

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^e étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

Request For a Standing Offer Demande d'offre à commandes

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^e étage
Montréal
Québec
H5A 1L6

| | |
|---|--|
| Title - Sujet OAC: Propane | |
| Solicitation No. - N° de l'invitation E6MON-130006/B | Date 2014-01-09 |
| Client Reference No. - N° de référence du client E6MON-130006 | GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-375-12556 |
| File No. - N° de dossier MTA-3-36145 (375) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-27 | Time Zone Fuseau horaire Heure Normale du l'Est HNE |
| Delivery Required - Livraison exigée . | |
| Address Enquiries to: - Adresser toutes questions à: Joseph, Marc | Buyer Id - Id de l'acheteur mta375 |
| Telephone No. - N° de téléphone (514)496-3666 () | FAX No. - N° de FAX (514)496-3822 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA TOUS LES MINISTÈRES-CLIENTS ET ORGANISMES FÉDÉRAUX Canada | |
| Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité. | |

Instructions: See Herein

Instructions: Voir aux présentes

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



| Item Article | Description | Dest. Code Dest. | Inv. Code Fact. | Qty Qté | U. of I. U. de D. | Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine | Delivery Req. Livraison Req. | Del. Offered Liv. offerte |
|-----------------|--|------------------------|-----------------------|------------|----------------------|---|---------------------------------|------------------------------|
| 2 | Propane Location de réservoirs et fourniture de Gaz Propane. • 1. OBJET: La présente demande vise l'attribution d'une offre à commande pour la location de réservoirs et la fourniture de gaz propane selon les modalités en annexes A et B ci-jointes. | E6MON | E6MON | 1 | Lot | \$XXXXXXXXXXXX | . | |

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PART 1 - GENERAL INFORMATION

1. Introduction

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

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;
- (v) Part 5, Certifications, and
- (vi) Part 6:
 - 6A, Standing Offer, and
 - 6B, Resulting Contract Clauses; and,
 - the Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

2. Summary

"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)."

Supply on an as and when required basis , liquified petroleum gas (Propane in bulk and cylinders) equivalent to HD5 Propane, to be delivered FOB Destination (DDP) all delivery charges included , to all Federal Departments and Agencies located in the Province of Quebec including the Montreal region and surrounding areas, the Greater Quebec City and Areas (Quebec), Valcartier base in Courcellette, Donnacona , Mont-Joli (Ste-Flavie,Qc), Port-Cartier et Bagotville Base in Saguenay-Alouette Qc and others.

The period of the Regional Master Standing Offer will be (2) years from **February 1, 2014 to January 31, 2016** with a possibility of an optional period of one (1) year , from **February 1, 2016 to January 31, 2017.**

3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer as specified on Annex F - Security Requirements and procedures, related to Correctional Service Canada only.

For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Standing Offer and Resulting Contract Clauses.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The **2006 (2013-06-01)** Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: ninety (90) days

1.1 SACC Manual Clauses

| Refer to SACC | Section | Date |
|---------------|-----------------------|------------|
| B1000T | Condition of material | 30-11-2007 |

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 (7) seven 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 province of Quebec.

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 bidders provide their bid in separately bound sections as follows:

- Section I: Technical Offer (one hard copy and one electronic copy)
- Section II: Financial Offer (one hard copy and one electronic copy)
- Section III: Certifications (1 copy)
- Section IV: Additional Information (1 copy)

In case of discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will prevail over that of the electronic copy.

Prices must appear in the financial offer only as on Annex A,B,D and E. 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 intend to meet the requirements and how they carry out the work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with "ABCDEF annexes". The total amount of applicable taxes shall be indicated separately.

Credit card Payment

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.

1.1. Technical evaluation

1.1.1 Mandatory Technical Criteria

- A) Technical **compliance** to the **requirement as on Annex A, B, D, E and F.**
- B) Firm Price as the pricing stipulated on Annex A,B,D, E and F.
- C) Delivery Requirement and Delay
- D) Compliance to proposed establishment pricing methods
- E) Acceptance of the terms and conditions of the request.

1.2 Financial Evaluation

1.2.1 Evaluation

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

1.2.2 CALCULATION OF PRICING

- 2) In Part 1- Bulk propane, the per-litre price will be multiplied by the estimated yearly quantity of Annex A.,B,D, E and F to determine the lowest price.
- 3) To that price will be added the charges submitted for the articles listed in Part 3 - Miscellaneous charges for cylinders
- 4) and the total price submitted under Part 4 - Repairing cylinders, at the hourly rate indicated (x 10 hours)
- 5) and the total price submitted under Part 5 - Transportation charges and hazardous materials charges.

1.2.3 Important - Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection.

Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

1.2.4 Evaluation of price

1. The price of the offer will be evaluated as follows:

a) Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded.

b) foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and GST or HST excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.

2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.

3. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.

4. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

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 per region will be recommended for issuance of a standing offer.

Note 1 : It is Canada's intention to issue, if possible, one (1) or more standing offer to suppliers who are qualified in accordance to the requirements detailed herein; to ensure supply of materials to all regions taking into consideration the several client geographic locations.

3. Security Requirement related to Correctional Service Canada establishment only - See Annex F - General Discipline and Internal Security.

PART 5 - CERTIFICATIONS

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

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

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

1.1 Code of Conduct and Certifications - Related documentation

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

1.2 Federal Contractors Program for Employment Equity Standing Offer-Certification

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

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with Annex "A,B,D, F, G and H".

2. Security Requirement

**Security Requirement related to Correctional Service Canada establishment only -
See Annex F - General Discipline and Internal Security**

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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 SACC manual Clauses

| Refer to | Section | Date |
|----------|---------------------------------------|--------------|
| A9020C | Cylinder Hook-up | (2006-06-16) |
| A9068C | Government Site Regulations | (2010-01-11) |
| B1505C | Shipment of Hazardous Materials | (2006-06-16) |
| D3010C | Dangerous Goods/Hazardous Products | (2007-11-30) |
| D3015C | Dangerous Goods/Hazardous Products | (2007-11-30) |
| G1005C | Insurance | (2008-05-12) |
| M3501C | Price Adjustment - Petroleum Products | (2008-05-12) |

3.3 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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in **Annex "G"**. 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: February, 1 to April, 30;

2nd quarter: May, 1 to July, 31;

3rd quarter: August, 1 to October, 31;

4th quarter: November, 1 to January, 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 **from February 1, 2014 to January 31, 2016 inclusively.**

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 one period of (1) year, from February 1, 2016 to January 31, 2017 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 (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4.3 Delivery Requirement and Delay

The delivery **must completed within a maximum delay from receipt of a call-up against the Standing Offer , as follow ;**

- **48 hours related to Annex A and B- Montreal and surrounding areas, Quebec and Areas including Valcartier base in Courcellette and Donnacona;**
- **48 hours related to Annex D - Port-Cartier**
- **2 working days related to Annex E - Bagotville base in Saguenay - Alouette,**
- **2 hours related to Annex F, The National Battlefields Commission, Quebec, Qc**

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Marc Joseph**

Title: Contracting officer

Public Works and Government Services Canada - Acquisitions Branch

Address: 800 La Gauchetière st, Portail South-East, 7th floor

Montreal, Qc - H5A 1L6

Telephone: 514- 496-3666

Facsimile: 514-496- 3822

E-mail address: **marc.joseph@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-ups 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

Representative Name : _____

Phone no. : _____

Fax no. : _____

E-mail adress : _____

6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department and agency located in the Province of Quebec.

Montreal Region and areas

The territory of the Western Quebec Region extends westward to the Ontario border from a line joining Sherbrooke, Trois-Rivières and Montreal (excluding the National Capital Region); the entire north of the province is included, and in the south the line runs to the US border.

Quebec Region and areas

The territory of the Eastern Quebec Region comprises GREATER QUEBEC CITY, INCLUDING VALCARTIER ,DONNACONA, PORT-CARTIER, SAGUENAY-ALOUETTE (BAGOTVILLE) and areas.

7. Call-up Procedures

A call-up made against this Standing Offer shall form a contract only for those goods which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer.

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 electronic document.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).**

10. Financial Limitation - N/A

11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005 (2012-11-19)**, General Conditions - Standing Offers - Goods or Services;
- d) the general conditions **2010A (2013-04-25)**
- e) Annex A, B, C, D, E and F, Requirement and pricing;
- f) Annex G, General Discipline and Internal Security;
- g) Annex H, Quarterly period report
- h) the Offeror's offer _____ (insert date of offer), _____ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended _____". (insert date(s) of clarification(s) or amendment(s) if applicable).

12. Certifications

12.1 Compliance

Compliance with the certifications 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 or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (Insert the name of the province or territory as specified by the offeror in its offer, if applicable).

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 or work 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 _____ (insert section number) Interest on Overdue Accounts, of _____ (insert the number, date and title of applicable general conditions) will not apply to payments made by credit cards at point of sale.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer as stipulated on Part 6 - A , point 4.3.

4. Payment

4.1 Basis of Payment - See Annex A, B, D, E and F.

4.2 Limitation of Price

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

4.3 SACC Manual clauses

| Refer to SACC | Section | Date |
|---------------|--|--------------|
| H1000C | Single payment | 12-05-2008 |
| C2000C | Taxes - Foreign-based Contractor | (2007-11-30) |
| C2605C | Canadian Customs Duties and Sales Tax - Foreign-based Contractor | (2008-05-12) |
| C2505C | Propane - Provincial Fuel Tax Excluded | (2008-05-12) |

4.4 Payment by Credit Card

(Use this clause if only one credit card is accepted)

The following credit card is accepted: _____.

OR

(Use this clause if more than one credit card are accepted)

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

6. SACC Manual Clauses

| Refer to SACC | Section | Date |
|---------------|----------------------|------------|
| B1501C | Electrical equipment | 16-06-2006 |

7. Insurance

SACC manual Clauses G1005C (2008-05-12), Insurance

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ANNEX "A"

METROPOLITAN MONTREAL & SURROUNDING AREAS**TERM: FEBRUARY 1, 2014 TO JANUARY 31, 2016****Part 1: PRICING****Bulk propane****PRICE**

| | | |
|--------------------|---|-----------------------------|
| <u>Item</u> | <u>Approximate yearly quantity</u> | <u>60,000 litres</u> |
|--------------------|---|-----------------------------|

| | | |
|-----------------|--|----------------|
| <u>1</u> | Price of propane (paid by supplier) per liter | \$_____ /liter |
| | <u>Subject to variation</u> based on price paid by supplier | |

| | | |
|--|---|---------------------------|
| | Fonds Vert du Québec/Quebec Green Funds | \$_____ 0.00 _____ /liter |
| | Price already included | |

| | | |
|-----------------|---|----------------|
| <u>2</u> | Charge for delivery, rental and profit per liter | \$_____ /liter |
| | <u>Firm price</u> for duration of standing offer | |

| | | |
|-----------------|--|----------------|
| <u>3</u> | Total price of propane per liter (total of 1 and 2 above) | \$_____ /liter |
|-----------------|--|----------------|

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ANNEX "A"

Details of **Item 1**:

The price of the propane paid by the supplier is solely the price paid to the refinery for the propane as at the bid closing date. **Bidders must enclose with their bid proof from the propane producer (source of supply) of the price in effect as at the bid closing date.** Public Works and Government Services Canada reserves the right to verify the price indicated during bid evaluation. The propane price shall be rounded off to four decimal places.

Details of **Item 2**:

The price includes charges for vehicle fuelling facilities (fuelling equipment such as pump, motor, calculator, hose and hose nozzle), which must meet federal and provincial requirements. **The price includes all charges for transportation and unloading and for picking up and delivering propane cylinders at destination for filling, other than those indicated in Part 5.** The propane price per litre shall also include the rental of temporary propane tanks of varying storage capacity and service after installation and free replacement of defective parts.

Part 2 Price adjustments - Bulk propane

The total propane price per litre (**Item 3**) indicated herein for bulk propane may be increased or decreased based on changes in the propane price charged to the supplier (**Item 1**). All such increases and decreases shall be substantiated with copies of the notice of increase/decrease provided to the distributor by the **propane producer (e.g., BP Canada Energy Company)**.

Price adjustments shall be made on a monthly basis based on the price variations that occurred during a period of one month ending on the 20th day of the month preceding the coming into effect of the new price (e.g., for the September 2013 price, the variations that occurred from July 21 to August 20, 2013 will be considered). The **per-litre price shall be adjusted as of the first day of each month** during the term of the standing offer.

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ANNEX "A"

Price adjustment notices shall be sent to the contracting authority on the 20th day of the month preceding the price change or on the first business day following the 20th, and amendments to the standing offer will be issued following receipt of the price adjustment notice. Prices shall be in effect from the 1st day of the month to the last day of the month, inclusive.

If the contracting authority so requires, purchase prices shall be substantiated with copies of the supplier's or the suppliers' new price lists or copies of invoices indicating the prices charged before and after the fluctuations.

Part 3 Miscellaneous charges for propane cylinders

| <u>Size</u> of cylinder | <u>Rental per</u> <u>month</u> (if cylinders cannot be rented, indicate "sale only") | <u>Filling</u> 1 to 4 cyl | 5 to 29 cyl | 30 to 59 cyl | 60 & + | <u>Loss of</u> <u>cylinders</u> <u>owned by</u> <u>supplier</u> (or irreparable damage to cylinders) | <u>Inspection and</u> <u>certification</u> <u>service</u> for cylinders <u>owned</u> <u>by client</u> <u>department/</u> <u>agency</u> |
|--|--|--|------------------------|-------------------------|-------------------|--|---|
| 16.5 kg (33.33 lbs) pounds | \$____/cyl | \$____/cyl | \$/cyl | \$____/cyl | \$_ /cyl | \$_____/cyl | \$_____/cyl |
| 45.4 kg (100 lbs) pounds | \$_____/cyl | \$____/cyl | \$_ /cyl | \$____ /cyl | \$_____ /cyl | \$_____/cyl | \$_____/cyl |

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ANNEX "A"**NOTE**

At the end of the term of the standing offer, the standing offer supplier **shall be responsible for removing at no charge all tanks owned by it** and for emptying them and providing a credit to the client department/agency for the propane remaining in the tanks. The **credit shall be based on the propane price in effect at the time the tanks are removed.**

PART 4 Repairing cylinders**Repairing cylinders owned by federal government****PRICE**

Repairing cylinders:

(Estimated number of hours for bid evaluation purposes only: **10 hours**)

\$ _____/hour

Parts prices according to your most recent retail price list minus a discount of: _____%**PART 5 TRANSPORTATION CHARGE AND HAZARDOUS MATERIALS CHARGE**

The following charges shall be added to the amount invoiced for each order:

PRICE

- **Transportation charge** \$ _____/lot
- **Hazardous materials charge** \$ _____/lot

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ANNEX "B"**REGIONS OF QUEBEC CITY , Base de Valcartier à
COURCELLETTE & DONNACONA****TERM: FEBRUARY 1, 2014 TO JANUARY 31, 2016****Part 1: PRICING****Bulk propane****PRICE****Item** Approximate yearly quantity 50,000 litres**1** **Price of propane (paid by supplier) per liter** \$ _____/liter**Subject to variation** based on price paid by supplier**Fonds Verts du Québec / Quebec Green funds
Price already included**

\$ ____0.00____/liter

2 **Charge for delivery, rental
and profit per liter**

\$ _____/liter

Firm charge for duration of standing offer**3** **Total price of propane per liter
(total of 1 and 2 above)**

\$ _____/liter

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ANNEX "B"

Details of **Item 1**:

The price of the propane paid by the supplier is solely the price paid to the refinery for the propane as at the bid closing date. **Bidders must enclose with their bid proof from the propane producer (source of supply) of the price in effect as at the bid closing date.** Public Works and Government Services Canada reserves the right to verify the price indicated during bid evaluation. The propane price shall be rounded off to four decimal places.

Details of **Item 2**:

The price includes charges for vehicle fuelling facilities (fuelling equipment such as pump, motor, calculator, hose and hose nozzle), which must meet federal and provincial requirements. **The price includes all charges for transportation and unloading and for picking up and delivering propane cylinders at destination for filling, other than those indicated in Part 5.** The propane price per litre shall also include the rental of temporary propane tanks of varying storage capacity and service after installation and free replacement of defective parts.

Part 2 Price adjustments - Bulk propane

The total propane price per litre (**Item 3**) indicated herein for bulk propane may be increased or decreased based on changes in the propane price charged to the supplier (**Item 1**). All such increases and decreases shall be substantiated with copies of the notice of increase/decrease provided to the distributor by the **propane producer (e.g., BP Canada Energy Company)**.

Price adjustments shall be made on a monthly basis based on the price variations that occurred during a period of one month ending on the 20th day of the month preceding the coming into effect of the new price (e.g., for the September 2013 price, the variations that occurred from July 21 to August 20, 2013 will be considered). The **per-litre price shall be adjusted as of the first day of each month** during the term of the standing offer.

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ANNEX “B”

Price adjustment notices shall be sent to the contracting authority on the 20th day of the month preceding the price change or on the first business day following the 20th, and amendments to the standing offer will be issued following receipt of the price adjustment notice. Prices shall be in effect from the 1st day of the month to the last day of the month, inclusive.

If the contracting authority so requires, purchase prices shall be substantiated with copies of the supplier's or the suppliers' new price lists or copies of invoices indicating the prices charged before and after the fluctuations.

Part 3 Miscellaneous charges for propane cylinders

| <u>Size</u> of cylinder | <u>Rental per</u> <u>month</u> (if cylinders <u>cannot be</u> <u>rented</u> , indicate "sale only") | <u>Filling</u> 1 to 4 cyl | 5 to 29 cyl | 30 to 59 cyl | 60 & + | <u>Loss of</u> <u>cylinders</u> <u>owned by</u> <u>supplier</u> (or irreparable damage to cylinders) | <u>Inspection</u> <u>and</u> <u>certification</u> <u>service</u> for cylinders <u>owned by</u> <u>client</u> <u>department/</u> <u>agency</u> |
|--|--|---|-----------------------|-------------------------------|-------------------|--|---|
| 16.5 kg (33.33 lbs) pounds | \$_____/cyl | \$_/cyl | \$ /cyl | \$ /cyl | \$ /cyl | \$_____/cyl | \$_____/cyl |
| 45.4 kg (100 lbs) pounds | \$_____/cyl | \$_/cyl | \$ /cyl | \$_____ /cyl | \$_____ /cyl | \$_____/cyl | \$_____/cyl |

E6MON-130006/A**Page 4 of 4****ANNEX “B”****NOTE**

At the end of the term of the standing offer, the standing offer supplier **shall be responsible for removing at no charge all tanks owned by it** and for emptying them and providing a credit to the client department/agency for the propane remaining in the tanks. The **credit shall be based on the propane price in effect at the time the tanks are removed.**

PART 4 Repairing cylinders**Repairing cylinders owned by federal government****PRICE**

Repairing cylinders:

(Estimated number of hours for bid evaluation purposes only: **10 hours**)

\$ _____/hour

Parts prices according to your most recent retail price list minus a discount of: _____%**PART 5 TRANSPORTATION CHARGE AND HAZARDOUS MATERIALS CHARGE**

The following charges shall be added to the amount invoiced for each order:

- **Transportation charge** \$ _____/lot
- **Hazardous materials charge** \$ _____/lot

E6MON-130006/A**ANNEX “D”****Page 1 of 3****REGION DE PORT-CARTIER - Québec****Address****Correctional Service Canada****Port-Cartier establishment - Chemin de l'Aéroport****C.P. 7070****Port-Cartier, Qc****G5B 2W2****Requirement**

To supply on as and when ordered basis the following goods and services as:

To refill (2) two tanks of 7,580 liters each (Property of the Crown) **and assure maintenance service to the propane kitchen equipment** located to Correctional Service Canada - Port-Cartier Establishment.

Delivery - Delay

All the goods and services must be supplied and completed within **a maximum of 24 to 48 hours delay** upon receipt of an authorized order against the Standing offer as specified herein.

For operational and security reasons , be advised that the reception for the merchandise is opened from Monday to Friday, from 08:00 to 11:30 hres and 13:00 to 15:30 hres.

For any further information, the material manager can be reached at 418-766-7070 , ext 2764.

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ANNEX "D"

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LABOUR (maintenance and repair)

Hour rate (for evaluation purposes: 10 h max)

Working days (08:00 to 17:00)

\$ _____/hour

Weekly evening

\$ _____/hour

Public holiday and week-end

\$ _____/hour

Parts

As per the valid retail price list less a discount of : _____ %

Price Adjustment - Bulk propane

The total propane price per litre (**Item 3**) indicated herein for bulk propane may be increased or decreased based on changes in the propane price charged to the supplier (**Item 1**). All such increases and decreases shall be substantiated with copies of the notice of increase/decrease provided to the distributor by the **propane producer (e.g., BP Canada Energy Company)**.

Price adjustments shall be made on a monthly basis based on the price variations that occurred during a period of one month ending on the 20th day of the month preceding the coming into effect of the new price (e.g., for the September 2013 price, the variations that occurred from July 21 to August 20, 2013 will be considered). The **per-litre price shall be adjusted as of the first day of each month** during the term of the standing offer.

Price adjustment notices shall be sent to the contracting authority on the 20th day of the month preceding the price change or on the first business day following the 20th, and amendments to the standing offer will be issued following receipt of the price adjustment notice. **Prices shall be in effect from the 1st day of the month to the last day of the month, inclusive.**

If the contracting authority so requires, purchase prices shall be substantiated with copies of the supplier's or the suppliers' new price lists or copies of invoices indicating the prices charged before and after the fluctuations.

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ANNEX "E"

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REGION DU SAGUENAY - ALOUETTE - BAGOTVILLE BASE**Address**

**Ministère de la Défense Nationale
3E Escadre Bagotville
Attn: MAG- B.-218
Alouette, Quebec
G0V 1A0**

INSTALLATION :

The installation of the tank must be completed according to CAN/CGA-B149.2 of the Canadian Gaz association .

All the tank and cylinders will be installed by the contractor for a temporary period at the DND - Bagotville Base , to different locations specified herein and will be approved by the DND technical authority.

Price Adjustment - Bulk propane

The total propane price per litre (**Item 3**) indicated herein for bulk propane may be increased or decreased based on changes in the propane price charged to the supplier (**Item 1**). All such increases and decreases shall be substantiated with copies of the notice of increase/decrease provided to the distributor by the **propane producer (e.g., BP Canada Energy Company)**.

Price adjustments shall be made on a monthly basis based on the price variations that occurred during a period of one month ending on the 20th day of the month preceding the coming into effect of the new price (e.g., for the September 2013 price, the variations that occurred from July 21 to August 20, 2013 will be considered). The **per-litre price shall be adjusted as of the first day of each month** during the term of the standing offer.

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ANNEX "E"

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REGION DU SAGUENAY - ALOUETTE - BASE DE BAGOTVILLE

Price adjustment notices shall be sent to the contracting authority on the 20th day of the month preceding the price change or on the first business day following the 20th, and amendments to the standing offer will be issued following receipt of the price adjustment notice. Prices shall be in effect from the 1st day of the month to the last day of the month, inclusive.

If the contracting authority so requires, purchase prices shall be substantiated with copies of the supplier's or the suppliers' new price lists or copies of invoices indicating the prices charged before and after the fluctuations.

PRICING**Bulk propane**

Item Approximate yearly quantity 25,000 liters

| | <i>Description</i> | <i>Prix en vrac</i> | |
|----|---|---|--------------------------------------|
| 1. | a) Bulk Propane -Gaz de pétrole liquéfié (propane) en vrac, (Excluding the rental - Excluant la location des cylindres) Green funds - already included in the price per liter Fonds vert du Québec - frais déjà inclus dans le prix du litre | \$_____ / litre (taxe extra) | Subject to variation- Every month |
| | b) Unit price for 33 pounds cylinder / Prix pour cylindre de 33 lbs | \$_____/cyl. | |
| | c) Hazardous materials charges _ Frais de matières dangereuses: | \$_____/ per delivery \$_____/Lot-per delivery | |
| | D) Transporting charges / Frais de transport | | |

Various fees charged for propane cylinders**2. Cylinders / Tanks - places**

The table below indicates the number of cylinders or tanks and capacity that are currently installed at CFB Bagotville, which belong to the supplier with the provision in force until January, 31 2014. The number of cylinders / tanks and capacity can be changed with the approval of DND technical authority.

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ANNEX "E"

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REGION DU SAGUENAY - ALOUETTE - BASE DE BAGOTVILLE

RENTAL OF CYLINDERS

A monthly unit FIRM COST for the location, installation/removal and maintenance will be paid as follows:

| INVOICING Client | Endroit/ Destination | Qty of cylinders | Format | Coût unitaire mensuel Monthly unit cost |
|---|---|---------------------|-----------------------------|---|
| | Name | | | |
| 1. Sgt Marcel Beaupré | Transport - *Invoice : Attention to: Sgt Beaupré au B77 | 12 cylindres | 33 lbs/15 kg | \$_____/ per cylinder |
| 2. Martin Boulianne | Zamboni - Bât. 71 *Incoice: Attention to: M. Boulianne au B. 71 | 6 à 8 cylindres | 33 lbs/15 kg | \$_____/ per cylinder |
| *For evaluation purposes only parts 1 and 2 represent the estimated value of \$ 10,000 for a period of 12 months. | | | | |
| Invoicing/ Client | Destination camp des cadets/ Cadet camp | Qty of tank | Format | Coût unitaire mensuel/ Monthly unit cost |
| 3. Denis Otis | Cadets *Incoice: Attention to: Denis Otis au B218 | 1 | 6 500 litres (2000 gal.) | \$_____/ per tank |
| *For evaluation purposes only that part represents the estimated value of \$ 10,000 for a period of 12 months. | | | | |

E6MON-100001/A**ANNEX “E”****Page 4 of 4****REGION DU SAGUENAY - ALOUETTE - BASE DE BAGOTVILLE**

| |
|---|
| 1. Ministère de la Défense Nationale 3ième Escadre Bagotville <u>Attn: Sgt Marcel Beaupré “Transport” Bât. #77 -</u> Alouette, Qc. G0V 1A0 Courriel: Marcel.Beaupre@forces.gc.ca - Tél: 418-677-4000, poste 7730 Fax:418-677-4462 |
| 2. Ministère de la Défense Nationale 3ième Escadre Bagotville <u>Attn: Martin Boulianne - Bât. #71</u> Alouette, Qc. G0V 1A0 Courriel : Martin.Bouliane@forces.gc.ca - Tél: 418-677-4000, poste 7521 Fax: 418-677-4465 |
| 3. Ministère de la Défense Nationale 3ième Escadre Bagotville <u>Attn: Denis Otis - Bât. #218</u> Alouette, Qc. G0V 1A0 Courriel: Denis.Otis2@forces.gc.ca Tél: 418-677-4000, poste 7505 Fax: 418-677-7067 |

E6MON-130006/A**ANNEX “F”****page 1 de 4****QUEBEC REGION (QUEBEC)****TERM : FEBRUARY 1, 2014 TO JANUARY 31, 2016****CLIENT ADDRESS:**

The National Battlefields Commission
390, de Bernières
Québec, QC G1R 2L7

DESCRIPTION:

Upon demand, provide HD5-equivalent liquid petroleum gas (propane), in accordance with CAN/CGSB 3.14-M88 or the most recent standard from the Canadian General Standards Board. The contractor shall also provide the tanks and all other equipments required for the propane distribution to the building.

EQUIPMENTS AND SERVICES TO SUPPLY

Propane price (per liter) must include:

1. Providing tanks, vaporizer- and other necessary equipment for the gas distribution into the building. Underground pipes are provided by the department.
2. Tanks :
- 4 tanks of 420 Lbs
3. After-installation service and free replacement of defective parts, except for the underground part: from the tank to the first valve under the distributors.
4. Tank installation and removal at the end of the contract.

E6MON-130006/A**Page 2 of 4****ANNEX “F”****MANDATORY CRITERIA**

For both sites:

1. It is the supplier's responsibility to supply propane gas at Bloc A, located on top of the hill and to the Bloc C, located down the hill. In the mean time, in order to avoid any breach in the supply of propane, the supplier will have to find a mean to provide propane without interruption.
2. On call, the supplier shall deliver propane **in a maximum delay of two (2) hours, and in the same delay, the supplier shall provide a technical team for any reparation.** The services must be available in French language.
3. **Cylinder Hook-up**
The Contractor will be responsible for the hook-up of the cylinders to Canada's existing equipment.
4. **Installation**
The installation of the tank, vaporizers and other equipments for the gas distribution into the building will be carried out by the contractor in accordance with the effective standards.
5. **Cylinder Maintenance Responsibility**
The Contractor will maintain tank and equipment, including painting, as required, to the satisfaction of the consignee.

INVOICING:

All invoices to the Institut Maurice-Lamontagne must be accompanied by a delivery slip. The purchase order number and the contract number will be written on the invoice.

Invoice : The National Battlefields Commission

390, avenue de Bernières

Québec, Qc - G1R 2L7

Contact : Philippe Lafrenière – 418-648-4599

Delivery : The National Battlefields Commission

701, Grande Allée Ouest

Québec, Qc - G1S 1C1

Contact : Sylvain Gagné : 418-649-6290

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ANNEX “F”**Bulk propane****PRICING**

| | | |
|--------------------|---|------------------------------|
| <u>Item</u> | <u>Approximate yearly quantity</u> | <u>300,000 liters</u> |
|--------------------|---|------------------------------|

| | | |
|-----------------|--|----------------|
| <u>1</u> | Price of propane (paid by supplier) per liter | \$ _____/liter |
|-----------------|--|----------------|

Subject to variation based on price paid by supplier

| | |
|---|-----------------------|
| Fonds Verts du Québec / Quebec Green funds | \$ ____0.00____/liter |
| Price already included | |

| | | |
|-----------------|---|----------------|
| <u>2</u> | Charge for delivery, rental and profit per liter | \$ _____/liter |
|-----------------|---|----------------|

Firm charge for duration of standing offer

| | | |
|-----------------|--|----------------|
| <u>3</u> | Total price of propane per liter (total of 1 and 2 above) | \$ _____/liter |
|-----------------|--|----------------|

TRANSPORTATION CHARGE AND HAZARDOUS MATERIALS CHARGE

The following charges shall be added to the amount invoiced for each order:

PRICE

| | | |
|---|-----------------------------------|--------------|
| - | Transportation charge | \$ _____/lot |
| - | Hazardous materials charge | \$ _____/lot |

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APPENDIX “F”

Price Adjustment - Bulk Propane

The total propane price per litre (**Item 3**) indicated herein for bulk propane may be increased or decreased based on changes in the propane price charged to the supplier (**Item 1**). All such increases and decreases shall be substantiated with copies of the notice of increase/decrease provided to the distributor by the **propane producer (e.g., BP Canada Energy Company)**.

Price adjustments shall be made on a monthly basis based on the price variations that occurred during a period of one month ending on the 20th day of the month preceding the coming into effect of the new price (e.g., for the September 2013 price, the variations that occurred from July 21 to August 20, 2013 will be considered). The **per-litre price shall be adjusted as of the first day of each month** during the term of the standing offer.

Price adjustment notices shall be sent to the contracting authority on the 20th day of the month preceding the price change or on the first business day following the 20th, and amendments to the standing offer will be issued following receipt of the price adjustment notice. **Prices shall be in effect from the 1st day of the month to the last day of the month, inclusive.**

If the contracting authority so requires, purchase prices shall be substantiated with copies of the supplier's or the suppliers' new price lists or copies of invoices indicating the prices charged before and after the fluctuations.

Annex « G »

SECURITY REQUIREMENTS RELATED TO CSC ONLY

General Discipline and Internal Security

For CORRECTIONAL SERVICES CANADA

THE MONTREAL REGION AND QUEBEC REGION ESTABLISHMENTS WILL BE LOCATED
AS;

**MONTREAL AND THE SURROUNDING , LAVAL, DRUMMONDVILLE, COWANSVILLE,
STE-ANNE-DES-PLAINES , La MACAZA AND JOLIETTE ...**

QUEBEC and the surrounding , Quebec Metropolitain, VALCARTIER, DONNACONA, etc....

**All of the contractor's and/or subcontractors' employees who need to access CSC facilities
must complete the security clearance form CSC/SCC 1279.**

**CSC reserves the right to turn away any of these employees who do not meet CSC's
minimum security standards. The supplier shall not receive any financial compensation for
employees who are refused access.**

INSTITUTIONAL ACCESS
CPIC CLEARANCE REQUESTACCÈS À UN ÉTABLISSEMENT
DEMANDE DE VÉRIFICATION DU DOSSIER AU
CIPC

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

| | | | | |
|-----------------------------|--------------------------------------|----------------------------------|--|---------|
| Institution – Établissement | Request received Demande reçue le | Date (YYYY/MM/DD) – (AAAA/MM/DD) | PUT AWAY ON FILE CLASSER AU DOSSIER | 3170-12 |
|-----------------------------|--------------------------------------|----------------------------------|--|---------|

A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

| | | |
|--|--|---|
| Surname Nom de famille | Full name (no nicknames or initials) Nom au complet (pas de surnoms ou d'initiales) | Maiden name (if applicable) Nom de jeune fille (s'il y a lieu) |
| Date of birth (YYYY/MM/DD) Date de naissance (AAAA/MM/JJ) | Place of birth – Lieu de naissance City/Town – Ville ou municipalité | Province/State – Province ou état Country – Pays |

B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

| | | | | | |
|---------------|-----------------|-------------------|----------------|------------------------------|----------------------------------|
| Male Homme | Female Femme | Height – Grandeur | Weight – Poids | Eye color – Couleur des yeux | Hair color – Couleur des cheveux |
|---------------|-----------------|-------------------|----------------|------------------------------|----------------------------------|

C. ADDRESS – ADRESSE

| | | | | |
|---|-----------------------------------|----------|---------------------------|--|
| Street – Rue | City/Town – Ville ou municipalité | Province | Postal Code – Code postal | Telephone number – Numéro de téléphone Home – Domicile Work – Bureau |
| Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation) | | | | |

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

| | | | |
|----|--|------------|-----------|
| 1. | Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué? | Yes Oui | No Non |
| 2. | Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel? | Yes Oui | No Non |
| 3. | Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ? | Yes Oui | No Non |
| 4. | Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu? | Yes Oui | No Non |

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur

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

F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC

Reason for clearance – Motif justifiant la demande d'accès

| | | |
|---|--|----------------------------------|
| Department making the request (please print) Unité qui soumet la demande (en lettres moulées s.v.p.) | Signature of Division Head Signature du chef de la division | Date (YYYY/MM/DD) - (AAAA/MM/JJ) |
| No criminal record Aucun casier | A possible criminal record #: Numéro du casier judiciaire | Last entry: Dernière entrée : |
| An outstanding warrant/charge held by: Auteur du mandat non exécuté/accusation en instance : | | |

| | | | | |
|--|-------------------------------|---|-------------------------------|--|
| SIGNATURES | | The individual has been advised. – Le demandeur a été informé de la décision. | | |
| Approved Approuvée | Not approved Non approuvée | Yes Oui | No Non | By: Par : |
| Security Intelligence Officer Agent de renseignements de sécurité | Date (YY/MM/DD) (AA/MM/JJ) | Institutional Head Directeur de l'établissement | Date (YY/MM/DD) (AA/MM/JJ) | Visit Review Board Comité des visites |
| | | | | |

Annex « G » suite ...

1) AN IDENTITY CARD IS MANDATORY TO HAVE ACCESS TO THIS ESTABLISHMENT AND;

2) ONLY (1) TRUCK AT A TIME WILL BE ACCEPTED , IT'S POSSIBLE THAT THE DRIVER WILL WAIT TO HAVE ACCESS TO THE DELIVERY TERMINAL

GENERAL DISCIPLINE AND INTERNAL SECURITY

All security rules, regulations and procedures applicable to CSC public servants are also applicable to the Contractor and its employees.

The Contractor promises and agrees to comply with all standing orders and other regulations in force in areas in which work will take place and which concern personal safety or property protection.

When a Contractor's employee witnesses an illicit or illegal act by one or more inmates, s/he must immediately inform a CSC employee and complete a written report about the incident, for his/her own safety and in compliance with CSC security rules. S/he may also be called as a witness at a hearing, if necessary.

The Contractor shall ensure that the people it employs directly or indirectly to provide the services under this Contract are aware of sections 25 and 129 of the Criminal Code. Section 118 states that a person who refuses, without reasonable excuse, to assist a public officer or peace officer in the execution of his duty, after having reasonable notice that he is required to do so, or who obstructs the officer in the execution of his duties, is guilty of an indictable offence. Section 25 allows a person with just cause to use necessary force to assist a peace officer or public officer. Sections 25 and 129 of the Criminal Code are listed below.

Excerpt from the Criminal Code:

Protection of persons administering and enforcing the law

25.(1) (Protection of persons acting under authority) Every one who is required or authorized by law to do anything in the administration or enforcement of the law:

- a) as a private person,
- b) as a peace officer or public officer,
- c) in aid of a peace officer or public officer, or
- d) by virtue of his office, is, if he acts on reasonable grounds, justified in doing what he is required or authorized to do and in using as much force as is necessary for that purpose.

Annex « G » suite...

SECURITY REQUIREMENTS RELATED TO CSC ONLY

General Discipline and Internal Security

25.(2) (Idem) Where a person is required or authorized by law to execute a process or to carry out a sentence, that person or any person who assists him is, if that person acts in good faith, justified in executing the process or in carrying out the sentence notwithstanding that the process or sentence is defective or that it was issued or imposed without jurisdiction or in excess or jurisdiction.

25.(3) (When not protected) Subject to subsections (4), a person is not justified for the purposes of subsection (1), in using force that is intended or is likely to cause death or grievous bodily harm unless the person believes on reasonable grounds that it is necessary for the self-preservation of the person or the preservation of any one under that person's protection from death or grievous bodily harm.

25.4 (When protected) A peace officer who is proceeding lawfully to arrest, with or without a warrant, a person for an offence for which the person may be arrested without warrant, and every person lawfully assisting the peace officer, is justified, if the person to be arrested takes flight to avoid arrest, in using the force necessary to prevent the flight if it cannot be prevented by reasonable means in a less violent manner.

129 (Offences relating to peace officers) Every one who:

- a) resists or wilfully obstructs a public officer or peace officer in the execution of his duty or any person lawfully acting in aid of such an officer,
- b) omits, without reasonable excuse, to assist a public officer or peace officer in the execution of his duty in arresting a person or in preserving the peace, after having reasonable notice that he is required to do so, or
- c) resists or wilfully obstructs any person in the lawful execution of a process against lands or goods or in making a lawful distress or seizure, is guilty of
- d) an indictable offence and liable to imprisonment for a term not exceeding two years, or
- e) an offence punishable on summary conviction.

Excerpt of the Corrections and Conditional Release Act

Annex « G » suite...

General Discipline and Internal Security

Summary conviction offences

45 Every person commits a summary conviction offence who:

- a) is in possession of contraband beyond the visitor control point in a penitentiary;
- b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point at a penitentiary;
- c) delivers contraband to, or receives contraband from, an inmate;
- d) without prior authorization, delivers jewellery to, or receives jewellery from an inmate; or
- e) trespasses at a penitentiary.

CONTRABAND

- a) Intoxicants;
- b) weapons or components thereof, ammunition or anything designed to kill, injure or disable a person or that can be altered or assembled for such purpose when possessed without prior authorization;
- c) explosives, bombs or components thereof;
- d) currency over any applicable prescribed limit, when possessed without prior authorization, and
- e) any other unauthorized item that could jeopardize the security of a penitentiary or the safety of persons.

SPECIAL CLAUSES:

It is a term of the Contract that no former public office holder who is not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders shall derive a direct benefit from it; and that throughout its duration, any person engaged in the course of carrying out the Contract shall conduct themselves in compliance with the principles of the Conflict of Interest and Post-employment Code for Public Office Holders. Should any such interest be acquired during the life of the Contract that would cause a conflict of interest, or seem to cause a departure from the principles of the Code, the Contractor shall immediately inform a Department representative.

Solicitation Solicitation No. - N° de l'invitation

E6MON-130006/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta 375

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

E6MON-13-0006 No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

Annex « G »

SECURITY REQUIREMENTS RELATED TO CSC ONLY

General Discipline and Internal Security

PERSONAL INFORMATION PROTECTION

All information created by Government of Canada employees for the activities under the present Contract, and all information provided to the CSC by the Contractor regarding said activities, shall be subject to the Privacy Act and the Access to Information Act.

The Privacy Act applies to all personal information supplied by the Contractor by any means regarding all services provided under this contract.

It is understood and agreed that all information obtained, searches made and work documents, reminders and final or other reports, completed for this contract, shall be submitted to the department and become the exclusive property of the department. The beneficiary may not use nor divulge this information without the written consent of the department.

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ANNEX “H”**QUARTERLY REPORT - RAPPORT TRIMESTRIEL - (example only)****1st quarter: February 1 , 2014 to May 31, 2014**

| RMSO | Firm name | Departments | Qty of order | Total Value Per dept. | Total Value Per period |
|----------------|------------------|------------------------------|---------------------|----------------------------------|-----------------------------------|
| E6MON-130006/A | XXXX | DND-Mtl | 10 | 10,000\$ | |
| | | DND-Valcartier | 12 | 5,000\$ | |
| | | DND-Saguenay | 10 | 10,000\$ | 25,000\$ |
| | | SCC- Port-Cartier | 15 | 20,000\$ | |
| | | SCC-Québec | 14 | 33,400 \$ | 53,400\$ |
| | | Inst.Lamontage/ Mont-Joli | 5 | 5,000 \$ | 5,000\$ |
| | | | | | |

CUMULATIF: 83,400\$