

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

**Request For a Standing Offer**  
**Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Kitchen Canopy Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W0133-13S005/A	<b>Date</b> 2014-04-15
<b>Client Reference No. - N° de référence du client</b> W0133-13S005	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-239-6459
<b>File No. - N° de dossier</b> VIC-3-36164 (239)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-08</b>	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Large, Kathy	<b>Buyer Id - Id de l'acheteur</b> vic239
<b>Telephone No. - N° de téléphone</b> (250)363-8456 ( )	<b>FAX No. - N° de FAX</b> (250)363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 19 WING CFB COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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Solicitation No. - N° de l'invitation

W0133-13S005/A

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

W0133-13S005

Amd. No. - N° de la modif.

File No. - N° du dossier

VIC-3-36164

Buyer ID - Id de l'acheteur

vic239

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

### **2. Summary**

See Annex A.

### **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) (<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 (2014-03-01) 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. Mandatory Site Visit

It is **mandatory** that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for site visit to be held on **May 1st at 10:00am**. Bidders must communicate with the Contracting Authority no later than 1 day before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative **will not** be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 4. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

## Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The

lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

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

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

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

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

#### **5. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than **15 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.

#### **6. Applicable Laws**

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

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

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

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

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

- Section I: Technical Offer (2 hard copies)
- 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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

**Section I: Technical Offer**

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

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

**Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

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) Offerors will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**1.1. Technical Evaluation**  
**1.1.1 Mandatory Technical Criteria**  
See Annex D

**1.2 Financial Evaluation**  
See Annex B

**2. Basis of Selection**

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 on an aggregate basis* will be recommended for issuance of a standing offer.

**PART 5 - CERTIFICATIONS**

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

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

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

**1. 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.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter the name of the owner. Offerors submitting offers as societies, firms, or partnerships do not need to provide lists of names.

List of applicable names and positions of all individuals who are currently directors or owners:

Name	Position

**1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

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) (<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 (2014-03-01) 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 *semi annual basis* to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st semi-annual period: July 1 to December 31;

2nd semi-annual period: January 1 to June 30;

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

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

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

The period for making call-ups against the Standing Offer is from June 1, 2014 to May 31, 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 2 additional 1-year periods, 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.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Kathy Large, Supply Officer

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

Telephone: (250) 363-8456  
Facsimile: (250) 363-0395  
Email: [kathy.large@pwgsc-tpsgc.gc.ca](mailto:kathy.large@pwgsc-tpsgc.gc.ca)

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

##### **5.2 Project Authority**

The Project Authority for the Standing Offer is:

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

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

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

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

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

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

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

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

### 6. Proactive Disclosure of Contracts with Former Public Servants

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

### 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Wing Construction & Engineering Office – CFB Comox.

### 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, etc.) or an electronic version.

### 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 5,000 CAD (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 \$ 35,000 (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 11. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services

- d) the general conditions 2010C (2014-03-01), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \_\_\_\_\_

## **12. Certifications**

### **12.1 Compliance**

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

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010C (2014-03-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2014-03-01), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

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

#### **3.1 Period of the Contract**

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

### **4. Proactive Disclosure of Contracts with Former Public Servants**

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

## **5. Payment**

### **5.1 Basis of Payment**

See Annex B.

### **5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$ 35,000. Customs duties are included and Applicable Taxes are extra.

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

### 5.3 Single Payment

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

### 5.4 Payment by Credit Card

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

## 6. Invoicing Instructions

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

Each invoice must be supported by:

A copy of time sheets to support the time claimed (where applicable);

2. Invoices must be distributed as follows:

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

## 7. Insurance

*SACC Manual* clause G1005C (2008-05-12) Insurance

## ANNEX "A"

### STATEMENT OF WORK

#### 1. GENERAL

PWGSC contract documents shall be read in conjunction with this specification and shall govern all phases of work.

#### 2. DEFINITION - "THE ENGINEER"

The Engineer is defined as the Wing Construction Engineering Officer, or his delegated representative.

#### 3. SCOPE OF WORK

On an as and when requested basis the Contractor shall provide all labour, materials, equipment and transportation required to do miscellaneous pressure washing and clean kitchen canopies, filters, and related ventilation systems, including all components; such as lights, dampers, dishwashers etc at the following locations: Canadian Forces Base Comox, and HMCS Quadra. Comox, Lazo, BC.

##### 1. Combined Mess Building 105, Main Kitchen.

- a. All kitchen canopies, canopy throats, and filters on the two cooking lines, two serving lines, WO.s' and Junior Ranks, coffee line, garbage room, bake shop, and flight feeding.
- b. Six squirrel cage exhaust fans and the dishwasher throats.
- c. All associated vertical and horizontal ducting to be cleaned internally and externally.

##### 2. Officers' Mess Building 3

- a. All canopies, canopy throats, and filters in the kitchen.
- b. Two exhaust fans, kitchen fan and dishwasher fan, and the dishwasher throats.
- c. All associated ducting to be cleaned internally and externally

##### 3. QRA Hangers Building 102

- a. Canopy, canopy throats, and filters.
- b. Exhaust fan and all associated ducting to be cleaned internally and externally.

##### 4. Social Centre Building #141

- a. Canopy, canopy throats, and filters.

- b. Exhaust fan and all associated ducting to be cleaned internally and externally.

5. Galley HMCS Quadra Building Q70

- a. All canopies, canopy throats, and filters on the four cooking lines, three serving lines, and one bakeshop line.
- b. Eight exhaust fans, which includes the two dishwashers. All associated vertical lifts to be cleaned internally and externally, and two dishwasher throats.

6. Ice Arena Building 125.

- a. Cleaning Canopy, and throats.
- b. Cleaning Exhaust Fan, and ducts.

4. MISCELLANEOUS PRESSURE WASHING SERVICES

The Contractor shall provide miscellaneous pressure washing services on an "as and when requested basis". Miscellaneous pressure washing will consist of:

- a. Cold water pressure washing from the ground; or
- b. High heat pressure washing and/or steam cleaning from the ground, including immediate waste-water capture for interior of building (e.g. floors, walls, tile and grout using spinner/capture tools.)

Specific miscellaneous pressure washing requirements will be detailed in the call-up issued to the Contractor. **The Contractor must submit a quote for each individual job within 2 days of notification.**

5. MATERIALS

Materials and equipment used in the method of cleaning shall be left to the discretion of the Contractor. However, the materials shall be capable of removing all grease and stains. Materials shall not be flammable or toxic and shall not be corrosive or abrasive in the amount to cause abnormal wear to the surfaces being cleaned. **Upon request, the successful Contractor must provide an inventory list of their steam cleaning equipment that will be used. All relevant MSDS sheets must be copied and delivered to the Engineer upon award of contract.**

6. METHOD OF WORK

- a. Where there is a requirement for removal of canopy fittings, etc., such work shall be done in a manner so as not to damage any equipment. All removed parts shall be cleaned and replaced to original standards.
- b. Where grease has dried it shall be removed and the area cleaned to leave no stains or abrasions.

- c. All filters and relevant loose equipment has to be cleaned within the 'Contractors Steam Cleaning Vehicle' adequately equipped to handle the effluent. The effluent is to be discharged without spillage into the sanitary sewer.
- d. As the areas involved are food preparation and serving areas, all work shall be performed in a recognized sanitary food safe method further defined in item 12. Safety and Health.
- e. All cleaning refuse and materials shall be removed from the area at the end of each day's work and the general area cleaned to the complete satisfaction of the Engineering.
- f. All surfaces shall be left streak and residue free after cleaning.
- g. Any applicable surfaces/including filters must be steam cleaned residue free and is subject to engineers approval.

**The Canadian Forces 19 Wing Comox Garbage dumpsters shall not be used unless prior approval has been granted by the Engineer on a case by case basis.**

7. PROTECTION

The Contractor shall provide continual protection from his work to personnel, equipment or other surrounding facilities by using drop sheets, warning signs or other protective devices considered necessary by the Engineer.

8. HOURS OF WORK

Due to the commitment of the buildings, work shall be performed during the normal working week, Monday through Friday at the following hours:

- a. Buildings 3, 102, and 141 Social Centre's are available between the hours of 1200 to 1700.
- b. Building 105 Combined Mess is available between the hours 1800 to 2300
- c. Building Q70 (Quadra) is available between the hours of 2000 to 0500 when in operation and 0800 to 1530 when vacate.

9. FREQUENCY OF CLEANING

All areas must be cleaned on an as and when requested basis.

10. INSPECTION

The completed work is subject to inspection and acceptance by the Engineer. Inspections will be carried out during or on that workday following completion of work.

11. SITE ACCESS AND USE OF PREMISES

- a. Arrangements for access to the site of work shall be made with the Engineer. The contractor will arrange specific timings to do the work with the occupants subject

to approval by the Engineer. This creates less confusion and expedites the scheduling process.

- b. Routes of entry and exit shall be as set forth by the Engineer.
- c. Movements around the site and buildings involved shall be subject to the site authority, and if required shall include the acquisition of temporary passes for all personnel and vehicles engaged in the work.
- d. The Contractor will, at all times, maintain a neat and tidy work area and shall not unreasonably encumber the site.

## 12. CONTRACTOR'S RESPONSIBILITIES

- a. The Contractor shall ensure the safety of workers and carry out the work in a diligent and efficient manner in accordance with established industrial practice and laws for the health and safety of workers related to the performance of the work.
- b. The Contractor shall not work in the restricted area unless under Commissionaire escort.
- c. The Contractor shall notify the Engineer 24 hours in advance of each occasion of commencing work. Where work involves more than one location, the Contractor shall be responsible for giving ample notification to the occupants of his intent to begin work.
- d. The Contractor shall advise the Engineer when required of the following items:
  - 1. Time and date of work commencing and completion;
  - 2. Damaged or missing filters or parts, and
  - 3. Conditions, which prevent or hinder the completion of work as specified.

## 13. SAFETY AND HEALTH

- a. The Contractor shall comply with the WCB Industrial Health and Safety Regulations of British Columbia.
- b. Ladders used by the Contractor shall meet Canadian Standards Association Standard Z (ii) and be in a good state of repair.
- c. Provide ample notification to kitchen staff to allow the scheduling of work and the shutdown of hot taps, deep fryers, etc., thereby reducing the possibility of burns.
- d. Before starting work on the cooking or serving lines:

Make sure that all food, beverage, flatware, dining ware, and kitchen utensils etc. have been removed.

Soup kettles shall be inverted. Other containers such as deep fryers etc. shall have their tops securely in place, and shall be covered.

All serving lines and cooking lines shall be adequately protected and completely covered with plastic sheeting.

The plastic used to cover cooking lines and the plastic used as a catchall on the canopies shall be used only once. It shall not be used again but must be carefully folded inwards and removed from the kitchen.

Any food preparation surface that must be worked on shall be protected with cardboard and covered with plastic sheeting.

14. STOPPAGE OF WORK

If the Contractor is denied access to the site or told to leave the site for any reason he shall, at the earliest convenient time, contact the Engineer and inform him of the facts and his intent, if warranted, to charge standby or waiting time.

15. TERMINATION

Unsatisfactory workmanship or unauthorized departures from specifications or failure to comply with response times laid out in the statement of work may also result in termination of the SOA.

16. WHMIS

a. The selected contractor shall comply with all requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

**B. The contractor must deliver copies of WHMIS data sheets to Engineer when the contract is awarded.**

17. SERVICE STANDARDS

The Contractor must respond within one working day of being contacted, or as mutually agreed upon by both parties.

The Contractor must begin the actual work as specified on the callup, and complete the work as directed by the engineer.

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

Prices must include all labour, materials, equipment and transportation required to complete the job. No additional charges shall apply.

Prices shall apply for the full term of the standing offer including any exercised options.

Financial Evaluation Calculation, A x B = C

a. **PRICING – CANOPY CLEANING**

1. Building 105, Combined Mess Main Kitchen.

	<u>Description</u>	<u>Estimated Annual Usage (A)</u>	<u>Unit</u>	<u>Price (B)</u>	<u>Extended (C)</u>
a	Cleaning cooking lines canopies and throats	5	Each	\$	\$
b	Cleaning Exhaust Fans and ducts.	1	Each	\$	\$
c	Cleaning dishwasher duct, throats and fans.	1	Each	\$	\$
d	Hourly rate for cleaning other associated ducts	20	Per Hour	\$	\$

2. Building 3, Officers Mess.

A	Cleaning Canopies, and throats	3	Each	\$	\$
B	Cleaning Exhaust Fan, and ducts	1	Each	\$	\$
C	Cleaning dishwasher duct, throats and exhaust	1	Each	\$	\$

3. QRA hangers, Building 102.

A	As required Cleaning Canopy, and throats	3	Each	\$	\$
B	As required Cleaning Exhaust Fan, and ducts	1	Each	\$	\$

4. Building 141, Social Centre.

A	Cleaning Canopy, and throats	3	Each	\$	\$
B	Cleaning Exhaust Fan, and ducts	1	Each	\$	\$

5. Quadra Galley Q70.

A	Cleaning Canopies, and	2	Each	\$	\$
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	throats				
B	Cleaning Exhaust Fan, and ducts	1	Each	\$	\$
C	Cleaning dishwasher duct, throats and exhausts	1	Each	\$	\$

6. Ice Arena Building 125.

A	Cleaning Canopy, and throats	3	Each	\$	\$
b	Cleaning Exhaust Fan, and ducts	1	Each	\$	\$

b. **PRICING – MISCELLANEOUS PRESSURE WASHING**

Heavy equipment rentals may be required for special projects (for example, when requiring access to the sidings on tall buildings. Any heavy equipment rental costs must be indicated as a separate line item on the invoice.

<u>A</u>	Cold water pressure washing from the ground <b>without</b> heavy equipment	<u>5</u>	Each	\$	\$
<u>B</u>	Cold water pressure washing from the ground <b>with</b> heavy equipment	<u>5</u>	Each	\$	\$
<u>C</u>	High heat pressure washing and/or steam cleaning from the ground, including immediate waste-water capture for interior of building (e.g. floors, walls, tile and grout using spinner/capture tools.) <b>without</b> heavy equipment	<u>5</u>	Each	\$	\$
<u>d</u>	High heat pressure washing and/or steam cleaning from the ground, including immediate waste-water capture for interior of building (e.g. floors, walls, tile and grout using spinner/capture tools.) <b>with</b> heavy equipment	<u>5</u>	Each	\$	\$
<b>Evaluation Total</b>					<b>\$</b>

### ANNEX "C" – Periodic Usage Reports

The following form should be completed and submitted to the Contracting Authority on a semi-annual basis, as described in *Part 6A 10. Periodic Usage Reports*. The Contractor is to include data from all work provided under the Standing Offer

		Description	Total Number of Cleanings	Total Cost
1		<b>Building 105, Combined Mess Main Kitchen</b>		
	a	Cleaning cooking lines canopies and throats		
	b	Cleaning Exhaust Fans and ducts.		
	c	Cleaning dishwasher duct, throats and fans.		
	d	Hourly rate for cleaning other associated ducts	_____ /HRS	
2		<b>Building 3, Officers Mess.</b>		
	a	Cleaning Canopies, and throats.		
	b	Cleaning Exhaust Fan, and ducts.		
	c	Cleaning dishwasher duct, throats and exhaust		
3		<b>QRA hangers, Building 102</b>		
	A	As required Cleaning Canopy, and throats		
	B	As required Cleaning Exhaust Fan, and ducts.		
4		<b>Building 141, Social Centre</b>		
	A	Cleaning Canopy, and throats.		
	B	Cleaning Exhaust Fan, and ducts		
5		<b>Quadra Galley Q70</b>		
	A	Cleaning Canopies, and throats		
	B	Cleaning Exhaust Fan, and ducts		
	C	Cleaning dishwasher duct, throats and exhausts		
6		<b>Ice Arena Building 125</b>		
	A	Cleaning Canopy, and throats		
	b	Cleaning Exhaust Fan, and ducts		
7		<b>MISCELLANEOUS PRESSURE WASHING</b>		
	A	Cold water pressure washing from the ground <b>without</b> heavy equipment		
	B	Cold water pressure washing from the ground <b>with</b> heavy equipment		
	C	High heat pressure washing and/or steam cleaning from the ground, including immediate waste-water capture for interior of		

Solicitation No. - N° de l'invitation  
W0133-13S005/A  
Client Ref. No. - N° de réf. du client  
W0133-13S005

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-3-36164

Buyer ID - Id de l'acheteur  
Vic239  
CCC No./N° CCC - FMS No/ N° VME

		building (e.g. floors, walls, tile and grout using spinner/capture tools.) <b>without</b> heavy equipment		
	D	High heat pressure washing and/or steam cleaning from the ground, including immediate waste-water capture for interior of building (e.g. floors, walls, tile and grout using spinner/capture tools.) <b>with</b> heavy equipment		
				TOTAL

## ANNEX D – TECHNICAL EVALUATION

### Mandatory Requirements – at bid closing

Offerors **must** provide with their bid, proof and/or verification of the Mandatory Technical Criteria herein through supporting documentation.

Failure to include within the Technical Bid, all supporting documentation, at bid closing will result in the bid being declared non-responsive.

	<b>DESCRIPTION – Mandatory Technical Criteria</b>	<b>Pass Y/N</b>	<b>Bid Ref. Page</b>	<b>Comments</b>
<b>1</b>	<p><b>CONTRACTOR (COMPANY) PAST PERFORMANCE</b></p> <p>Offeror must describe 3 jobs of a similar scope as outlined in the SoW, completed within the past 5 years.</p> <p>For each job, list the name of the customer and key contact information.</p> <p>References may be verified.</p>			
<b>2</b>	<p><b>CONTRACTOR (COMPANY) EXPERIENCE</b></p> <p>Offeror must have a minimum of 3 years of experience.</p> <p>This experience may be illustrated in combination with the above requirement.</p>			
<b>3</b>	<p><b>INDIVIDUAL EXPERIENCE</b></p> <p>Offeror must provide resumes/describe related experience for 2 individuals who will be on-site to complete the work under this standing offer.</p> <p><b>Information may include, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• Years of relevant experience,</li> <li>• Relevant employee training, education and certifications such as: WHIMIS, First Aid, Applied Science Technologist and Technicians of BD (ASTT BC), Occupational Health and Safety Regulation of BC (OHS), etc...</li> </ul>			
<b>4</b>	<p><b>Offeror must complete Basis of Payment</b></p>			