaveg/for/cwpc/dune.shtml#a6>

SECURITY:

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

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

the Offeror personnel required by this Standing Offer has been completed satisfactorily by the CISD, PWGSC, the Offeror personnel MAY NOT ENTER sites where such information or assets are kept, without an escort.

The Offeror must comply with the provisions of the:

- a) Security Requirements Check List,
- b) Industrial Security Manual (Latest Edition)

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

The Offeror agrees to follow procedures as laid out by Formation Security upon entering the confines of Maritime Forces Atlantic. Further to this, all vehicles owned or operated by the vendor may be subject to a search at any time, in accordance with standing regulations. Contractor personnel must have valid government issued photo identification on their person at all times. During heightened security events access to HMC Dockyard may be delayed or denied, or if entry is permitted an escort will be required at all times while in HMC Dockyard as well as when in any of the establishments and ships.

DELIVERY:

1. Delivery shall be made, but not limited to, the two primary delivery points listed (below), as indicated on form PWGSC 942, Call-up Against a Standing Offer.

Maritime Forces Atlantic
HMC Dockyard
Packaging and Preservation
D-206, Door 1
Contact OPI: Charles Malay
Phone: 902-427-3212
Fax: 902-427-1335

Maritime Forces Atlantic
CFB Shearwater
Shipping/Packaging
Main Supply Building 30
Contact OPI: John Harvey
Phone: 902-720-1668
Fax: 902-720-1723

2. Delivery times for HMC Dockyard are 0700 to 1200, and 1230 to 1600 hours. Delivery times for CFB Shearwater are 0730 to 1600 hours.

3. Delivery from time to time may be required at various Maritime Forces Atlantic delivery locations in the Halifax Regional Municipal area, as indicated on form PWGSC 942, Call-up Against a Standing Offer Document.

4. All required goods or services shall be delivered or rendered within 21 working days upon receipt of a request for delivery on form PWGSC 942, Call-up Against a Standing Offer. Requests may also be made by other means such as telephone or facsimile transceiver, but must be confirmed in writing on a PWGSC form or applicable call-up document.

CONFIRMATION:

1. The Vendor is to confirm receipt of order documents and the availability of the requested quantities or services within 4 hours receipt of the PWGSC 942, Call-up Against a Standing Offer.

2. Emergency requirements may take place by phone or facsimile, and shall be followed by a formal PWGSC 942, Call-up Against a Standing Offer.

RESTOCKING BUY BACK:

At any time during the period of the standing offer, any unused items, in the original packaging can be returned to the vendor for a full refund and without a restocking charge. The refund is to be in the form of a credit against the acquisition card used at the time of purchase unless otherwise specified.

REQUIRED VENDOR INFORMATION:

1. Vendor to provide, in writing to N41Vendors@forces.gc.ca, throughout the period of the Standing Offer, Order Desk Information:

- a. employee name (s);
- b. phone number (s);
- c. fax number (s);
- d. cell phone number (optional); and
- e. e-mail (optional).

2. Vendor to provide, in writing to N41Vendors@forces.gc.ca, throughout the period of the Standing Offer the names and phone numbers of two (2) people to contact for after hours orders in the event of an emergency.

a. Emergency Contact Information:

- (1) employee name
- (2) phone number
- (3) cell phone number

VENDOR'S PERFORMANCE:

1. The Customer Services Division/Standing Offers will monitor the Vendor's performance. Performance factors will include, but not limited to:

- a. ability to provide required quality;

b. ability to provide items and quantity ordered;

c. ability to deliver within required time frame;

2. At anytime the performance is not satisfactory, documentation will be forwarded to Public Works and Government Services Canada, which may result in the standing offer being set aside.

USAGE REPORTS:

For the period of the standing offer, quarterly usage reports are to be provided as outlined in Annex C.

Usage reports are to be forwarded within 15 days following the end of each quarter to:

Customer Services Division/Standing Offers
Building D206, HMC Dockyard
Maritime Forces Atlantic
PO Box 99000 Station Forces
Halifax NS B3K 5X5
N41Vendors@forces.gc.ca

INSPECTION:

Final inspection will rest solely with consignee at point of delivery. Products failing said inspection shall be returned to the Vendor at no cost to the crown.

SAFETY:

The Contractor shall not consume alcoholic beverages while performing the services requested, when located on Department of National Defence property.

PACKAGING/SHIPPING:

Goods and material are to be shipped, packaged, and labeled in accordance with federal and provincial and/or municipal transportation regulations or by laws in effect at the time the shipment is made.

PERSONAL PROTECTIVE EQUIPMENT:

Vendor to ensure employees have all the personal protective equipment required to perform their duties and to ensure they have had the proper training in the wear, use and maintenance of the equipment when performing said duties on Department of National Defence property.

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Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71142

Buyer ID - Id de l'acheteur

ha1409

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

W010Z-14-B006

CCC No./N° CCC - FMS No/ N° VME

GOVERNMENT SMOKING POLICY:

Where the performance of work requires the presence of the Vendor's personnel on government premises, the Vendor shall ensure that its personnel shall comply with the policy of the Government of Canada, which prohibits smoking on any government premises.

USE OF CELLULAR TELEPHONES:

Drivers of Vendor's vehicles are to refrain from operating cellular telephones while the vehicle is in motion on Department of National Defence property.

DELIVERABLES:

As detailed in Annex B - Basis of Payment

ANNEX B BASIS OF PAYMENT

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

The responsive offer with the lowest aggregate total evaluated price will be recommended for issuance of a standing offer. Firms must bid on all items in the format requested or your offer will be deemed non-responsive.

The estimated usage quantities are for evaluation purposes only.

Please prepare price calculations as follows for each line item: $(AxB)+(AxC)+(AxD)=E$

DESCRIPTION	Uof I	Est. Annual Usage (A)	Unit Price Year 1 (B)	Unit Price Year 2 (C)	Unit Price Year 3 (optional) (D)	Extended Total (E)
1. 551020A037722 Lumber Strapping, Softwood, HT: 1" x 3" Spruce Strapping. Strapping to be heat-treated as per SPEC CFIA D-01-05, PARA 2.1.1.1. Length to be determined by end user	BF	7000 BF	\$ _____ BF	\$ _____ BF	\$ _____ BF	\$ _____ BF (E1)
2. 551020A037723 Lumber, Softwood, HT: 2" x 4" Spruce. Spruce to be heat-treated as per SPEC CFIA D-01-05, PARA 2.1.1.1. Length to be determined by end user	BF	3500 BF	\$ _____ BF	\$ _____ BF	\$ _____ BF	\$ _____ BF (E2)
3. 551020A037724 Lumber, Softwood, HT: 2" x 8" Spruce. Spruce to be heat-treated as per SPEC CFIA D-01-05, PARA 2.1.1.1. Length to be determined by end user.	BF	7750 BF	\$ _____ BF	\$ _____ BF	\$ _____ BF	\$ _____ BF (E3)
4. 551020A037588 Lumber, Softwood, HT: 4" x 4" Spruce. Spruce to be heat-treated as per SPEC CFIA D-01-05, PARA	BF	7750 BF	\$ _____ BF	\$ _____ BF	\$ _____ BF	\$ _____ BF (E4)

2.1.1.1. Length to be determined by end user.						
5. 551020A037589 Lumber, Softwood, Board, HT. 5/4" x 8" Board Spruce. Spruce to be heat-treated as per SPEC CFIA D-01-05, PARA 2.1.1.1. Length to be determined by end user.	BF	3500 BF	\$ _____ BF	\$ _____ BF	\$ _____ BF	\$ _____ BF (E5)
6. Miscellaneous Items: Miscellaneous similar or related items, not listed above, with an estimated value of 15% of the overall Standing Offer, at manufacturer's list price less a discount of ____%	\$	\$3000	\$ _____	\$ _____	\$ _____	\$ _____ (E6)
GRAND TOTAL E1-E6 (for evaluation purposes only)						\$ _____

ADDITIONAL ITEMS

In addition to the pricing on the Standing Offer, special offerings due to year-end or surplus manufacturing runs, special job lots, sales, etc. are to be made available as they occur if of a lesser cost than under the specified quoted price herein.

The items used for evaluation in this standing offer are the most highly used products of this nature. It is the intention that the vendor product meeting the category as described in Annex A, be made available to become part of this Standing Offer.

Pricing of all items available from the vendor, that fit the heat-treated lumber standing offer group and that have been stamped and certified in accordance with CFIA Policy Directive D-01-05, are to be valid for a minimum of one (1) year and shall be submitted upon successful award of the Standing Offer.

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ANNEX D
SECURITY REQUIREMENTS CHECKLIST

(PDF attached)