

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1  
Bid Fax: (204) 983-0338

**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 - Western  
Region  
PO Box 1408, Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3C 2Z1

<b>Title - Sujet</b> Cleaning Products with Dispensers	
<b>Solicitation No. - N° de l'invitation</b> 21520-138025/A	<b>Date</b> 2013-10-24
<b>Client Reference No. - N° de référence du client</b> CSC	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-211-8708
<b>File No. - N° de dossier</b> WPG-3-36134 (211)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-12-04</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wiebe, Amanda	<b>Buyer Id - Id de l'acheteur</b> wpg211
<b>Telephone No. - N° de téléphone</b> (204)983-7032 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CORRECTIONAL SERVICE OF CANADA Saskatchewan Penitentiary West of 20th Ave West on 15 St East PRINCE ALBERT Saskatchewan S6V5R6 Canada	
<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**

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

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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            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, Insurance Requirement and the Standing Offer Usage Report.

### **2. Summary**

Correctional Services of Canada (CSC), Saskatchewan Penitentiary Main, Maximum and Minimum of Prince Albert, SK has a requirement for a Regional Individual Standing Offer (RISO) for the supply of concentrated Kitchen, General Purpose and Bathroom cleaners and dispensers. The RISO will be in effect for the period of 01 January 2014 to 31 December 2014 inclusive, with two (2) additional one (1) year option periods.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

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

### **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

#### **1.1 SACC Manual Clauses**

Firm Price and/or Rates (2007-05-25) M0019T

#### **1.2 Prices - Items**

Offerors must submit firm prices for all items listed in Annex "B".

### **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 Manitoba.

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

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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 (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 \_\_\_\_\_

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

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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**

- a) Ability to perform the full scope of the work as described in Annex "A".
- b) Provision of firm pricing per the instructions in Annex "B", Basis of Payment.

#### **1.2 Financial Evaluation**

##### **1.2.1 Evaluation of Price (2013-04-25) M0222T**

### **2. Basis of Selection**

- 2.1** 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.

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## **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 website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

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.

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## **PART 6 - INSURANCE REQUIREMENTS**

### **1. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 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 fifteen (15) days after the end of the reporting period.

#### **4. Term of Standing Offer**

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#### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from January 1, 2014 to December 31, 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 two (2) additional one (1) year periods, from January 1, 2015 to December 31, 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 ten (10) 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:

Amanda Wiebe  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Ave.  
Winnipeg, MB  
R3C 2Z1

Telephone: 204-983-7032  
Facsimile: 204-983-7796  
E-mail address: amanda.wiebe@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: TO BE DETERMINED

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 5.3 Offeror's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

### 6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Services of Canada, Saskatchewan Penitentiary, Prince Albert, SK.

### 7. Call-up Instrument

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

### 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

### 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ TBD (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 four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services

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- d) the general conditions 2029 (2013-04-25), Goods or Services (Low Dollar Value)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Usage Report
- i) the Offeror's offer dated \_\_\_\_\_ (*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 Manitoba.

**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**

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

Section 12 Interest on Overdue Accounts, of 2029 (2013-04-25), will not apply to payments made by credit cards.

**2.3 SACC Manual Clauses**

Government Site Regulations (2010-01-11) A9068C

Prepaid Transportation Costs (2008-05-12) C5201C

**3. Term of Contract****3.1 Delivery Date**

Delivery must be made within seven (7) calendar days from receipt of a call-up against the Standing Offer.

**5. Payment****5.1 Basis of Payment****5.1.1 Basis of Payment - 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 of \$\_\_TBD\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

**5.2 Limitation of Expenditure**

1.Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_TBD\_\_\_\_ . 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:

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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.

### **5.3 Multiple Payments**

Multiple Payments (2008-05-12) H1001C

### **5.4 SACC Manual Clauses**

T1204 - Direct Request by Customer Department (2007-11-30) A9117C

Taxes - Foreign-based Contractor (2007-11-30) C2000C

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

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

## **6. Invoicing Instructions**

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

2.Invoices must be distributed as follows:

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

## **7. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex 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.

## **8. SACC Manual Clauses**

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## **8.1 Excess Goods (2006-06-16) B7500C**

## **8.2 Shipment of Hazardous Materials**

The Contractor must label and ship goods falling within the Hazardous Products Act, R.S.C. 1985, c. H-3 and regulation(s) in accordance with the said Act and regulation(s) accompanied by the required material safety data sheet(s) completed in either English or French. The label must clearly identify the contents of the hazardous material and the material safety data sheet must explain what those hazards are.

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**ANNEX "A"**

**STATEMENT OF WORK**

Correctional Services of Canada (CSC), Saskatchewan Penitentiary Main, Maximum and Minimum of Prince Albert, SK has a requirement for a Regional Individual Standing Offer (RISO) for the supply of concentrated Kitchen, General Purpose and Bathroom cleaners and dispensers. The RISO will be in effect for the period of 01 January 2014 to 31 December 2014 inclusive, with two (2) additional one (1) year option periods.

**Upon contractor award the successful bidder will be required to obtain CPIC clearance.**

**Please indicate Yes/No that the product offered DOES or DOES NOT meet the requirements below.**

**Minimum Order Requirement**

Yes/No

- 1. Products must be dispensed using a cold water source. \_\_\_\_\_
- 2. The dispensers must be lockable and made of metal or stainless steel. \_\_\_\_\_
- 3. Dispensers must have a backflow prevention system to prevent contamination of the potable water system. \_\_\_\_\_
- 4. The dispensers must hold a minimum of four bottles of product. \_\_\_\_\_
- 5. The bidder must include the supply and installation of a minimum of 25 dispensers in its pricing. (Saskatchewan Penitentiary may require additional dispensers installed during the period of the standing offer (in excess of 25)). \_\_\_\_\_
- 6. Routine maintenance of the dispensing system is to be included at no cost to CSC. Routine maintenance includes: replacement of hoses, tips and any other parts that require maintenance; servicing of the units quarterly and perform repairs as requested. \_\_\_\_\_
- 7. Repair and maintenance must be carried out within 72 hours of notification. \_\_\_\_\_
- 8. All cleaning/disinfecting products must be dispenser compatible. \_\_\_\_\_
- 9. Size: Minimum 2 litre containers / Maximum 4 litres containers \_\_\_\_\_
- 10. All cleaning products provided must be in liquid form. \_\_\_\_\_

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**ANNEX "B"**  
**BASIS OF PAYMENT**

In consideration of the Offeror satisfactorily completing all of its obligations under the Contract, the Offeror will be paid firm unit prices, as specified below. Applicable taxes extra, if applicable, and is to be shown as a separate item on any resulting invoice.

**Prices below are firm unit prices, in Canadian funds including all costs associated with providing the requirement in accordance with Annex "A", including all shipping, offloading and installation charges.**

**Should there be an error in the extended pricing of the contractor's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the contractor's offer shall be changed to reflect the quantities stated in this document.**

**FOB destination:**

Correctional Services of Canada,  
Saskatchewan Penitentiary,  
West of 20th Ave. West on 15th Street East,  
Prince Albert, SK,  
S6V 5R6

Prices quoted will remain firm for the period of the Standing Offer. Payment will be made in accordance with the following prices:

**Table 1: Initial Standing Offer Period: Jan 1, 2014 to Dec. 31, 2014**

Item	Description	Est. Qty.	Unit of Issue	Unit Prices (per litre)	Extended Price
1	<b>General Purpose Cleaner for hard surfaces</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:256 concentrations	350	Per dispensed litre	\$_____	\$_____
2	<b>Cleaner/Detergent/Disinfectant/Deodorizer/Sanitizer to clean and disinfect food surfaces floors and stainless steel surfaces,</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible. - must be capable of disinfecting hard surfaces - must be suitable for industrial/institutional kitchens. - usage estimate based on 1:256 concentrations	100	Per dispensed litre	\$_____	\$_____
3	<b>Food Service Process</b>	50	Per	\$_____	\$_____

	<b>Cleaner/Heavy Duty Degreaser</b> - suitable for industrial/institutional kitchens - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:120 concentrations		dispensed litre		
4	<b>Bathroom Cleaner and Scale Remover, to clean and deodorize bathrooms</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:18 concentration	500	Per dispensed litre	\$ _____	\$ _____
5	<b>Concentrated non-ammoniated glass cleaner</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:40 concentration	250	Per dispensed litre	\$ _____	\$ _____
Sub-Total				\$ _____	\$ _____
Applicable Taxes				\$ _____	\$ _____
TOTAL				\$ _____	\$ _____

Table 2: Option period 1: Jan 1, 2015 to Dec. 31, 2015

Item	Description	Est. Qty.	Unit of Issue	Unit Prices (per litre)	Extended Price
1	<b>General Purpose Cleaner for hard surfaces</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:256 concentrations	350	Per dispensed litre	\$ _____	\$ _____
2	<b>Cleaner/Detergent/Disinfectant/Deodorizer/Sanitizer to clean and disinfect food surfaces floors and stainless steel surfaces,</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible. - must be capable of disinfecting hard surfaces - must be suitable for industrial/institutional kitchens. - usage estimate based on 1:256 concentrations	100	Per dispensed litre	\$ _____	\$ _____
3	<b>Food Service Process Cleaner/Heavy Duty Degreaser</b> - suitable for industrial/institutional kitchens - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:120 concentrations	50	Per dispensed litre	\$ _____	\$ _____
4	<b>Bathroom Cleaner and Scale Remover, to clean and deodorize bathrooms</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:18 concentration	500	Per dispensed litre	\$ _____	\$ _____
5	<b>Concentrated non-ammoniated glass cleaner</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:40 concentration	250	Per dispensed litre	\$ _____	\$ _____
Sub-Total				\$ _____	\$ _____
Applicable Taxes				\$ _____	\$ _____

TOTAL	\$ _____	\$ _____

**Table 3; Option period 2: Jan. 1, 2016 to Dec. 31, 2016**

Item	Description	Est. Qty.	Unit of Issue	Unit Prices (per litre)	Extended Price
1	<b>General Purpose Cleaner for hard surfaces</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:256 concentrations	350	Per dispensed litre	\$ _____	\$ _____
2	<b>Cleaner/Detergent/Disinfectant/Deodorizer/Sanitizer to clean and disinfect food surfaces floors and stainless steel surfaces,</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible. - must be capable of disinfecting hard surfaces - must be suitable for industrial/institutional kitchens. - usage estimate based on 1:256 concentrations	100	Per dispensed litre	\$ _____	\$ _____
3	<b>Food Service Process Cleaner/Heavy Duty Degreaser</b> - suitable for industrial/institutional kitchens - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:120 concentrations	50	Per dispensed litre	\$ _____	\$ _____
4	<b>Bathroom Cleaner and Scale Remover, to clean and deodorize bathrooms</b> - minimum 2 litre bottle - maximum 4 litre bottle - dispenser compatible - usage estimate based on 1:18 concentration	500	Per dispensed litre	\$ _____	\$ _____
5	<b>Concentrated non-ammoniated glass cleaner</b> - minimum 2 litre bottle - maximum 4 litre bottle	250	Per dispensed litre	\$ _____	\$ _____

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	- dispenser compatible - usage estimate based on 1:40 concentration				
Sub-Total				\$ _____	\$ _____
Applicable Taxes				\$ _____	\$ _____
TOTAL				\$ _____	\$ _____

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## ANNEX C

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

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

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

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

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

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

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

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

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

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

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

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

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

