

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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> RISO GYM EQUIPMENT	
<b>Solicitation No. - N° de l'invitation</b> W2B03-140009/A	<b>Date</b> 2013-10-30
<b>Client Reference No. - N° de référence du client</b> W2B03-140009	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-210-6352	
<b>File No. - N° de dossier</b> VIC-3-36132 (210)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-12-10</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Buchan, Torrey	<b>Buyer Id - Id de l'acheteur</b> vic210
<b>Telephone No. - N° de téléphone</b> (250) 363-3249 ( )	<b>FAX No. - N° de FAX</b> (250) 363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 211D PO BOX 17000 STATION FORCES VICTORIA British Columbia V9A7N2 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

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

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>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</b> <b>(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>

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

- 1.Introduction
- 2.Summary
- 3.Debriefings

### PART 2 - OFFEROR INSTRUCTIONS

- 1.Standard Instructions, Clauses and Conditions
- 2.Submission of Offers
- 3.Enquiries - Request for Standing Offers
- 4.Applicable Laws

### PART 3 - OFFER PREPARATION INSTRUCTIONS

- 1.Offer Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 1.Evaluation Procedures
- 2.Basis of Selection

### PART 5 - SECURITY AND INSURANCE REQUIREMENTS

- 1.Security Requirement
- 2.Insurance Requirements

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

#### A.STANDING OFFER

- 1.Offer
- 2.Security Requirement
- 3.Standard Clauses and Conditions
- 4.Term of Standing Offer
- 5.Authorities
- 6.Identified Users
- 7.Call-up Instrument
- 8.Limitation of Call-ups
- 9.Financial Limitation
- 10.Priority of Documents
- 11.Certifications
- 12.Applicable Laws

#### B.RESULTING CONTRACT CLAUSES

- 1.Requirement
- 2.Standard Clauses and Conditions
- 3.Term of Contract
- 4.Payment
- 5.Invoicing Instructions
- 6.SACC Manual Clauses

#### List of Annexes:

- Annex A -Requirement
- Annex B -Certifications
- Annex C -Insurance Requirements
- Annex D -Reporting Requirement
- Annex E -Criteria
- Annex F -Basis of Payment
- Annex G -Security Requirements Checklist
- Annex H -PWGSC 942 - Call-up Form

## PART 1 - GENERAL INFORMATION

### 1. Introduction

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

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

The Annexes include the Requirement, Certifications, Insurance Requirements, Reporting Requirement, Criteria, Basis of Payment, Security Requirements Checklist, and the PWGSC 942 - Call-up Form.

### 2. Summary

#### RISO - FITNESS EQUIPMENT

GSIN: N7830

The Department of National Defence - Canadian Forces Base Esquimalt has a requirement for the establishment of a standing offer for the supply, installation and maintenance of cardiovascular fitness equipment at site locations in and around the Victoria (Zone 1) and Vancouver (Zone 2) areas.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A - Standing Offer. Offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders"

"

—

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

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).

### 3. Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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: one hundred and twenty (120) 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. 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, 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 British Columbia.

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer - Two hard copies;  
 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 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 the 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.

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 Annex B.

## 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

See Annex E, Criteria

##### 1.1.2 Point-Rated Technical Criteria

See Annex E, Criteria

### 1.2 Financial Evaluation

SACC Manual clause M0220T (2013-04-25), Evaluation of Price

### 2. Basis of Selection - Lowest Price Per Point

To be declared responsive, an offer must:

- comply with all the requirements of the Request for Standing Offers;
- meet all mandatory technical evaluation criteria; and
- obtain the required minimum of 1 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 22 points.

Offers not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive offer that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive offer with the lowest evaluated price per point will be recommended for issuance of a standing offer.

#### 2.1 Multiple Standing Offers

Up to two (2) Standing Offers may be issued for this requirement. The Offeror with the lowest evaluated price per point for each individual zone will be recommended for issuance of a standing offer for that zone.

## PART 5 - SECURITY AND INSURANCE REQUIREMENTS

### 1. Security Requirement

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 sites 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 website.

### 2. 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 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement *(Zone 1 Only)*

- 2.1 The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.2 The Offeror personnel requiring access to sensitive work sites 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

without an escort.

- 2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.4 The Offeror must comply with the provisions of the:
- (a) Security Requirements Check List and security guide (if applicable), attached at Annex G;
  - (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 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.

The quarterly reporting periods are defined as follows:

- 1st quarter:
- 2nd quarter:
- 3rd quarter:
- 4th quarter:

The data must be submitted to the Standing Offer Authority no later than thirty (30) 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 and providing services against the Standing Offer is from date of award to \_\_\_\_\_ (one year later) inclusive.

#### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two one-year periods, from \_\_\_\_\_ to \_\_\_\_\_ and from \_\_\_\_\_ to \_\_\_\_\_, respectively, 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 thirty (30) 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: Torrey Buchan  
 Title: Supply Officer  
 Public Works and Government Services Canada  
 Acquisitions Branch

Telephone: 250-363-3249  
 Facsimile: 250-363-0395  
 E-mail address: torrey.buchan2@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

**The Offeror must complete the following table and include it in their offer.**

Contact for:	Name	Telephone	Email
Contracting issues			
Technical issues			
Invoicing issues			

## 6. Identified Users

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

#### A) Zone 1

- i) CFB Esquimalt - Base Logistics - Procurement & Contracting Division
- ii) Logistics Officers
- iii) Personal Support Programs Office

#### B) Zone 2

- i) 39 Canadian Brigade Group - Supply Section
- ii) 1 Service Battalion - Supply Company

## 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

### Zone 1

Individual call-ups against the Standing Offer must not exceed \$ 200,000.00 (Applicable Taxes included).

Call-ups above \$ 200,000.00 (Applicable Taxes included) must be authorized by the Standing Offer Authority in accordance with the departmental delegation of authorities for goods.

### Zone 2

Individual call-ups against the Standing Offer must not exceed \$ 40,000.00 (Applicable Taxes included).

Call-ups above \$ 40,000.00 (Applicable Taxes included) must be authorized by the Standing Offer Authority in accordance with the departmental delegation of authorities for goods.

## 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ 800,000.00 for Zone 1 and \$ 100,000.00 for Zone 2 (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 one (1) 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 (2013-04-25), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Certification;
- g) Annex C, Insurance Requirements;
- h) Annex D, Reporting Requirement;
- i) Annex E, Criteria;
- j) Annex F, Basis of Payment;
- k) Annex G, Security Requirements Checklist;
- l) Annex H, PWGSC 942 - Call-up Form;

m) the Offeror's offer dated \_\_\_\_\_.

## **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 \_\_\_\_\_.

## **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**

2010A (2013-04-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract,

Section 16, Interest on Overdue Accounts, of 2010A (2013-04-25), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

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

#### **3.1 Delivery Date**

Delivery must be completed in accordance with Annex A, Requirement.

### **4. Payment**

#### **4.1 Basis of Payment**

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

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

#### **4.2 Single Payment**

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

#### **4.3 Payment by Credit Card**

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

Solicitation No. - N° de l'invitation

W2B03-140009/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic210

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

W2B03-140009

File No. - N° du dossier

VIC-3-36132

CCC No./N° CCC - FMS No/ N° VME

---

## **5. Invoicing Instructions**

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 copy of time sheets to support the time claimed.

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

## **6. SACC Manual Clauses**

B1501C (2006-06-16), Electrical Equipment

---

## **ANNEX A REQUIREMENT**

### **1.0 Scope**

The Department of National Defence is seeking a Regional Individual Standing Offer to supply, install and maintain fitness equipment to sites on Vancouver Island and the Lower Mainland.

### **2.0 Zones**

#### **2.1 Zone 1 - Vancouver Island**

##### **2.1.1 Main Locations:**

Naden Athletic Centre (NAC)- Building N88  
Canadian Forces Base Esquimalt - Front Gate  
1270 Woodway Road  
Victoria BC V9A

Dockyard Gym - Building D22  
Canadian Forces Base Esquimalt - Front Gate  
825 Admirals Road  
Victoria BC V9A 2P1

##### **2.1.2 Additional locations:**

HMCS ships – docked at CFB Esquimalt

Naval Officer Training Centre  
Nixon Building 1367  
1367 Victoria View Road  
Victoria BC V9A 7N2

**Fleet Diving Unit - Gym**  
Administration Building #4  
101 Wilfert Road  
Victoria BC V9C 1A3

**Damage Control Division**  
Gymnasium Building # 94  
101 Wilfert Road  
Victoria BC V9C 1A3

HMCS MALAHAT  
20 Huron Street  
Victoria BC V8V 4R1

443 Maritime Helicopter Squadron  
Building 11  
Kitty Hawk Road  
Sidney BC V8L 5B6

Regional Cadet Instructor School (Pacific)  
Albert Head Training Area Bldg 1075  
1075 Albert Head Road (Metchosin)  
Victoria BC V9B 4B4

CFB Esquimalt Fire Rescue  
Building # N141  
1350 Esquimalt Road  
Victoria BC V9A 7N2

DND Firehall Rocky Point  
CFAD Rocky Point Ammunition Depot  
5601 Rocky Point Road  
Victoria, BC V9C 4H3

Bay Street Armoury  
715 Bay Street  
Victoria BC V8T 1R1

39 Signals Regiment - 741 Squadron  
1200 Colville St  
Victoria BC V9A 4P7

LGen EC Ashton Armoury  
724 Vanalman Avenue  
Victoria BC V8Z 3B5

CF Maritime Experimental & Test Range  
3400 Fairwinds Drive  
NanOOSE Bay BC V9P 9J9

Nanaimo Military Camp  
709 Nanaimo Lakes Rd  
Nanaimo BC V9R 5Z2

## 2.2 Zone 2 – Lower Mainland

39 Canadian Brigade Group Headquarters  
4050 West 4<sup>th</sup> Avenue  
Vancouver, BC  
V6R 1P6

The Royal Westminster Regiment  
530 Queens Avenue  
New Westminster BC V3L 1K3

39 Service Battalion  
The Sherman Armoury  
5500 No. 4 Road  
Richmond BC V6X 3L5

The British Columbia Regiment  
 (Duke of Connaught's Own)  
 620 Beatty Street  
 Vancouver BC V6B 2L9  
 15 Field Artillery Regiment RCA  
 2025 West 11 Avenue  
 Vancouver BC, V6J 2C7

39 CER (N. VANCOUVER)  
 1513 Forbes Avenue  
 North Vancouver BC V7M 2Y4

39 CER (CHILLIWACK)  
 5535 Korea Rd  
 Chilliwack BC, V2R 5P2

### **3.0 Requirements**

- 3.1 Offeror will provide items that meet or exceed the minimum mandatory technical criteria listed under Annex E. Estimated annual usage is provided under Annex F – Basis of Payment.
- 3.2 All equipment provided must be warranted for continuous use and classified as fully commercial (24 hours per day).
- 3.3 All Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date.
- 3.4 Offeror must provide items listed at prices as per Annex F, Basis of Payment.
- 3.5 Offeror must provide on-site repair for pre-existing equipment (equipment not purchased from this RISO) on an "as and when requested" at the rates provided in the Basis of Payment.
- 3.6 Offeror must be an authorized dealer for the items offered, and have been an established fitness equipment dealer and/or servicer of fitness equipment for a minimum of three years, as of November 01, 2013.
- 3.7 For all installation, maintenance and repair services provided in Zone 1, the Offeror must possess Reliability Security Clearance in accordance with the Security Requirements Checklist at Annex G. For Zone 2, an escort shall be provided to the Offeror when undergoing any installation or servicing requirements.

### **4.0 Delivery**

- a. Delivery, and installation, of items priced in Annex F within 3 weeks of issuing the Call-up.
- b. Provide all support documentation and materials, including technical and operating manuals (in both Official Languages) for all equipment delivered.

### **5.0 Installation**

Installation of equipment purchased under this standing offer shall involve the following:

- a. Unpacking of all equipment, including uncrating, unwrapping, and removal of all pallets, skids, and packing materials.
- b. Disposal of all packing materials.
- c. Assembly and set-up of all equipment as designated by the technical authority.
- d. Securing of equipment to ensure stability during operation, **except on-board HMCS ships.**
- e. Test of all equipment to ensure that it is in complete operational working order.

**Note.** All equipment must be attachable to wall or floor fittings. DND will be responsible for any attaching onboard ships.

## **6.0 3-YEAR All-Inclusive On-Site Warranty**

- 6.1 All Equipment supplied under this Standing Offer is subject to a 3-year all-inclusive on-site warranty, covering all equipment parts and labour for a period of three years from the date of delivery and installation.
- 6.2 The Offeror must provide on-site repair and maintenance service within 48 hours of service request.
- 6.3 For all equipment purchased from this Offer, Offeror must complete repair or provide replacement within three weeks upon receipt of DND's service request.

## **Additional Services Required for Zone 1 Only:**

### **7.0 Preventative Maintenance Program**

DND requires the option for an on-going quarterly preventative maintenance program for equipment purchased under this Standing Offer for the following locations:

- 7.0.1 Naden Athletic Centre (NAC)- Building N88  
Canadian Forces Base Esquimalt - Front Gate  
1270 Woodway Road  
Victoria BC V9A
- 7.0.2 Dockyard Gym - Building D22  
Canadian Forces Base Esquimalt - Front Gate  
825 Admirals Road  
Victoria BC V9A 2P1

The period of the preventative maintenance included in the Preventative Maintenance Price for the equipment offered shall be for a three (3) year period from the date of delivery and installation.

Preventative Maintenance, for the purpose of this Standing Offer, includes:

- a. The care and service by authorized service personnel for the purpose of maintaining the equipment in satisfactory operating condition, through systematic inspection, detection, and correction of incipient damage / faults before they occur or develop further.
- b. Maintenance, including tests, measurements, adjustments, and parts replacement, performed pre-emptively to avoid equipment defects and failure from occurring.

After the initial purchase of equipment for a location, the Offeror shall be required to provide a quarterly preventative maintenance schedule for purchased equipment at the location. The schedule must be approved by the Technical Authority for that destination and must include no less than four (4) scheduled visits per 12 month period.



## 8.0 Additional Maintenance / Repair Services

The Offeror may be required to provide additional maintenance and repair services for existing equipment **NOT** covered under warranty. These services shall be provided on an "as and when requested" basis.

In these cases, the following procedure applies:

- 8.1 Call-up for Inspection: The Technical Authority issues a call-up at the call-out rate stated in Annex F, Basis of Payment. The Offeror inspects the equipment requiring repair and/or maintenance, and provides a quotation detailing the material and labour costs as per Annex F. The quotation must be provided within 48 hours of the receipt of the Call-up for Inspection.
- 8.2 The Technical Authority reviews the quote provided and ensures that the quote provided is in accordance with Annex F, Basis of Payment.
- 8.3 Repair / Maintenance Call-up: If the quote is deemed acceptable, the Technical Authority issues a Call-up to have the Offeror conduct the repair / maintenance required.
- 8.4 The Offeror, within 48 hours of receipt of the Repair / Maintenance Call-up, provides the requested services.
- 8.5 The Technical Authority provides oversight on the process, and inspects the work to ensure the repair/maintenance requirement has been met and the equipment is in complete operational working order.

---

## **ANNEX B 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.hrsdc.gc.ca/eng/labour/index.shtml)" 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 "[FCPLimited Eligibility to Bid](http://www.hrsdc.gc.ca/eng/labour/index.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

---

## **ANNEX C INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer, in an amount usual for a Standing Offer 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- 
- m. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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



ANNEX E - CRITERIA				
PART 1: MANDATORY CRITERIA				
<i>Note: A fillable Excel worksheet version of this document is available upon request.</i>				
Item	Mandatory Specification	Specification Offered	Meets? Y/N	Reference to Supporting Material in Technical Bid (page #)
Offerors must provide documentation to demonstrate compliance with each mandatory criteria listed herein. Technical documentation provided must provide sufficient detail to substantiate that the equipment offered meets the required mandatory criteria. If specific published technical documentation is unavailable, the Offeror must prepare a written narrative complete with a detailed explanation of how its bid demonstrates compliance with the mandatory criteria.				
If the Offeror is providing two options for any equipment type, the Offeror must fill out an additional copy of this document for the respective equipment type(s).				
<b>A. General Criteria</b>				
<b>1</b>	<b>Authorized Dealer</b>			
1.1	Contractor(s) must provide documentation to prove that they are authorized dealer(s) for the items offered, and have been an established Fitness Equipment dealer and servicer for at least three years, as of 01NOV2013.			
<b>2</b>	<b>Standards</b>			
2.1	All items offered under this Standing Offer must adhere to Industry Standards including ASTM, EN957, ETL, UL, CSA, CE certification where applicable.			
<b>3</b>	<b>Securing of Equipment</b>			
3.1	All machines must be attachable to wall or floor fittings.			
<b>4</b>	<b>Warranty</b>			
4.1	All equipment must come with a warranty in accordance with section 6.0 of Annex A.			
<b>B. Cardiovascular Equipment</b>				
<b>1</b>	<b>Treadmill</b>	<b>Unit (Make/Model) Offered:</b>		
1.1	minimum 4 HP AC Motor			
1.2	Minimum Incline Range of 0% to 15%			
1.3	Max Speed of 15 MPH+			
1.4	Must Be rated to Support 400 lbs user minimum			
1.5	Electrical Cords Must Be A Minimum Of 12 Feet Long			
1.6	Running Surface: Minimum Width 20" x Minimum Length 60", reversible maintenance free deck or individual Slates			
1.7	minimum 3.5" tapered rollers or slates			
1.8	Powder coated steel frame, Rust resistant			
1.9	Treadmill must be capable of continuous use, ie. 24HR			
1.10	Commercial Grade			

<b>2 Upright Bike</b>		Unit (Make/Model) Offered:
2.1	Must Have Wireless & Contact Heart Rate	
2.2	Belt driven	
2.3	Must be self-powered	
2.4	21+ resistance levels	
2.5	Display in Metric or Standard	
2.6	Must be rated to support 350 lbs user	
2.7	Powder coated steel frame, Rust resistant	
2.8	Commercial Grade	
<b>3 Recumbent Bike</b>		Unit (Make/Model) Offered:
3.1	Must Have Wireless & Contact Heart Rate	
3.2	Belt driven	
3.3	Must be self-powered	
3.4	21+ resistance levels	
3.5	Must be rated to support 350 lbs user	
3.6	Powder coated steel frame, Rust resistant	
3.7	Commercial Grade	
<b>4 Elliptical Machine</b>		Unit (Make/Model) Offered:
4.1	Must be rated to support 350 lbs user	
4.2	Must be self-powered	
4.3	Stride length must fall within range of 20 - 25 inches, fixed or adjustable	
4.4	Must Have Wireless & Contact Heart Rate	
4.5	Minimum 10 programs	
4.6	Rust resistant Steel Powder Coated Frame	
4.7	Safe ready & Fitlinx Compatible	
4.8	Commercial Grade	
<b>5 Indoor Cycling Bike</b>		Unit (Make/Model) Offered:
5.1	Must be able to support a minimum of a 350 lbs body while in use	
5.2	Powder coated Steel frame	
5.3	must be adjustable to accommodate users from 5'0" to 6'6"	
5.4	Seat must be able to be adjusted forwards and backwards and upwards and downwards with no tools required (ie. quick release).	
5.5	Handlebars Must be able to be adjusted upwards and downwards with no tools required (ie. Quick release)	
5.6	Must have optional toe straps	
5.7	Commercial Grade	

6	Indoor Rower	Unit (Make/Model) Offered:
6.1	Frame coated and rust resistant	
6.2	Drive Chain driven/Self Powered	
6.3	Resistance, Variable	
6.4	Footrests, Adjustable	
6.5	Heart Monitor, Telemetry	
6.6	Programmed Selection with varying levels	
6.7	User Weight Capacity, 450lbs or greater	
6.8	Commercial Grade	
7	Stepper	Unit (Make/Model) Offered:
7.1	Digital and Integrated Polar (or equivalent) telemetry heart monitor	
7.2	Self-powered	
7.3	Auto-start when user begins exercising	
7.4	English and French Language Display	
7.5	Bottle holder included	
7.6	Integrated wheels for easy moving	
7.7	Heavy-duty anti-slip pedals	
7.8	Minimum 8 programs	
7.9	Minimum of 20 resistance levels	
7.10.	Electronic Display showing a minimum of the following 8 specifications	
7.10.1	Time	
7.10.2	Training Program	
7.10.3	Calories Burned	
7.10.4	Calories per Hour	
7.10.5	Watts and Metabolic Equivalents (MET's)	
7.10.6	Resistance	
7.10.7	Speed	
7.10.8	Distance Travelled and Remaining	
7.11	Heavy Duty Ergonomic Handrail for Support	
7.12	Maximum user weight 350lbs	



## PART 2: POINT RATED CRITERIA

Item	Rated Specification	Basis of Point Allocation	Maximum Points	Specification Offered	Reference to Supporting Material in Technical Bid (page #)	Points Awarded	Comments
<b>B. Cardiovascular Equipment</b>							
<b>1</b>	<b>Treadmill</b>	<b>Unit (Make/Model) Offered:</b>					
1.2	Decline Range	1 point per half (0.5) a degree of decline range, to a maximum of 6 points for 3 degree decline range	6 points				
1.3	Max Speed of 16 MPH+	1 point - 16MPH, 2 points - 17mph, 3 points - 18mph, 4 points - 19 mph, 5 points - 20 mph	5 points				
1.4	Rated to Support a 400+ lbs user	1 point - Rated to a 400 lb user. 2 points - Rated to a 450 lb user. 4 points - Rated to a 500 lb user.	4 points				
1.7	4" tapered rollers or rubber slates	4 points - Treadmill equipped with 4" tapered rollers or rubber slates	4 points				
<b>4</b>	<b>Elliptical Machine</b>	<b>Unit (Make/Model) Offered:</b>					
4.9	Adjustable Incline	3 points for the ability to adjust the incline of the Elliptical machine	3 points				
			Total	<b>22 points</b>			

## ANNEX F

### BASIS OF PAYMENT

This Standing Offer is separated by Zone - One for Vancouver Island and another for the Lower Mainland. Delivery destinations for each zone are stated in section 2.0, Zones, of Annex A, Requirement. Up to two Standing Offers shall be issued for the two zones; either one Standing Offer for each zone (if the lowest priced compliant offer for each Zone is received from different Offerors), or one Standing Offer for both zones (if the lowest priced compliant offer for each Zone is received from the same Offeror).

**Offerors must provide pricing for each equipment type for a Zone to be declared responsive and considered for the issuance of the Standing Offer for that zone.**

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two compliant options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation. If an Offeror provides pricing for two options under an equipment type and one option is deemed non-compliant, the equipment type shall be evaluated upon the price of the compliant option only.

Any equipment type left blank, or without pricing for at least **one compliant** option, shall render the Offer non-responsive for that zone.

If the Offeror is awarded a Standing Offer, the completed price schedules provided as per Section 1 and/or 2 below shall become the Basis of Payment for the period of the Standing Offer.

***Note: A fillable PDF version of this document is available upon request.***

ZONE 1 PRICING

**SECTION 1**

**Zone 1 (Vancouver Island) Pricing**

The Purchase Price for all units is inclusive of duty, freight, shipping\*\*, handling, installation, and warranty terms as described in Annex A.

The Preventative Maintenance Program Price includes the cost of the 3-Year Preventative Maintenance ONLY for a particular equipment type, as described in section 7.0 of Annex A.

\*\*All shipping costs associated with delivery duty paid to the Greater Victoria Region shall be included in the Purchase Price. For deliveries to Nanoose Bay and/or Nanaimo, the identified user shall be required to pay the incremental delivery costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

GST as applicable, is extra.

Equipment repair and maintenance under the associated warranty will occur on-site, by Offeror personnel who possess the required Reliability Screening (Zone 1).

For the detailed minimum specifications for each item, see Annex E - Mandatory Evaluation Criteria. Note that the estimates provided are for the purpose of evaluation only and does not infer that all quantities for each item will be purchased. Quantities requested may or may not exceed the annual estimates provided.

ZONE 1 PRICING

PART A - CONTRACT YEAR 1

1. Equipment

Offerors must provide pricing for each equipment type to be declared responsive and considered for the issuance of the Standing Offer.

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation, and multiplied by the Estimated Number of Units Required Annually, to result in the Extended Total for that equipment type.

Any equipment type left blank shall render the Offer non-responsive for that zone.

Item	Equipment Type	Unit(s) Offered (Maximum 2 per equipment type)	Purchase Price (A)	Preventative Maintenance Program Price	Estimated # Units Required Annually (B)	Extended Total [ A * B ]
I. Cardio Equipment						
1.1	Treadmill		\$ _____	\$ _____	26	\$ _____
			\$ _____	\$ _____		
1.2	Upright Bike		\$ _____	\$ _____	10	\$ _____
			\$ _____	\$ _____		
1.3	Recumbent Bike		\$ _____	\$ _____	10	\$ _____
			\$ _____	\$ _____		
1.4	Elliptical Machine		\$ _____	\$ _____	12	\$ _____
			\$ _____	\$ _____		
1.5	Indoor Cycling Bike		\$ _____	\$ _____	10	\$ _____
			\$ _____	\$ _____		
1.6	Indoor Rower		\$ _____	\$ _____	5	\$ _____
			\$ _____	\$ _____		
1.7	Stepper		\$ _____	\$ _____	6	\$ _____
			\$ _____	\$ _____		
Extended Total - Equipment					Extended Total - Equipment (i)	\$ _____

ZONE 1 PRICING

2. Additional Maintenance and Repair Services

The rates detailed in this section apply to unscheduled Maintenance / Repair Services provided by the Offeror on equipment **NOT** purchased under this Standing Offer, and for equipment purchased which has exceeded its warranty period(s). These services shall be provided in accordance with section 8.0 of Annex A.

2.1 Call-Out Rates

The Offeror shall be paid a firm call-out rate, which includes round-trip transportation to the destination stated in the call-up.

Location	Call-Out Rate (A)	Estimated # Annual Call-outs (B)	Extended Total [ A * B ]
Greater Victoria	\$ _____	25	\$ _____
CFMETR - Nanoose Bay	\$ _____	10	\$ _____
Extended Total - Call-Outs			(ii) \$ _____

2.2 Labour Rates

The Offeror shall be paid a firm hourly labour rate for maintenance and repair services provided on equipment **NOT** under warranty, as follows:

	Contract Year 1 (A)	Estimated # Annual Labour Hours (B)	Extended Total - Labour [ A * B ]
Labour Rate (/Hour)	\$ _____ / Hour	100	(iii) \$ _____

2.3 Materials

Materials, included but not limited to replacement parts, spares, and consumables required to maintain fitness equipment at complete operational working order, shall be charged at laid down cost (which includes invoice cost, transportation costs, customs and brokerage charges and excludes applicable taxes) plus a firm mark-up of \_\_\_\_%. Verification of laid down costs through the provision of associated invoices may be required by the Technical Authority.

	Contract Year 1 (A)	Estimated Annual Material Expense (B)	Extended Total - Labour [(1+A) * B]
Material Mark-up	____%	\$ 5,000.00	(iv) \$ _____

Evaluated Total – Contract Year 1

	Equipment (i)	Call-Outs (ii)	Labour (iii)	Materials (iv)	Evaluated Total - Contract Year 1 [(i) + (ii) + (iii) + (iv)]
Extended Totals	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

ZONE 1 PRICING

**PART B - OPTION YEAR 1**

**Offerors must provide pricing for each equipment type to be declared responsive and considered for the issuance of the Standing Offer.**

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation, and multiplied by the Estimated Number of Units Required Annually, to result in the Extended Total for that equipment type.

Any equipment type left blank shall render the Offer non-responsive for that zone.

**1. Equipment**

Item	Equipment Type	Unit(s) Offered (Maximum 2 per equipment type)	Purchase Price (A)	Preventative Maintenance Program Price	Estimated # Units Required Annually (B)	Extended Total [ A * B ]
<b>I. Cardio Equipment</b>						
1.1	Treadmill		\$ _____	\$ _____	13	\$ _____
			\$ _____	\$ _____		
1.2	Upright Bike		\$ _____	\$ _____	5	\$ _____
			\$ _____	\$ _____		
1.3	Recumbent Bike		\$ _____	\$ _____	5	\$ _____
			\$ _____	\$ _____		
1.4	Elliptical Machine		\$ _____	\$ _____	6	\$ _____
			\$ _____	\$ _____		
1.5	Indoor Cycling Bike		\$ _____	\$ _____	5	\$ _____
			\$ _____	\$ _____		
1.6	Indoor Rower		\$ _____	\$ _____	3	\$ _____
			\$ _____	\$ _____		
1.7	Stepper		\$ _____	\$ _____	3	\$ _____
			\$ _____	\$ _____		
					<b>Extended Total - Equipment</b>	<b>(i) \$ _____</b>

ZONE 1 PRICING

2. Additional Maintenance / Repair Services

The following rates shall apply to all maintenance / repair services provided by the Offeror on equipment not covered by the warranty included under the Standing Offer and for equipment purchased which has exceeded its warranty period(s). These services shall be provided in accordance with section 8.0 of Annex A.

2.1 Call-Out Rates

The Offeror shall be paid a firm call-out rate, which includes roundtrip transportation to the destination stated in the call-up.

Location	Call-Out Rate (A)	Estimated # Annual Call-outs (B)	Extended Total [ A * B ]
Greater Victoria	\$ _____	13	\$ _____
CFMETR - Nanoose Bay	\$ _____	5	\$ _____
Extended Total - Call-Outs			(ii) \$ _____

2.2 Labour Rates

The Offeror shall be paid a firm hourly labour rate for maintenance and repair services provided on equipment not under warranty, as follows:

	Option Year 1 (A)	Estimated # Annual Labour Hours (B)	Extended Total - Labour [ A * B ]
Labour Rate (/Hour)	\$ _____ / Hour	50	(iii) \$ _____

2.3 Materials

Materials, included but not limited to replacement parts, spares, and consumables required to maintain fitness equipment at complete operational working order, shall be charged at laid down cost (which includes invoice cost, transportation costs, customs and brokerage charges and excludes applicable taxes) plus a firm mark-up of \_\_\_\_%. Verification of laid down costs through the provision of associated invoices may be required by the Technical Authority.

	Option Year 1 (A)	Estimated Annual Material Expense (B)	Extended Total – Labour [(1+A) * B]
Material Mark-up	____%	\$ 2,500.00	(iv) \$ _____

EVALUATED TOTAL - OPTION YEAR 1

	Equipment (i)	Call-Outs (ii)	Labour (iii)	Materials (iv)	Evaluated Total - Option Year 1 [(i) + (ii) + (iii) + (iv)]
Extended Totals	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

ZONE 1 PRICING

**PART C - OPTION YEAR 2**

**Offerors must provide pricing for each equipment type to be declared responsive and considered for the issuance of the Standing Offer.**

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation, and multiplied by the Estimated Number of Units Required Annually, to result in the Extended Total for that equipment type.

Any equipment type left blank shall render the Offer non-responsive for that zone.

**1. Equipment**

Item	Equipment Type	Unit(s) Offered (Maximum 2 per equipment type)	Purchase Price (A)	Preventative Maintenance Program Price	Estimated # Units Required Annually (B)	Extended Total [ A * B ]
<b>I. Cardio Equipment</b>						
1.1	Treadmill		\$ _____	\$ _____	13	\$ _____
1.2	Upright Bike		\$ _____	\$ _____	5	\$ _____
1.3	Recumbent Bike		\$ _____	\$ _____	5	\$ _____
1.4	Elliptical Machine		\$ _____	\$ _____	6	\$ _____
1.5	Indoor Cycling Bike		\$ _____	\$ _____	5	\$ _____
1.6	Indoor Rower		\$ _____	\$ _____	3	\$ _____
1.7	Stepper		\$ _____	\$ _____	3	\$ _____
					<b>Extended Total - Equipment</b>	<b>(i) \$ _____</b>



ZONE 1 PRICING

2. Additional Maintenance / Repair Services

The following rates shall apply to all maintenance / repair services provided by the Offeror on equipment not covered by the warranty included under the Standing Offer and for equipment purchased which has exceeded its warranty period(s). These services shall be provided in accordance with section 8.0 of Annex A.

2.1 Call-Out Rates

The Offeror shall be paid a firm call-out rate, which includes all transportation to the site stated in the call-up. Only one call-out charge is allowable per Call-up.

Location	Call-Out Rate (A)	Estimated # Annual Call-outs (B)	Extended Total [A * B]
Greater Victoria	\$ _____	13	\$ _____
CFMETR - Nanoose Bay	\$ _____	5	\$ _____
Extended Total - Call-Outs			\$ _____

2.2 Labour Rates

The Offeror shall be paid a firm hourly labour rate for maintenance and repair services provided on equipment not under warranty, as follows:

	Option Year 2 (A)	Estimated # Annual Labour Hours (B)	Extended Total - Labour [A * B]
Labour Rate (/Hour)	\$ _____ / Hour	50	\$ _____

2.3 Materials

Materials, included but not limited to replacement parts, spares, and consumables required to maintain fitness equipment at complete operational working order, shall be charged at laid down cost (which includes invoice cost, transportation costs, customs and brokerage charges and excludes applicable taxes) plus a firm mark-up of \_\_\_\_%. Verification of laid down costs through the provision of associated invoices may be required by the Technical Authority.

	Option Year 2 (A)	Estimated Annual Material Expense (B)	Extended Total - Labour [(1+A) * B]
Material Mark-up	____%	\$ 2,500.00	(iv) \$ _____

EVALUATED TOTAL - OPTION YEAR 2

	Equipment (i)	Call-Outs (ii)	Labour (iii)	Materials (iv)	Evaluated Total - Option Year 2 [(i) + (ii) + (iii) + (iv)]
Extended Totals	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

ZONE 1 PRICING

-----

TOTAL EVALUATED PRICE - ZONE 1

	Contract Year 1 (i)	Option Year 1 (ii)	Option Year 2 (iii)	Total Evaluated Price ZONE 1
Extended Totals	\$ _____	\$ _____	\$ _____	\$ _____

ZONE 2 PRICING

**SECTION 2**  
**Zone 2 (Lower Mainland) Pricing**

The Purchase Price of all units are inclusive of duty, freight, shipping\*\*, handling, installation and warranty terms in accordance with Annex A. GST as applicable, is extra.

\*\* All shipping costs associated with delivery duty paid to the Greater Vancouver Region shall be included in the Purchase Price. For deliveries to Chilliwack, the identified user shall be required to pay the incremental delivery costs. Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading or equivalent document.

Equipment repair and maintenance under the associated warranty will occur on-site, by Offeror personnel who are escorted by DND-designated personnel (Zone 2).

For the detailed minimum specifications for each item, see Annex E - Mandatory Evaluation Criteria. Note that the estimates provided are for the purpose of evaluation only and does not infer that all quantities for each item will be purchased. Quantities requested may or may not exceed the annual estimates provided.

ZONE 2 PRICING

PART A - CONTRACT YEAR 1

**Offerors must provide pricing for each equipment type to be declared responsive and considered for the issuance of the Standing Offer.**

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation, and multiplied by the Estimated Number of Units Required Annually, to result in the Extended Total for that equipment type.

Any equipment type left blank shall render the Offer non-responsive for that zone.

Item	Equipment Type	Unit(s) Offered (Maximum 2 per equipment type)	Purchase Price (A)	Estimated # Units Required Annually (B)	Extended Total [ A * B ]
I. Cardio Equipment					
1.1	Treadmill		\$ _____	6	\$ _____
			\$ _____		
1.2	Upright Bike		\$ _____	1	\$ _____
			\$ _____		
1.3	Recumbent Bike		\$ _____	1	\$ _____
			\$ _____		
1.4	Elliptical Machine		\$ _____	4	\$ _____
			\$ _____		
1.5	Indoor Cycling Bike		\$ _____	2	\$ _____
			\$ _____		
1.6	Indoor Rower		\$ _____	6	\$ _____
			\$ _____		
1.7	Stepper		\$ _____	2	\$ _____
			\$ _____		
				Equipment Sub-total	(i) \$ _____

ZONE 2 PRICING

**PART B - OPTION YEAR 1**

**Offerors must provide pricing for each equipment type to be declared responsive and considered for the issuance of the Standing Offer.**

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation, and multiplied by the Estimated Number of Units Required Annually, to result in the Extended Total for that equipment type.

Any equipment type left blank shall render the Offer non-responsive for that zone. **The Offeror must provide a purchase price for all equipment types, even those with no estimated annual usage, to be deemed responsive.**

Item	Equipment Type	Unit(s) Offered (Maximum 2 per equipment type)	Purchase Price (A)	Estimated # Units Required Annually (B)	Extended Total [ A * B ]
<b>I. Cardio Equipment</b>					
1.1	Treadmill		\$ _____	3	\$ _____
			\$ _____		
1.2	Upright Bike		\$ _____	1	\$ _____
			\$ _____		
1.3	Recumbent Bike		\$ _____	1	\$ _____
			\$ _____		
1.4	Elliptical Machine		\$ _____	3	\$ _____
			\$ _____		
1.5	Indoor Cycling Bike		\$ _____	2	\$ _____
			\$ _____		
1.6	Indoor Rower		\$ _____	2	\$ _____
			\$ _____		
1.7	Stepper		\$ _____	1	\$ _____
			\$ _____		
				Equipment Sub-total	(ii) \$ _____

ZONE 2 PRICING

PART C - OPTION YEAR 2

Offerors must provide pricing for each equipment type to be declared responsive and considered for the issuance of the Standing Offer.

The Offeror may provide pricing for up to two options under each equipment type, provided that the options meets the mandatory criteria for that equipment type, found at Annex E. If an Offeror provides pricing for two options for a particular equipment type, the average of the two prices will be taken for the purpose of evaluation, and multiplied by the Estimated Number of Units Required Annually, to result in the Extended Total for that equipment type.

Any equipment type left blank shall render the Offer non-responsive for that zone. The Offeror must provide a purchase price for all equipment types, even those with no estimated annual usage, to be deemed responsive.

Item	Equipment Type	Unit(s) Offered (Maximum 2 per equipment type)	Purchase Price (A)	Estimated # Units Required Annually (B)	Extended Total [ A * B ]
I. Cardio Equipment					
1.1	Treadmill		\$ _____	2	\$ _____
			\$ _____		
1.2	Upright Bike		\$ _____	1	\$ _____
			\$ _____		
1.3	Recumbent Bike		\$ _____	1	\$ _____
			\$ _____		
1.4	Elliptical Machine		\$ _____	2	\$ _____
			\$ _____		
1.5	Indoor Cycling Bike		\$ _____	2	\$ _____
			\$ _____		
1.6	Indoor Rower		\$ _____	2	\$ _____
			\$ _____		
1.7	Stepper		\$ _____	1	\$ _____
			\$ _____		
				Equipment Sub-total	(iii) \$ _____

ZONE 2 PRICING

-----

TOTAL EVALUATED PRICE - ZONE 2

	Contract Year 1 (i)	Option Year 1 (ii)	Option Year 2 (iii)	Total Evaluated Price ZONE 2
Equipment Totals	\$ _____	\$ _____	\$ _____	\$ _____



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W2B03-140009

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /  
Ministère ou organisme gouvernemental d'origine **DND**

2. Branch or Directorate / Direction générale ou Direction  
**CFB Esquimalt, BLOG**

3. a) Subcontract Number / Numéro du contrat de sous-traitance.

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
*request for standing offer to supply and maintain gym equipment on  
the Base and on board ship (with escort).*

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ Yes  
Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control  
Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement  
sur le contrôle des données techniques? ☒ No ☐ Yes  
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?  
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?  
(Specify the level of access using the chart in Question 7. c)  
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) ☒ No ☐ Yes  
Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to  
PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès  
à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☐ No ☒ Yes  
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?  
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☒ No ☐ Yes  
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada ☐ NATO / OTAN ☐ Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information

Canada	NATO	Foreign
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada





Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

WAB03 - 140009

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ  
  
☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT  
  
☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ SECRET  
SECRET

☐ NATO SECRET  
NATO SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No ☒ Yes  
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W2B03 - 140009

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

W01031-136598

Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

LYNDA LEE

Title - Titre

PROCUREMENT OFFICER

Signature

Telephone No. - N° de téléphone

250-363-2730

Facsimile No. - N° de télécopieur

250-363-5786

E-mail address - Adresse courriel

lynda.lee@forces.gc.ca

Date

27 SEP-2012

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Dawn Murray - CFMP GP

SRCL Team Lead

Title - Titre

Industrial Security

Signature

Telephone No. - N° de téléphone

250-363-2730

Facsimile No. - N° de télécopieur

250-363-5786

E-mail address - Adresse courriel

E-mail: dawn.murray@forces.gc.ca

Date

22 OCT 2013

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No  
Non

☐ Yes  
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Torrey Buchan

Title - Titre

Supply Officer

Signature

Telephone No. - N° de téléphone

250-363-3249

Facsimile No. - N° de télécopieur

250-363-0345

E-mail address - Adresse courriel

torrey.buchan@forces.gc.ca

Date

2013-10-27

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date



## Call-up Against a Standing Offer Commande subséquente à une offre à commandes

Ship to - Expédier à

Supplier - Fournisseur

**To the supplier:** The standing offer identified below is accepted as follows: You are required to supply the goods or services, or both, shown below at the prices or on the pricing basis stated and in accordance with the other conditions stated in the standing offer. Only goods or services, or both, included in the standing offer will be supplied in the call-up against the standing offer.

**Au fournisseur:** L'offre à commandes indiquée ci-dessous est acceptée selon les modalités suivantes : Vous devez fournir les biens ou les services, ou les deux, indiqués ci-dessous selon les prix ou la base de tarification établie, et conformément avec les autres conditions stipulées dans l'offre à commandes. Seuls les biens ou les services, ou les deux, inclus dans l'offre à commandes seront fournis dans la commande subséquente à l'offre à commandes.

**Security: The call-up includes security provisions.**

**Sécurité : La demande comprend des exigences en matière de sécurité.**

☐ NO  
NON

☐ YES  
OUI

If YES, attach a SCRL to the call-up  
Si OUI, joindre une LVERS à la demande

Invoices must be sent in accordance with - Les factures doivent être envoyées selon :

☐

The detailed instructions in the standing offer  
Les instructions détaillées dans l'offre à commandes

☐

The address shown in the "Ship to" block  
L'adresse indiquée dans la case « Expédier à »

☐

Special instructions below  
Les instructions particulières ci-dessous

Each shipment must be accompanied by a packing or delivery slip. All invoices, bills of lading and packing slips must show the following reference numbers.

Chaque expédition doit être accompagnée d'un bordereau d'emballage ou de livraison. Les factures, connaissements et bordereaux d'emballage doivent tous porter les numéros de référence suivants.

Standing Offer No. - N° de l'offre à commandes

Requisition No. - N° de demande  
Order. Off. - Bur. dem. YY - AA Serial No. - N° de série

Client Reference No. (optional)  
N° de référence du client (facultatif)

Goods and Services Tax (GST)/Harmonized Sales Tax (HST): Unless otherwise directed, GST/HST is included in the Extended Price but not in the Unit Price.

Provincial Sales Tax - Taxe de vente provinciale

Taxe sur les produits et services (TPS)/Taxe de vente harmonisée (TVH) : à moins d'indication contraire, la TPS/TVH est incluse dans le prix total mais non dans le prix unitaire.

☐ Exigible  
Payable

☐ Non-exigible  
Non-payable

Exemption Licence No - N° de permis d'exonération

Amendment No.  
N° de modification

Previous Value (\$)  
Valeur précédente (\$)

Value of increase or decrease (\$)  
Valeur de l'augmentation ou diminution (\$)

Total estimated expenditures or revised  
Total des dépenses estimatives ou révisées

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of l. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	GST/HST TPS/TVH (%)	GST/HST TPS/TVH (\$)	Extended Price Prix calculé (\$)

Special Instructions - Instructions particulières

**Subtotal - Sous-total**

**GST/HST - TPS/TVH**

**Total**

**For further information, call - Pour renseignements supplémentaires, contacter**

Delivery required by - Livraison requise le  
(YYYY-MM-DD) (AAAA-MM-JJ)

Name - Nom

Telephone No. - N° de téléphone

Pursuant to subsection 32(1) of the *Financial Administration Act*, funds are available.  
En vertu du paragraphe 32(1) de la *Loi sur la gestion des finances publiques*, des fonds sont disponibles.

Approved for the Minister - Approuvé pour le Ministre

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Signature (Mandatory - Obligatoire)

Date (YYYY-MM-DD - AAAA-MM-JJ)

Requisition No. - N° de demande			Client Reference No. (optional) N° de référence du client (facultatif)	Page  of de
Order. Off.	Bur. dem.	Serial No. - N° de série		

Item No. N° de l'article	NATO Stock No. / Item Description N° de nomenclature de l'OTAN / Description de l'article	U. of I. U. de d.	Quantity Quantité	Unit Price Prix unitaire (\$)	GST/HST TPS/TVH (%)	GST/HST TPS/TVH (\$)	Extended Price Prix calculé (\$)