

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

Title - Sujet Sewer Maintenance	
Solicitation No. - N° de l'invitation W4M00-13C339/A	Date 2013-12-04
Client Reference No. - N° de référence du client DND	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-205-8787
File No. - N° de dossier WPG-3-36194 (205)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-23	
Time Zone Fuseau horaire Central Standard Time CST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Beaudette, Monique	Buyer Id - Id de l'acheteur wpg205
Telephone No. - N° de téléphone (204)983-6676 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WCE Contracts Bldg 100 PO Box 17000 Stn Forces Winnipeg Manitoba R3C 3Y5 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Request for Standing Offers Template (RFSO)

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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

2. Summary

To supply all labour, materials, tools, equipment, transportation and supervision necessary to flush, clean, and/or camera main sewers and drains for the Department of National Defence (DND), at 17 Wing Winnipeg and various satellite sites identified herein, Manitoba, as required, detailed in the Statement of Work (attached hereto as Annex A).

The period of the Standing Offer Agreement (SOA) will be for two (2) years from date of issuance of the SOA with Canada retaining an irrevocable option to extend the SOA by up to three (3) additional consecutive one (1) year periods.

"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](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) website."

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

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File No. - N° du dossier

WPG-3-36194

Buyer ID - Id de l'acheteur

wpg205

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

DND

CCC No./N° CCC - FMS No/ N° VME

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

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

3. Security Requirement

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

4. Debriefings

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. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes [] No []**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes [] No []**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

-
- e. rate of pay on which lump sum payment is based;
 - f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

5. Applicable Laws

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

6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held **on January 8, 2014 at 10:00 am - Building 100, Conference Room**. Bidders must communicate with the Contracting Authority no later than 3 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)
 Section II: Financial Offer (1 hard copies)
 Section III: Certifications (1 hard copies)

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 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. Mandatory Technical Evaluation

Ability to perform the full scope of the work as identified in Annex A - Statement of Work.

1.2 Financial Evaluation

Refer to Annex "B" - Basis of payment.

SACC Manual Clause M0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria Only

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a standing offer.

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY REQUIREMENT

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 site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

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

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
- (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 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 15 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for two (2) years from date of issuance of the Standing Offer.

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 three (3) one year periods, from dates to be determined, 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 fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Monique Beaudette
Supply Officer
Public Works and Government Services Canada
Western Region
Acquisitions Section
Suite 100-167 Lombard Avenue
P.O. Box 1408
Winnipeg, MB R3C 2Z1

Telephone: (204) 983-6676

Facsimile: (204) 983-7796

E-mail address: monique.beaudette@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

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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**

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: _____

Phone: _____

Fax: _____

Email: _____

6. Proactive Disclosure of Contracts with Former Public Servants

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

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
the Department of National Defence 17 Wing, Winnipeg, Manitoba.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ to be determined (Applicable Taxes included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ to be determined ((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.

11. Priority of Documents

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

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

12. Certifications

12.1 Compliance

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11.2 SACC Manual Clauses

M3800C Estimates

2006-08-15

13. Applicable Laws

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

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

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

3. Term of Contract

3.1 Period of the Contract

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

4. Proactive Disclosure of Contracts with Former Public Servants

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

5. Payment

5.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as stated in the Call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2 Limitation of Expenditure

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

5.3 SACC Manual Clauses

H1000C	Single Payment	2008-05-12
A9117C	T1204 - Direct Request by Customer Department	2007-11-30
C0705C	Discretionary Audit	2010-01-11
C0710C	Time and Contract Price Verification	2007-11-30
C2000C	Taxes - Foreign-based Contractor	2007-11-30

5.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____. *To be determined*

6. 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.

7. Insurance Requirements

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The Contractor must comply with the insurance requirements specified in Annex D. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"**STATEMENT OF WORK**

1 SITE OF WORK

- .1 North Site, 17 Wing, Winnipeg Manitoba.
- .2 Satellites
 - .1 Minto Armory, 969 St. Matthews Avenue, Winnipeg, Manitoba.
 - .2 McGregor Armory, 551 Machray Avenue, Winnipeg, Manitoba.
 - .3 HMCS Chippawa, 51 Navy Way, Winnipeg, Manitoba.
 - .4 St Charles Range, St Charles, Manitoba.
 - .5 Portage La Prairie Armory, Portage La Prairie Manitoba

2 SCOPE OF WORK

- .1 General. The work under this SOA comprises the furnishing of all labor, tools, equipment, transportation and supervision necessary to flush, clean and/or camera main, secondary sewers, building lines and components as required.
- .2 Work Included. The work under this SOA includes but is not necessarily confined to the following:
 - .1 Clean infrastructure sewers and drains with high velocity sewer cleaning equipment with operator.
 - .2 Provide camera study on main sewers and building drain lines as required under the authority of the Project Authority.
 - .3 Emergency service.
 - .4 Removal of all debris and trash from manholes and catch basins and valve boxes.

2 SCOPE OF WORK (cont'd)

.3 Work Not Included

Replacement or repair of broken sewers and building drain lines.

3 POST ISSUANCE VISIT

After issuance of SOA, the Contractor must visit with Project Authority or Project Authority's appointed representative to be given general instructions.

4 SECURITY REQUIREMENT

.1 The Contractor will be required to supply the names of all personnel performing work under this SOA that will require access to 17 Wing and its associated units to the Project Authority upon award of SOA and on a regular basis as representatives change or as requested by the Project Authority.

.2 This requirement is in place to ensure quick access to 17 Wing and associated Units. If a Contractor's representative name is not provided in advance, the Contractor may experience delays in getting access. Any time lost while the Contractor is waiting for access due to names not being forwarded to the Project Authority, will be the responsibility of the Contractor.

5 EQUIPMENT

.1 The Contractor must have a mechanical root cutter and a high velocity hydraulic sewer cleaning truck.

.2 The Contractor must have spray equipment of the hydraulic type capable of producing line pressures of 100 to 180 pounds per square inch and proper hollow-cone, fog type nozzles.

.3 The Contractor must have a camera equipment capable of inspecting 3" to 48" diameter drainage lines, domestic and industrial.

6 WORKMANSHIP

All work will be subject to the inspection and acceptance of the Project Authority.

7 WORK ESTIMATES

.1 The Project Authority's Contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.

.2 If a "Quote" is requested, a written quote must be faxed to the Project Authority's Contracts Inspector requesting it, at no cost to DND.

8 NOTIFICATION AND TIME LIMIT

- .1 The Contractor must accept all calls for work from the Project Authority or the Project Authority's authorized representative. Requests for work will be confirmed in writing on form DSS 942.
- .2 After notification of work to be done, work must be initiated within eight (8) hours for normal callouts and one (1) hour for emergencies.
- .3 The Contractor must advise the Project Authority of the telephone number at which he or the contractor's representative may be contacted on a 24hr./7 day a week basis. A telephone answering Machine/Service is not acceptable.

9 WORK SLIPS

- .1 Work slips or similar types of reporting forms in use by the Contractor, if approved by the Project Authority, must be completed for each pick-up or call and one copy submitted with invoices.
- .2 Work slips must show:
 - .1 Building number or address,
 - .2 Work performed, with date,
 - .3 Time of arrival and departure,
 - .4 Signature of building occupant or some other responsible person,
 - .5 Serviceperson's signature, and
 - .6 Name of authorized person who requested the call out.
 - .7 Construction Project Authoritying work order number.

10 USE OF CHEMICALS

Chemicals will not be used on Department of National Defence property unless prior authorization from the Project Authority.

11 SAFETY REQUIREMENTS

- .1 General. The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the SOA.
- .2 Construction Safety Measures. Observe and enforce construction safety measures required by the latest edition of the National Building Code of Canada, Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.

-
- .1 In event of conflict between any provisions of above authorities, the authority have jurisdiction must prevail.
- .3 Work Procedures and Equipment.
- .1 All work procedures and equipment will be in accordance with legislated standards;
- .2 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.
- .3 Barricades. Barricade dangerous work sites, trenches and excavations.
- .4 Unguarded Work Sites. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
- .5 Lockout Procedure. When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
- .6 Safety Personnel and Responsibility:
- .1 The Contractor must supply qualified personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with. Contractor to submit Project Hazardous Assessment report as requested by the Project Authority.
- .2 DND must monitor to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
- .3 The Contractor will notify the Contracts Supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the contractor's execution of work.
- .7 Delay Due To Health and Safety Regulations Infractions:
- .1 The Contractor will include all provisions of the SOA in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
- .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and

use equipment or material for the execution as deemed necessary in the opinion of the Contracts Supervisor to avoid delay in the final completion of the work or any operation thereof.

- .8 Fire Safety Requirements. Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the 17 Wing Fire Chief.
- .9 Solvent and Adhesives. Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc., in storm or sanitary sewers.
- .10 Contractor and all employee's must be trained and qualified in confined space procedures and will abide by 17 Wing policy in regards to confined space entry.

12 HAZARDOUS MATERIALS

- .1 Material Safety Data Sheets must be provided to the Wing Construction Project Authorizing Officer for any controlled product being brought onto 17 Wing if requested.

13 INVOICES

- .1 All invoices submitted for payment must be accompanied by the applicable DSS/MSS 942 (Requisition on call up).
- .2 Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, must be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Goods and Services Tax (GST) to be shown as a separate item.
 - .5 Where subcontracting is involved a copy of subcontractor's paid invoice must accompany the invoice against the requisition.
 - .6 Where discount or markup is applicable please indicate separately.
- .3 Invoices submitted for payment against this SOA that are not properly identified ***will be returned to the contractor*** for proper annotation before certification for payment is made.

14 CLEAN UP

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On completion of the workday, the Contractor must remove from DND properties, all surplus material, plants, tools, equipment and debris and leave the job site in a clean and tidy condition to the complete satisfaction of the Project Authority.

ANNEX "B"**BASIS OF PAYMENT**

It is MANDATORY that offerors submit firm prices/rates for the period of the proposed Standing Offer for all items listed hereafter. This section, when completed, will be considered as the Offeror's Financial Proposal.

Should there be an error in the extended pricing of the offeror's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offerors' proposal shall be changed to reflect the quantities stated in the RFSO. The quantities specified below are provided for evaluation purposes only.

No additional charges will be allowed for travel to the site.

GST/HST (if applicable) are excluded, all applicable Customs Duties and Excise taxes included.

Regular working hours: Monday to Friday, 7:30 am to 4:00 pm

Outside regular working hours: Monday to Friday, 4:00 pm to 7:30 am

PRICING SCHEDULES

PRICING SCHEDULE 1: Year One of Standing Offer Period					
Firm Unit Pricing, GST Extra					
Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
I	Service Call - including all travel expenses and non-productive labour				
1.1	Small Rooter equipment	2	call-out	\$	\$
1.2	Large Rooter equipment	2	call-out	\$	\$
II	Service Call - including all travel expenses and non-productive labour to Portage La Prairie site				
2.1	Small Rooter equipment	1	call-out	\$	\$
2.2	Large Rooter equipment	1	call-out	\$	\$
III	On-Site Productive Labour				
Small Rooter equipment, without chemical, including operator					
3.1a	During regular working hours	3	hour	\$	\$
3.1b	Outside regular working hours	1	hour	\$	\$
3.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Large Rooter equipment, without chemical, including operator					
3.2a	During regular working hours	2	hour	\$	\$
3.2b	Outside regular working hours	1	hour	\$	\$
3.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.1, if required					
4.1a	During regular working hours	1	hour	\$	\$
4.1b	Outside regular working hours	1	hour	\$	\$
4.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.2, if required					

Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
4.2a	During regular working hours	1	hour	\$	\$
4.2b	Outside regular working hours	1	hour	\$	\$
4.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$

PRICING SCHEDULE 2: Year Two of Standing Offer Period Firm Unit Pricing, GST Extra					
Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
I	Service Call - including all travel expenses and non-productive labour				
1.1	Small Rooter equipment	2	call-out	\$	\$
1.2	Large Rooter equipment	2	call-out	\$	\$
II	Service Call - including all travel expenses and non-productive labour to Portage La Prairie site				
2.1	Small Rooter equipment	1	call-out	\$	\$
2.2	Large Rooter equipment	1	call-out	\$	\$
III	On-Site Productive Labour				
Small Rooter equipment, without chemical, including operator					
3.1a	During regular working hours	3	hour	\$	\$
3.1b	Outside regular working hours	1	hour	\$	\$
3.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Large Rooter equipment, without chemical, including operator					
3.2a	During regular working hours	2	hour	\$	\$
3.2b	Outside regular working hours	1	hour	\$	\$
3.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.1, if required					
4.1a	During regular working hours	1	hour	\$	\$
4.1b	Outside regular working hours	1	hour	\$	\$
4.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.2, if required					
4.2a	During regular working hours	1	hour	\$	\$
4.2b	Outside regular working hours	1	hour	\$	\$
4.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$

PRICING SCHEDULE 3: Option Year One of Standing Offer Period Firm Unit Pricing, GST Extra					
Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
I	Service Call - including all travel expenses and non-productive labour				
1.1	Small Rooter equipment	2	call-out	\$	\$

Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
1.2	Large Rooter equipment	2	call-out	\$	\$
II	Service Call - including all travel expenses and non-productive labour to Portage La Prairie site				
2.1	Small Rooter equipment	1	call-out	\$	\$
2.2	Large Rooter equipment	1	call-out	\$	\$
III	On-Site Productive Labour				
Small Rooter equipment, without chemical, including operator					
3.1a	During regular working hours	3	hour	\$	\$
3.1b	Outside regular working hours	1	hour	\$	\$
3.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Large Rooter equipment, without chemical, including operator					
3.2a	During regular working hours	2	hour	\$	\$
3.2b	Outside regular working hours	1	hour	\$	\$
3.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.1, if required					
4.1a	During regular working hours	1	hour	\$	\$
4.1b	Outside regular working hours	1	hour	\$	\$
4.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.2, if required					
4.2a	During regular working hours	1	hour	\$	\$
4.2b	Outside regular working hours	1	hour	\$	\$
4.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$

PRICING SCHEDULE 4: Option Year Two of Standing Offer Period					
Firm Unit Pricing, GST Extra					
Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
I	Service Call - including all travel expenses and non-productive labour				
1.1	Small Rooter equipment	2	call-out	\$	\$
1.2	Large Rooter equipment	2	call-out	\$	\$
II	Service Call - including all travel expenses and non-productive labour to Portage La Prairie site				
2.1	Small Rooter equipment	1	call-out	\$	\$
2.2	Large Rooter equipment	1	call-out	\$	\$
III	On-Site Productive Labour				
Small Rooter equipment, without chemical, including operator					
3.1a	During regular working hours	3	hour	\$	\$
3.1b	Outside regular working hours	1	hour	\$	\$
3.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Large Rooter equipment, without chemical, including operator					
3.2a	During regular working hours	2	hour	\$	\$
3.2b	Outside regular working hours	1	hour	\$	\$
3.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.1, if required					

Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
4.1a	During regular working hours	1	hour	\$	\$
4.1b	Outside regular working hours	1	hour	\$	\$
4.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.2, if required					
4.2a	During regular working hours	1	hour	\$	\$
4.2b	Outside regular working hours	1	hour	\$	\$
4.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$

PRICING SCHEDULE 5: Option Year Three of Standing Offer Period Firm Unit Pricing, GST Extra					
Item No.	Description	Est'd Qty	Unit of Issue	Unit Price	Extended Price
I	Service Call - including all travel expenses and non-productive labour				
1.1	Small Rooter equipment	2	call-out	\$	\$
1.2	Large Rooter equipment	2	call-out	\$	\$
II	Service Call - including all travel expenses and non-productive labour to Portage La Prairie site				
2.1	Small Rooter equipment	1	call-out	\$	\$
2.2	Large Rooter equipment	1	call-out	\$	\$
III	On-Site Productive Labour				
Small Rooter equipment, without chemical, including operator					
3.1a	During regular working hours	3	hour	\$	\$
3.1b	Outside regular working hours	1	hour	\$	\$
3.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Large Rooter equipment, without chemical, including operator					
3.2a	During regular working hours	2	hour	\$	\$
3.2b	Outside regular working hours	1	hour	\$	\$
3.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.1, if required					
4.1a	During regular working hours	1	hour	\$	\$
4.1b	Outside regular working hours	1	hour	\$	\$
4.1c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$
Helper/Labourer with item 3.2, if required					
4.2a	During regular working hours	1	hour	\$	\$
4.2b	Outside regular working hours	1	hour	\$	\$
4.2c	Saturday, Sunday and Statutory Holidays	1	hour	\$	\$

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

See attached.

ANNEX D

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.
 - (a) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - (a) 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.
 - (a) 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.
 - (a) 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.
 - (a) 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.
 - (a) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (a) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (a) 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.
 - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (a) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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-
- (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) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (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.

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ANNEX "E"

STANDING OFFER USAGE REPORTING

Return to:

ATTN.: Monique Beaudette
Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (204) 983-7796
Telephone: (204) 983-6676
Email: monique.beaudette@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: July 1 to September 30;
2nd quarter: October 1 to December 31;
3rd quarter: January 1 to March 31.
4th quarter: April 1 to June 30;

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER: _____

STANDING OFFER NO:

DEPARTMENT OR AGENCY: _____

REPORTING PERIOD: _____

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A + B) Total Accumulated Call-Ups			

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

PREPARED BY: _____

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NAME: _____

TELEPHONE NO.:

SIGNATURE: _____ DATE: _____

Contract Number / Numéro du contrat W4M00-13C339
Security Classification / Classification de sécurité UNCLAS

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 Department of Defence	2. Branch or Directorate / Direction générale ou Direction 17 Wing Winnipeg	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Sewer cleaning and remote camera service to various DND buildings and infrastructure		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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. <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / 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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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 <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
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		
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"/>

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

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

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

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
 No / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui



Contract Number / Numéro du contrat W4M00-13C339
Security Classification / Classification de sécurité UNCLAS

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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL		COMSEC TOP SECRET				
Information / Assais / Renseignements / Bens / 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).