

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067

**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 / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet Cleaning Supplies	
Solicitation No. - N° de l'invitation W0125-14ML01/A	Date 2014-06-02
Client Reference No. - N° de référence du client W0125-14-ML01	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-610-6344
File No. - N° de dossier KIN-3-40185 (610)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-07-14	
Time Zone Fuseau horaire Eastern Standard Time EST	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Correia Reid, Vincent	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613)545-8738 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 8WING TRENTON 75 YUKON ST ASTRA Ontario K0K3W0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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W0125-14ML01/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin610

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

W0125-14-ML01

File No. - N° du dossier

KIN-3-40185

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

- Annex A - Requirement
- Annex B - Basis of Payment
- Annex C - Standing Offer Reporting Form

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, 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, the Basis of Payment and any other annexes.

2. Summary

(i) Brief Description of the Requirement

To supply janitorial and cleaning consumable supplies ONLY, on an "as and when" requested basis for the Department of National Defence – CFB Trenton and CFS Alert located in the Ontario Region, excluding National Capital Area.

This Standing Offer excludes:
bulk kitchen/laundry items;
Cleaning equipment such as floor scrubbers; and
dispensing chemicals & related equipment.

(ii) Client Departments

The identified user of the Regional Individual Standing Offer (RISO) will be the Department of National Defence, CFB Trenton.

(iii) The period of the standing offer

From date of issue to 30 June 2017.

(iv) Other

This procurement is subject to the Nunavut Land Claims Agreement.

(v) Code of Conduct Certifications

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. If the required names 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 will render the offer non-responsive. Providing the required names is a mandatory requirement for a Standing Offer to be issued.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form - PWGSC-TPSGC 229](#)) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the offer being declared non-responsive.

(vi) Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), Canada-Peru FTA, Canada-Columbia FTA, and the Agreement on Internal Trade (AIT).

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2013-03-01) 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. Enquiries - Request for Standing Offers

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

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

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 Ontario.

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: Financial Offer (1 hard copy)

Section II: 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: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

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

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

1.1 Financial Evaluation

Offers will be evaluated in accordance with the criteria listed within this section.

If your firm's unit of issue differs from what is requested in the Basis of Payment, your offer price will be adjusted accordingly during the evaluation process so all offers can be evaluated on the same basis.

Example:

The unit of issue is a package of 10 but your product is a package of 12. Your price for a box of 12 will be divided by 12 then multiplied by 10 to arrive at the unit of issue price as required for evaluation purposes only.

If bidder quotes a size different and not convertible to the unit specified for each item, the bid may not be capable of being evaluated in accordance with the Evaluation Criteria and Basis of

Selection detailed in "Part 4 Evaluation Procedures, Basis of Selection and Certifications". **The bid would then be given no further consideration and will be deemed non-responsive.**

Example:

01) Requested unit is in millilitres. Bid price is in grams.

We would not be able to convert millilitres to grams and the bid would be deemed non-responsive.

All prices are Harmonized Sales Tax excluded, FOB Destination.

Annual quantities are estimated and are for evaluation purposes only and will not form part of any resultant Standing Offer.

The Evaluated Price will be calculated by multiplying the unit price by the estimated usage for each pricing period and adding the products.

2. Basis of Selection - M0031T (2007-05-25)

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

PART 5 - CERTIFICATIONS

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

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

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

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

1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [HRSDC-Labour's 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](#)" 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 fulfill the requirement in accordance with the Requirement at Annex "A".

2. Security Requirement

2.1 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 quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance to 30 June, 2017.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Vincent Correia Reid
Title: Intern Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Acquisitions Kingston
Address: 86 Clarence Street, 2nd floor
Kingston, Ontario K7L 1X3
Telephone: 613-545-8738
Facsimile: 613-545-8068
E-mail address: vincent.correia-reid@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 (Please fill in the following information)

Name: _____
Telephone: _____
Email Address: _____

6. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is CFB Trenton

7. Call-up Procedures

The Work will be authorized or confirmed by the Identified user.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$30,000 (Applicable Taxes included).

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- f) Annex A, Requirement;
- g) Annex B, Basis of Payment;
- k) the Offeror's offer dated _____ (insert date of offer).

11. Certifications

11.1 Compliance

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

11.2 Federal Contractors Program for Employment Equity - Setting aside

The Offeror understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Offeror and HRSDC-Labour, the AIEE must remain valid during the entire period of the Standing Offer. If the AIEE becomes invalid, the name of the Offeror will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by HRSDC may result in the setting aside of the Standing Offer.

12. Applicable Laws

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

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

Section 16 Interest on Overdue Accounts, of 2010A (2014-03-01), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

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

4. Payment

4.1 Basis of Payment

The Basis of Payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

ANNEX "A"
REQUIREMENT

To supply janitorial and cleaning supplies ONLY (excluding equipment, bulk kitchen/laundry items and dispensing chemicals & related equipment) for the Department of National Defence, CFB Trenton, as required.

Special Requirements:

- 1) Delivery should be within 72 hours from receipt of call-up.
- 2) Deliveries shall be made directly to the appropriate location as detailed in the call-up. Packing slips or bills of lading are to be included with each delivery.
- 3) Each order sent to the Supplier must be separately invoiced and identify the appropriate customer order number.
- 4) Any shortages from orders must be identified and reported to Identified User within four (4) working hours of receiving order. Shipments are not to be back ordered.
- 5) After a complete and thorough inspection, if products/articles are found incomplete or deviate from the original order, adjustments are to be carried out within 24 hours of notification.
- 6) The Supplier shall pick-up and replace any rejected items within twenty-four (24) hours of notification of the rejection.
- 7) Dispensers are to be installed at no cost to Users and must have Locking Devices. Non functioning dispensers must be repaired/replaced within two hours of notice.
- 8) Suppliers should be able to accommodate unforeseen situations and emergency orders.
- 9) Suppliers may be requested to provide Training for all Client Department Users or Cleaning Staff on WHMIS yearly updates, new methods, practices and procedures, new chemicals, equipment as well as current MSDS information.

ANNEX "B"

BASIS OF PAYMENT

PRICING BASIS A

Description	Case Description	Unit of Issue	Estimated Usage for 1 Year	Unit Price
26 X 36 Clear Plastic Bags	200 Per case	Case	6 Cases	
26 X 36 Black Garbage Bags Strong	250 per Case	Case	10 Cases	
35 X 50 Black Garbage Bags Extra Strong W/ Degradable Additive	100 per Case	Case	658 Cases	
35 X 50" Clear Garbage Bags Ecologically Certified 1 Mil Thickness	125 per Case	Case	5 Cases	
20 x 22 bag clear	500 per Case	Case	60 Cases	
35 x 50 Garbage bag clear	125 per Case	Case	30 Cases	
35 x 50 Garbage bags x strong clear	100 per Case	Case	200 Case	
2 ply Toilet Tissue	48 x 500 Case	Case	100 Case	
Jumbo Paper Towels 6 X 800 ' Rolls	6 X Rolls per Case	Case	431 Cases	
Disinfectant "Spray and Wipe" 3.78 Ltr Jug Cleaner Deodorizer and Disinfectant	1 X 3.78 Ltr Jugs	Jug	8 Jugs	
Disinfectant "Spray and Wipe" 946 ml spray bottle Cleaner Deodorizer and Disinfectant	6 X 946 ml Bottles	Case	3 Cases	
Floor Cleaner, Removes residue of ice melting compounds from floors	4 Ltr Jug	Jug	24 Jugs	
Neutral Floor Cleaner Contains no alkaline builders that may dull finish. Cleans without need for rinsing	4 Ltr Jug	Jug	112 Jugs	
Glass Cleaner, Spray Bottle Excellent for multi-surface cleaning with no film, streaking and fast drying.	6 X 946 ml Bottles	Case	2 Cases	
Gel Alcohol based Hand Sanitizer for use wall mounted in pump hand sanitizers	6 X 1 Ltr	Case	6 Cases	

Foaming Alcohol based Hand Sanitizer for use wall mounted in pump hand sanitizers	6 X 1 Ltr	Case	20 Cases	
Toilet Bowl Cleaner An Extremely powerful hydrochloric acid base toilet bowl and urinal cleaner designed to remove stubborn stains, rust and calcium	1 X 1 Ltr Flip Lid Bottle	Bottle	24 Bottles	
17" Heavy Duty Dustpan	1 Ea	Ea	6 Ea	
Spray Oven Cleaner Aerosol Can Low Fume, Capable of cleaning in cold ovens	12 X 510 gm Cans	Case	10 Cases	
Non-corrosive multipurpose kitchen and bathroom surface cleaner	1 X 3.78 Ltr Jug	Jug	8 Jugs	
Dish Soap	2 X 6 Ltr Jugs	Case	16 Cases	
Skin Protective Lotion for Wall Mounted dispenser	6 X 1 Ltr	Case	3 Cases	
Mop Handle W/ Flip Lock Plastic base for use with 20 oz Mop Head	1 X 1 ea	Ea	10 ea	
20 Oz Looped Mop Heads for use with Flip Lock Mop Handles	12 ea per Case	Case	6 Cases	
Degreasing Floor Cleaner. Cleans, Deodorizes and strips floors of of all petroleum, animal and vegetable oils	4 X 4 Ltr	Case	6 Cases	
Toilet Paper/tissue Jumbo Size Rolls 2 Ply 1000 ft Rolls Ecologically Certified	12 Rolls per Case	Case	50 Cases	
Wooden Push Broom Handles 53 in with screw base	1 Ea	Ea	12 ea	
Push Broom Head 18" width with Black Bristles	1 Ea	Ea	8 ea	
Push Broom Head 24" width with Black Bristles	1 Ea	Ea	8 ea	
Industrial Strength Reinforced White Paper Towel 19" wide with perforations at every 12"	6 Per Case	Case	30 Cases	
Industrial Strength Reinforced White Paper Towel 12" wide with perforations at every 12"	6 Per Case	Case	40 Cases	

Floor Broom with 12 " Soft Nylon Bristles and Screw Handle	1 ea	Ea	10 ea	
Corn Broom w/ 12 Inch Bristle Base	1 Ea	Ea	12 ea	
Hairnets Large Black w/ Fine Mesh	100 per Case	Case	4 Cases	
Hairnets Invisible Regular Mesh	100 per Case	Case	4 cases	
Vinyl Disposable Powdered Serving Gloves Small	1000 Per Case	Case	15 Cases	
Vinyl Serving Disposable Powdered Gloves Medium	1000 Per Case	Case	60 Cases	
Vinyl Serving Disposable Powdered Gloves Large	1000 Per Case	Case	15 Cases	
Polyethylene Serving Disposable Gloves Small	1000 Per Case	Case	5 cases	
Polyethylene Serving Disposable Gloves Medium	1000 Per Case	Case	10 Cases	
Polyethylene Serving Disposable Gloves Large	1000 Per Case	Case	5 Cases	
Gel Hand sanitizer 12 oz	1 Ea	1 ea	500 ea	
White Tissue Paper	48 x 125cs	Case	30 Cases	
1 ply Toilet Paper – rolls 3.75" x 4" sheet (1755 – 1 ply sheets per roll)	36 Per case	Case	200 Cases	
Sub-total CAD				
HST				
TOTAL CAD				

PRICING BASIS B: Items not identified in Pricing Basis A

Material and replacement parts (except free issue) at the laid down cost (estimated \$10,000/year) plus a mark-up of _____% (No greater than 10%) OR minus a discount of ____%.

ANNEX "C"

STANDING OFFER REPORTING FORM

Please provide this form to the Standing offer authority named herein.

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The Department with whom the standing offer was arranged;
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer		(Insert Standing Offer #)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Date of Order	Date of Delivery	Value of Order (not including HST)