

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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**

<b>Title - Sujet</b> Storm Manhole and Catch Basin Clean	
<b>Solicitation No. - N° de l'invitation</b> W0113-140037/A	<b>Date</b> 2014-10-21
<b>Client Reference No. - N° de référence du client</b> W0113-140037	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-031-6682	
<b>File No. - N° de dossier</b> TOR-4-37078 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-12-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Schmidt, Jeff	<b>Buyer Id - Id de l'acheteur</b> tor031
<b>Telephone No. - N° de téléphone</b> (905) 615-2058 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 16 Ramillies Road - Bldg P-154 Borden Ontario L0M1C0 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**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<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</b> <b>(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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See attached document.

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## **TITLE: Storm Manhole and Catch Basin Cleaning**

### **PART 1 - GENERAL INFORMATION**

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

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

#### **2. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **PART 2 - BIDDER 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

## 2. Submission of Bids

Bids 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 bid solicitation.

## 3. Former Public Servant

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

#### **6. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFB Borden, 16 Ramillies Road, Borden, ON, Building P-154, on 13 November 2014. The site visit will begin at 10:00 AM, in Room 235.

Bidders must communicate with the Contracting Authority no later than 6 November at 2:00 PM to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

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

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (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, bidder's 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 Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Financial Evaluation**

- a) Bidder's must submit firm pricing for all items in accordance with Annex B, Basis of Payment and Evaluation and a mark-up percentage for Section 3. Parts. Section 3, Parts will not be used in the Financial Evaluation.
- b) Evaluated Prices will be as follows:

Section 1, Firm Requirement – The Evaluated Price will be the Extended Prices calculated by multiplying the Firm Unit Price by the Estimated Usages for Year 1 to Year 5.

Section 2, Optional Requirement – The Evaluated Price will be the Extended Prices calculated by multiplying the Firm Hourly Rate by the Estimated Usages for Sections 2.1, 2.2 and 2.3 for Year 1 to Year 5.

The Total Evaluated Price will be the sum of the Extended Prices from Section 1 and Section 2.

### **2. Basis of Selection**

- 2.1** A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. 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 a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

### **2. Statement of Work - Contract**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract 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**

2010C (2014-09-25) General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ (*to be inserted at Contract award*).

#### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Jeff Schmidt  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 33 City Centre Dr, Suite 480C  
Mississauga, ON L5B 2N5

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Telephone: 905-615-2058  
Facsimile: 905-615-2060  
E-mail address: jeff.schmidt@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## 5.2 Project Authority (*DND Personnel, to be completed at contract award*)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 5.3 Contractor'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. Payment

### 7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

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The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (*Completed at contract award.*) Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. 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.

## **7.3 Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **7.4 SACC Manual Clause**

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department

SACC Manual Clause C0711C (2008-05-12) Time Verification

SACC Manual Clause C0705C (2010-01-11) Discretionary Audit

## **8. Invoicing Instructions – Progress Payment Claim**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
  - c. a copy of the monthly progress report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

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## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## **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 Articles of Agreement;
- b) the general conditions 2010C (2014-09-25), General Conditions – Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) the Bidder's bid dated \_\_\_\_\_.

## **12. Insurance**

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

## **13. SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations

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## **ANNEX A STATEMENT OF WORK**

### **STORM MANHOLE AND CATCH BASIN CLEANING**

#### **1. Background**

Canadian Forces Base Borden (CFB Borden), Borden, ON, Real Properties Operations Detachment (RPO Det Borden) is responsible for all the Storm Manholes and Catch Basins at CFB Borden. In the performance of this responsibility, there exists a requirement for a Cleaning program, specifically, a qualified company to execute all work in support of RPO Det. Borden.

#### **2. Objective**

The Contractor will be responsible to clean Storm Manholes and Catch Basins annually and on an "as and when requested basis", strictly adhering to the rules, codes and standards listed in the references.

#### **3. Scope**

- 3.1 For the Firm Requirement, the Contractor must provide all labour, materials and equipment required to clean out storm manhole and catch basins by a truck mounted vacuum equipment of approximately 1,465 Storm Manholes and Catch Basins (yearly) and "as and when requested" to the specifications in this Statement of Work (SOW) at CFB Borden, ON;
- 3.2 For the Optional Requirement, the Contractor will be given a scope of work and be shown the site in question;
- 3.3 The Contractor, upon receipt of the scope of work and the site visit, will submit an estimate within two (2) days to the PA. The estimate is to be broken down showing materials and labour costs.

#### **4. Tasks**

- 4.1 All materials must be accepted by the Project Authority (PA) and the Unit Representative;
- 4.2 All materials must be supplied with Material Safety Data Sheets (MSDS);
- 4.3 Contractor must pump clean; area by area, all catch basins shown on drawings provided by the PA, including one catch basin having a manhole cover, located at 3rd and Somme Streets;
- 4.4 Contractor must remove sand, silt, leaves and debris from Catch Basins and dispose of debris at the Base Landfill Site located at the south end of the Base on the West side of the road to Alliston;
- 4.5 Contractor must complete and submit to the PA the Area Report Forms or a Log for each completed area.

#### **5. References**

All work must be performed in accordance with the latest editions of the following references:

- 5.1 National Building Code;
- 5.2 Province of Ontario Occupational Health and Safety Act;
- 5.3 All other applicable CFB Borden Orders and industry codes and standards.

## **6. Emergency Service and Regular Service Response Times**

- 6.1 Contractor must be responsible to provide on-site service within 24 hours of receiving contact from the Project Authority (PA) and authorized by a Task Authorization (TA) form;
- 6.2 In an emergency situation, the Contractor must, upon verbal authorization from the PA proceed with work within four (4) hours. A TA form will be issued as soon as it is practical for the PA to do so;
- 6.3 The contractor must not refuse any call for service and must begin work within (1) week of acceptance of estimate. Once the work is started, it must be completed without delay.

## **7. Call-Back Services (Optional Requirement)**

- 7.1 The minimum call back will be based on twenty-five (25) clean-outs; and
- 7.2 The Contractor must provide a maximum of twenty-four (24) hour response time for a call-back request.

## **8. Deliverables**

- 8.1 All materials supplied must be professionally done to the directions of the PA;
- 8.2 Contractor must have Truck Mounted Vacuum Equipment meeting the following specs:
  - i. Vacuum Inlet must be 12" in diameter with an adapter reducing to 8" diameter;
  - ii. A truck capacity of a minimum of 13 cubic yards;
  - iii. Air suction must be a minimum of 25,000 cubic feet per minute (CFM);
  - iv. Must have a minimum crew of one driver and one operator.

## **9. Progress**

- 9.1 Provision of a detailed quote for any material supplied by the contractor, must be submitted to the PA for approval, before any work commences;
- 9.2 The PA reserves the right to refuse any estimates that are deemed to be unreasonable.

## **10. Authorization of Work**

On receipt of the acceptance of this Standing Offer, the PA will advise the Contractor of the names of persons authorized to request service. Any work undertaken at the request of unauthorized others, will be entirely at the contractors risk with regards to payment.

## **11. Invoicing**

Invoicing for Inspection and Maintenance must not reflect any repairs. Repairs are to be invoiced separately

**ANNEX B  
BASIS OF PAYMENT & EVALUATION**

Firm unit and rate pricing in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination and any delivery to CFB Borden. Applicable Taxes are extra, if applicable.

**NOTE: Annex B includes Estimated Usages and the Extended Price columns. Upon issuance of the Contract, wording that is italicized will be deleted from Annex B. Estimated usages are based on previous history and forecasted usage for this Contract.**

The Contract is for the following years (to be inserted at Contract award).

- Year 1 - For the period from \_\_\_\_\_ to \_\_\_\_\_.
- Year 2 Option 1 - For the period from \_\_\_\_\_ to \_\_\_\_\_.
- Year 3 Option 2 - For the period from \_\_\_\_\_ to \_\_\_\_\_.
- Year 4 Option 3 - For the period from \_\_\_\_\_ to \_\_\_\_\_.
- Year 5 Option 4 - For the period from \_\_\_\_\_ to \_\_\_\_\_.

**1. Firm Requirement**

Item #	Requirement	Year 1 – Firm Unit Price	Year 2 – Option 1 Firm Unit Price	Year 3 – Option 2 Firm Unit Price	Year 4 – Option 3 Firm Unit Price	Year 5 – Option 4 Firm Unit Price
1.1	Annual Cleaning of Storm Manhole and Catch Basins in accordance with Annex A, Statement of Work.	\$ _____ / per unit	\$ _____ / per unit	\$ _____ / per unit	\$ _____ / per unit	\$ _____ / per unit
	<i>Estimated Usages</i>	1,465 units	1,465 units	1,465 units	1,465 units	1,465 units
	<i>Extended Price</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**TOTAL EXTENDED PRICE OF FIRM UNIT PRICES FOR ITEM 1.1 \$ \_\_\_\_\_**

**2. Optional Requirement**

Additional cleaning of Storm Manhole and Catch Basins on an "as and when requested basis" in accordance with Annex A, Statement of Work.

Item #	Requirement	Year 1 – Firm Hourly Rate	Year 2 – Option 1 Firm Hourly Rate	Year 3 – Option 2 Firm Hourly Rate	Year 4 – Option 3 Firm Hourly Rate	Year 5 – Option 4 Firm Hourly Rate
2.1	During regular working hours (Monday to Friday)	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour
	<i>Estimated Usages</i>	58 hours	58 hours	58 hours	58 hours	58 hours
	<i>Extended Price</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**TOTAL EXTENDED PRICE OF FIRM HOURLY RATES FOR ITEM 2.1:** \$ \_\_\_\_\_

Item #	Requirement	Year 1 – Firm Hourly Rate	Year 2 – Option 1 Firm Hourly Rate	Year 3 – Option 2 Firm Hourly Rate	Year 4 – Option 3 Firm Hourly Rate	Year 5 – Option 4 Firm Hourly Rate
2.2	Outside of regular working hours (Monday to Saturday)	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour
	<i>Estimated Usages</i>	8 hours	8 hours	8 hours	8 hours	8 hours
	<i>Extended Price</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**TOTAL EXTENDED PRICE OF FIRM HOURLY RATES FOR ITEM 2.2:** \$ \_\_\_\_\_

Item #	Requirement	Year 1 – Firm Hourly Rate	Year 2 – Option 1 Firm Hourly Rate	Year 3 – Option 2 Firm Hourly Rate	Year 4 – Option 3 Firm Hourly Rate	Year 5 – Option 4 Firm Hourly Rate
2.3	Sundays and Statutory Holidays	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour	\$ _____ / per hour

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W0113-140037/A

Amd. No. - N° de la modif.  
tor031

Buyer ID - Id de l'acheteur  
tor031

Client Ref. No. - N° de réf. du client  
W0113-140037/A

File No. - N° du dossier  
TOR-4-37078

CCC No./N° CCC - FMS No./N° VME

	<i>Estimated Usages</i>	<i>8 hours</i>				
	<i>Extended Price</i>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**TOTAL EXTENDED PRICE OF FIRM HOURLY RATES FOR ITEM 2.3\$** \_\_\_\_\_

### 3. Parts

Parts supplied by the Contractor will be provided at actual cost plus a \_\_\_\_\_ % markup. All parts must be supported by invoices.

**TOTAL EVALUATED PRICE (Section 1 + Section 2) \$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W0113-140037/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor031

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W0113-140037/A

File No. - N° du dossier  
TOR-4-37078

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX C**  
**CERTIFICATIONS AND ADDITIONAL CONTRACT INFORMATION**

**1. Board of Directors**

In accordance with Part 4 – Certifications of the Request for Proposal, Bidder's are required to provide a list of their Board of Directors to meet Section 1.1, Integrity Provisions – Associated Information.

Director Name - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Suppliers are required to have a Procurement Business Number (PBN) before contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.