

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Cabot Place, Phase II
Box 4600
St. John's, NF
A1C 5T2
Bid Fax: (709) 772-4603

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet S/O DFO Vessels - Cleaning Supplies	
Solicitation No. - N° de l'invitation F6854-130007/A	Date 2014-03-07
Client Reference No. - N° de référence du client F6854-130007	
GETS Reference No. - N° de référence de SEAG PW-\$OLZ-014-6048	
File No. - N° de dossier OLZ-3-36207 (014)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-24	Time Zone Fuseau horaire Newfoundland Daylight Saving Time NDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: howell (olz), amanda	Buyer Id - Id de l'acheteur olz014
Telephone No. - N° de téléphone (709) 772-4997 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS C/O SUPPLY DEPOT SOUTHSIDE RD P.O.BOX 5667 ST JOHNS Newfoundland and Labrador A1C5X1 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

Issuing Office - Bureau de distribution
PWGSC / TPSGC - Nfld. Region
Cabot Place, Phase II, 6th Floor
Box 4600
St. John's, NF
A1C 5T2

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

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Regional Individual Standing Offer for DFO Vessels – Cleaning Supplies

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Requirement – Basis of Payment, Information for Integrity Provisions and Quarterly Regional Individual Standing Offer Business Volume Report.

2. Summary

The Department of Fisheries and Oceans – Canadian Coast Guard requires a Regional Individual Standing Offer (RISO) for the provision of Cleaning Supplies. These supplies will be delivered to various CCGS Vessels when they are in port. It should be noted that due to the limited time they are docked, supplies must be delivered within 24 hours of issuance of a call up in St. John's and within 28 hours of issuance of a call up in Argentia. The period of the RISO will be from May 01, 2014 to April 30, 2015 with a possibility of a one year extension.

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

The requirement is subject to a preference for Canadian goods and/or services.

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3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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 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 question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 Newfoundland Labrador.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex A, Requirement - 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 _____

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- (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.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

As per information in Annex A.

2. Basis of Selection

2.1 An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

It is intended that two Standing Offers will be authorized for use. The basis upon which call-ups will be issued will be right of first refusal. Once the requirement is identified, DFO will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. When the highest-ranked offeror is unable to fulfill the need, DFO will be required to document its file appropriately.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions_2006. The associated information required within the Integrity Provisions 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_equality/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada-Labour's website.

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

2. Additional Certifications Required Precedent to Issuance of a Standing Offer

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

2.1 Canadian Content Certification

2.1.1 *SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

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

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

1.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- 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.

1.2 Worker's Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 30 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex C. 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: May 1 to July 31;

2nd quarter: August 1 to October 31;

3rd quarter: November 1 to January 31;

4th quarter: February 1 to April 30.

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 01 May 2014 to 30 April 2015.

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 year period, from 01 May 2015 to 30 April 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Amanda Howell
A/Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch
6th Floor, The John Cabot Building
10 Barter's Hill
St. John's, NL A1C 5T2

Telephone: (709)772-4997
Facsimile: (709)772-4603
E-mail address: amanda.howell@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative

Name: _____

Title: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: the Department of Fisheries and Oceans – Canadian Coast Guard.

7. Call-up Procedures

It is intended that two Standing Offers will be authorized for use. The basis upon which call-ups will be issued will be right of first refusal. Once the requirement is identified, DFO will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. When the highest-ranked offeror is unable to fulfill the need, DFO will be required to document its file appropriately.

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.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (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 \$125,000.00 (*Applicable Taxes excluded*) for one year, unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one month 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
- d) the general conditions 2010A (2013-04-25), General Conditions - Goods (Medium Complexity);

- e) Annex A, Requirement – Basis of Payment;
- f) Annex B, Code of Conduct Certification;
- g) Annex C, Standing Offers Reporting;
- h) the Offeror's offer dated _____ (*insert date of offer*).

12. Certifications

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, 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.

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 Newfoundland Labrador.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

Section 16, Interest on Overdue Accounts, of 2010A (2008-12-12) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer. For deliveries to St. John's, the delivery must be completed within 24 hours. For deliveries in Argentina, the delivery must be completed within 28 hours.

4. Payment

4.1 Basis of Payment

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 A, to a limitation of expenditure of \$ _____ (*insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - 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.

4.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

4.4 Payment by Credit Card

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

6. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. 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.

6.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

-
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - 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.

6.2 Worker's Compensation Certification – Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within 30 days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

Solicitation No. - N° de l'invitation

F6854-130007/A

Amd. No. - N° de la modif.

File No. - N° du dossier

OLZ-3-36207

Buyer ID - Id de l'acheteur

olz014

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

F6854-130007

CCC No./N° CCC - FMS No/ N° VME

ANNEX A**REQUIREMENT – BASIS OF PAYMENT****REQUIREMENT:**

Public Works and Government Services Canada will establish a Regional Individual Standing Offer (RISO) to provide miscellaneous cleaning supplies to the Department of Fisheries and Oceans – Canadian Coast Guard, various vessels. These supplies will be delivered to various CCGS Vessels when they are in port in St. John's or Argentia. Call-ups will be issued on an 'as and when' required basis. **Items are to be delivered to St. John's within 24 hours of a telephone or facsimile call-up, or to Argentia within 28 hours of a telephone or facsimile call-up.** The period of the RISO will be from May 01, 2014 to April 30, 2015 with a possibility of a one year extension.

PRICING: (FOB Destination, including all applicable taxes, except HST)

Important notes to bidders:

- Bidders must bid on all line items. Failure to do so will deem bid non-responsive.
- For evaluation purposes, bidders **MUST USE THE FORM BELOW** to enter applicable pricing. Pricing is not to be compiled as a separate section or separate attachment. Failure to complete the form below as part of bid pricing will deem bid non-responsive.
- Bidders must bid as per the requested unit of issue. For example, if the unit of issue is 'case', bidders must submit prices for a case. Failure to bid as per the unit of issue will deem bid non-responsive.
- Bidders must submit a contact name and telephone number for emergency call-ups.
 - Contact Name and Telephone Number for emergency call-ups: [Please Print]**

Name: _____ **Telephone:** _____

Description/ Approx Case Size	Unit of Issue	Approx Qty	Clarification	Price per Unit	Total Price
Washroom Cleaners					
Disinfectant Washroom Cleaner – 4 litre concentrate	EAC H	96	1:127 hydrogen peroxide – Eco Logo	\$	\$
Toilet Bowl Cleaner liquid – 1 litre acid base 23%	EAC H	24		\$	\$
Drain treatment liquid – RTU 1 litre liquid	EAC H	96	RTU enzyme base	\$	\$
Liquid cream cleanser – 946 ml	EAC H	96	4-6% solids	\$	\$
Disinfectant spray – aerosol	EAC H	240	425 gm	\$	\$
Shower cleaner/soap	EAC H	240	Eco Logo	\$	\$

remover – 946 ml aerosol spray/foam					
Air freshener gel – gel stick	EAC H	24		\$	\$
Air freshener spray – aerosol	EAC H	24		\$	\$
Hand Care – Personal Hygiene					
HD hand cleaner w/grit – 4 litre	EAC H	220	Orange	\$	\$
Hair and body cleaner / shampoo – 4 litre	EAC H	24	With Aloe	\$	\$
Liquid hand soap bulk – 4 litre	EAC H	96	Frag and color free	\$	\$
Hand sanitizer alcohol base 70% - 2x1200ml	EAC H	48	Purell alcohol base	\$	\$
Bar hand soap – 6 pack	EAC H	120	Grit free	\$	\$
Hand soap foam style for dispenser – 6x1000ml	EAC H	120	Kimberly Clarke	\$	\$
Floor Care					
Floor finish/wax – 20 litre	EAC H	48	Min 25% Eco Logo	\$	\$
Floor stripper – 20 litre	EAC H	48	1:6 ratio Eco Logo	\$	\$
Floor sealer – 20 litre	EAC H	48	Min 21% Eco Logo	\$	\$
General Cleaners					
General purpose cleaner – 4 litre	EAC H	96	1:127 hydrogen peroxide Eco Logo	\$	\$
HD Degreaser citrus base – 4 litre	EAC H	144	1:10 PH 9-11 Eco Logo	\$	\$
Spray multipurpose cleaner – RTU 946ml	EAC H	96		\$	\$
Neutral cleaner general purpose – 4 litre	EAC H	144	Concentrate Eco Logo	\$	\$
Kitchen Care					
Stainless steel cleaner/polish – can – aerosol	EAC H	48		\$	\$
Aerosol oven and grill cleaner – bottle 946ml	EAC H	48		\$	\$

Liquid oven and grill cleaner – 4 litre	EAC H	48		\$	\$
Manual dish liquid – 1 litre	EAC H	48	1-500 dilution	\$	\$
Liquid dish sanitizer – 4 litre	EAC H	48	1-182 dilution	\$	\$
CLR Calcium lime rust remover – 4 litre	EAC H	96	Concentrate 5% dilution	\$	\$
Automatic dish washer detergent liquid – 4 litre	EAC H	96	RTU	\$	\$
Automatic dish washer rise agent liquid – 4 litre	EAC H	96	1-128 dilution	\$	\$
Automatic dish washer detergent powder – 1 litre	EAC H	48	RTU	\$	\$
Liquid enzyme drain treatment – 4 litre	EAC H	96	30ml to 45 litre dilution	\$	\$
Laundry					
Laundry detergent liquid – 4 litre	EAC H	240	Phosphate free 60 ml load	\$	\$
Laundry detergent powder – 5 kg	EAC H	96		\$	\$
Liquid stain remover / pre-spray – bottle 750gm	EAC H	48	RTU	\$	\$
Liquid bleach 6% - 3 litre	EAC H	120		\$	\$
Liquid bleach 12% - 5 litre	EAC H	48		\$	\$
Dryer anti-static sheets – 250 box	EAC H	24	Bounce style	\$	\$
Fabric softener/sour liquid – 4 litre	EAC H	24		\$	\$
Misc Chemical					
RTU Glass cleaner – 4 litre	EAC H	144	1:127 hyd peroxide Eco Logo	\$	\$
Powdered cleanser can – 1 litre	EAC H	96	Ajax	\$	\$
Liquid carpet cleaner – 4 litre	EAC H	48	Hydrogen peroxide Eco Logo	\$	\$
Carpet spot remover / pre-spray – 4 litre	EAC H	48	Hydrogen peroxide Eco Logo	\$	\$

Furniture polish aerosol – 750ml	EAC H	96	RTU	\$	\$
Liquid drain opener – 1 litre	EAC H	96	Acid base commercial	\$	\$
Fabric and carpet freshener spray – 750 ml	EAC H	48	RTU	\$	\$
Silvo type silver cleaner – 300ml	EAC H	48	RTU	\$	\$
Garbage Bags					
Garbage bag 20x22 x-str blk	EAC H	36		\$	\$
Garbage bag 24x24 x-str clear	EAC H	36		\$	\$
Garbage bag 26x30 x-str blk	EAC H	48		\$	\$
Garbage bag 26x36 x-str b96lk	EAC H	96		\$	\$
Garbage bag 26x36 x-str clear	EAC H	96		\$	\$
Garbage bag 30x3896 x-str blk	EAC H	96		\$	\$
Garbage bag 30x38 x-str clear	EAC H	96		\$	\$
Garbage bag 35x50 x-str blk	EAC H	96		\$	\$
Garbage bag 35x50 3 mil clear	EAC H	96		\$	\$
Garbage bag 35x50 x-str clear	EAC H	96		\$	\$
Various Supplies					
Mop handle commercial – fibreglass quick change	EAC H	24		\$	\$
Oil absorbent pads 15x18 med duty – white	EAC H	144		\$	\$
Oil absorbent product – 44 litre bag peat moss base	EAC H	144		\$	\$
Powdered carpet freshener – RTU	EAC H	24		\$	\$
Corn broom – 4 string	EAC H	48		\$	\$
Gloves disposable vinyl (all sizes) – powder free	EAC H	144		\$	\$
Gloves disposable	EAC	144		\$	\$

nit rile (all sizes) – powder free	H				
Gloves rubber pebble grip (all sizes)	EAC H	48		\$	\$
Mop bucket/wringer combo – Rubbermaid or equivalent side press	EAC H	12	Side press	\$	\$
Mop head rayon blend 16 oz	EAC H	96		\$	\$
Mop head rayon blend 20 oz	EAC H	96		\$	\$
Wooden handle threaded – 54 in	EAC H	24		\$	\$
Dust mop frame and handle 36"	EAC H	12		\$	\$
Dust mop head only 36" nylon	EAC H	12		\$	\$
Dust pan plastic small	EAC H	12		\$	\$
Broom magnetic	EAC H	24		\$	\$
Wiper towel 19.8x13.4 – box	EAC H	144		\$	\$
Wiper towel roll	EAC H	144		\$	\$
Wiper towel 9.9x13.4 – box	EAC H	48		\$	\$
Disinfectant wipes – tub 6 per	EAC H	48		\$	\$
Grill cleaning pads green – 3 x 5	EAC H	288		\$	\$
Grill cleaning screens	EAC H	96		\$	\$
Silvo silver cleaner polish – 300ml can	EAC H	48		\$	\$
Stainless steel scour pads – 12 pack	EAC H	96		\$	\$
Paper Products – Kitchen Supplies					
1 ply dinner napkin	EAC H	48		\$	\$
2 ply dinner napkin	EAC H	48		\$	\$
Paper towel roll 24x205 brown	EAC H	144		\$	\$
Paper towel roll 24x205 white	EAC H	144		\$	\$

Paper towel roll for K/C dispenser – 6x950ft	EAC H	48		\$	\$
Toilet tissue jumbo roll 2 ply	EAC H	1036		\$	\$
Toilet tissue std roll 2 ply	EAC H	512		\$	\$
Toilet tissue std roll 1 ply	EAC H	512		\$	\$
Facial tissue – 6 box per case	EAC H	48		\$	\$
Paper placemats	EAC H	1000		\$	\$
Roll foil – 30cmx100m	EAC H	150		\$	\$
Roll food service wrap	EAC H	96		\$	\$
Cups foam 8 oz	EAC H	24		\$	\$
Cups foam 10 oz	EAC H	24		\$	\$
Cups foam 12 oz	EAC H	24		\$	\$
Poly bag 12 lb	EAC H	24		\$	\$
				Subtotal:	\$
				HST	\$
				Total	\$

ANNEX B**INFORMATION FOR INTEGRITY PROVISIONS****MUST BE COMPLETED BY OFFEROR WITH BID SUBMISSION**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person;

ANNEX C**QUARTERLY REGIONAL INDIVIDUAL STANDING OFFER BUSINESS VOLUME REPORT**

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 data must be submitted on a "quarterly basis" to the Public Works and Government Services Canada Standing Offer Authority.

Quarterly periods are defined as follows:

1st quarter: May 1 to July 31;

2nd quarter: August 1 to October 31;

3rd quarter: November 1 to January 31;

4th quarter: February 1 to April 30.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

Supplier's Name	
Standing Offer Title / Description	
Standing Offer Number	
Reporting Period (Fiscal Year & Quarter)	
Total \$ Value of Orders for the Reporting Period (incl. HST)	
Total \$ Value of Orders for the Fiscal Year to Date (incl. HST)	

Call up Detail by ordering Department

Department or Agency	P/N	ITEM DESCRIPTION				QT Y	UNIT	TOTAL

The required information for this Standing Offer must be e-mailed to the following addresses:
jim.andrews@dfo-mpo.gc.ca ; CC: amanda.howell@pwgsc.gc.ca