

**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 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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Dishwashing & Sanitizing Chemicals	
<b>Solicitation No. - N° de l'invitation</b> W0113-14DH10/A	<b>Date</b> 2014-10-27
<b>Client Reference No. - N° de référence du client</b> W0113-14DH10	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-031-6686
<b>File No. - N° de dossier</b> TOR-4-37077 (031)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-12-08</b>	
<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<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: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 675 Dieppe Rd - Bldg P-144 Borden Ontario L0M1C0 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 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>

Solicitation No. - N° de l'invitation

W0113-14DH10/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37077

Buyer ID - Id de l'acheteur

tor031

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

W0113-14DH10

CCC No./N° CCC - FMS No/ N° VME

---

This page is intentionally left blank.

## **TABLE OF CONTENTS**

### **TITLE: Dishwashing and Sanitizing Chemicals and Dispensers**

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

1. Introduction
2. Summary
3. Security Requirement
4. Debriefings

#### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

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

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

#### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

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

##### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Procedures
8. Call-up Instrument
9. Limitation of Call-ups
10. Financial Limitation
11. Priority of Documents
12. Certifications
13. Applicable Laws

##### **B. RESULTING CONTRACT CLAUSES**

1. Requirement
2. Standard Clauses and Conditions

Solicitation No. - N° de l'invitation  
W0113-14DH10/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor031

Client Ref. No. - N° de réf. du client  
W0113-14DH10/A

File No. - N° du dossier  
TOR-4-37077

CCC No./N° CCC - FMS No/ N° VME

---

3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance
7. *SACC Manual* Clauses

List of Annexes:

- |         |                                 |
|---------|---------------------------------|
| Annex A | Requirement                     |
| Annex B | Basis of Payment and Evaluation |
| Annex C | Quarterly Usage Reporting Form  |

## **TITLE: Dishwashing and Sanitizing Chemicals and Dispensers**

### **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            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 Evaluation, Quarterly Usage Reporting Form and any other annexes.

#### **2. Summary**

The Department of National Defence (DND) at Canadian Forces Base (CFB) Borden, Borden, ON requires the supply and delivery of dishwashing and sanitizing chemicals, the supply, installation and maintenance of dispenser equipment, and on-site training on the use of goods and equipment, on an "as and when requested" basis, during the period of the Standing Offer.

The period of the Standing Offer is from January 1, 2015 to December 31, 2015, with the option for a one, one-year extension period.

Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions [2006](#);

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

#### **3. Debriefings**

Solicitation No. - N° de l'invitation  
W0113-14DH10/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor031

Client Ref. No. - N° de réf. du client  
W0113-14DH10/A

File No. - N° du dossier  
TOR-4-37077

CCC No./N° CCC - FMS No/ N° VME

---

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](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

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

### **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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **4. Applicable Laws**

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

#### **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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### **1.1 Financial Evaluation**

- 1. Offeror's must submit firm pricing for all items in accordance with Annex B, Basis of Payment and Evaluation;
- 2. The Evaluated Price will be the Extended Prices of the Firm and Optional Requirements in Annex B, Basis of Payment and Evaluation. This will be calculated by multiplying the Firm Case Price by the Estimated Usages for the Firm Requirement and Optional Requirement.

### **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**

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

### **1. Certifications Required Precedent to Issuance of a Standing Offer**

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

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

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

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

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

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

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

#### **2.1 Board of Directors**

In accordance with Section 1, Integrity Provisions – Offer, Offerors are required to provide a list of their Board of Directors before contract award. Offerors are requested to provide this information in their bid.

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

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

Solicitation No. - N° de l'invitation  
W0113-14DH10/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor031

Client Ref. No. - N° de réf. du client  
W0113-14DH10/A

File No. - N° du dossier  
TOR-4-37077

CCC No./N° CCC - FMS No/ N° VME

---

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

## **2.2 Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Offerors are required to have a Procurement Business Number (PBN) before Standing Offer 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.

## **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**

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](#) (2014-09-25) 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: January 1 to March 31;
- 2nd quarter: April 1 to June 30;
- 3rd quarter: July 1 to September 30;
- 4th quarter: October 1 to December 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

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

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

The period for making call-ups against the Standing Offer is from January 1, 2015 to December 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 an additional 1 period, from January 1, 2016 to December 31, 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 15 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:

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

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

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under 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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer are: any units within CFB Borden.

### 7. 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.

### 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

### 9. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (to be completed at Standing Offer award) (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 3 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.

### 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 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2014-09-25) General Conditions – Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Quarterly Usage Reporting Form;
- h) the Offeror's offer dated \_\_\_\_\_.

## **11. Certifications**

### **11.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

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

## **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](#) (2014-09-25), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

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

#### **3.1 Delivery Date**

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

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

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

### **4. Payment**

#### **4.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, Basis of Payment. Customs duties are included, and Applicable Taxes are extra.

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

## 5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be completed at Standing Offer award). 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.

## 4.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

## 4.4 SACC Manual Clauses

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

## 5. Invoicing Instructions

- 5.1 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) a copy of the release document and any other documents as specified in the Contract;
- b) The invoice must identify the call-up number;
- c) The invoice must identify the consignee address where the goods were delivered;
- d) The invoice must include the quantity and Firm Case Price for each item ordered.

- 5.2 Invoices must be distributed as follows:

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

- b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**6. Insurance**

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

**7. SACC *Manual* Clauses**

SACC *Manual* clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC *Manual* clause B1501C (2006-06-16) Electrical Equipment

## **ANNEX A REQUIREMENT**

### **Dishwashing and Sanitizing Chemicals and Dispensers**

#### **1. Requirement**

The Department of National Defence (DND) at Canadian Forces Base (CFB) Borden, Borden, ON requires the supply and delivery of dishwashing and sanitizing chemicals, the supply, installation and maintenance of dispenser equipment, and on-site training on the use of goods and equipment, on an "as and when requested" basis, during the period of the Standing Offer.

#### **2. List of Goods**

- 2.1 The Dishwashing and Sanitizing Chemicals must be Food Safe; and in accordance with the Canadian Food Inspection Agency Act and Food and Drugs Act.

Information on Food Safe, the Canadian Food Inspection Agency Act and Food and Drugs Act can be obtained from the following Website: <http://www.inspection.gc.ca>

- 2.2 The Offeror must provide literature and instructions for operation, sanitation and safety regarding all products, including WHMIS Material Safety Data Sheets, technical data and <sup>1</sup>Drug Identification Number (D.I.N.) for all products to the usage areas for personnel involved in warewashing, dishwashing and sanitizing activities.

*<sup>1</sup>In the Food and Drugs Act, "drug" includes any substance or mixture of substances manufactured, sold or represented for use in (c) disinfection in premises in which food is manufactured, prepared or kept.*

#### **3. Dispenser Equipment**

- 3.1 The Offeror must provide suitable Electronic Dispensing and/or Injection Equipment for all locations where required which generate reports that provide, by location, product unit movement, usage costs and other statistic data to users. The equipment must be C.S.A. approved and compatible with the equipment in use at the various locations.

##### **3.2 Supply and Installation:**

- 3.2.1 The Offeror must supply and install Dispensing Equipment within fourteen (14) calendar days of issuance of the Standing Offer. Should electrical wiring be installed, it must be done by a licensed electrician in accordance with current Canadian Electric Code regulations as well as the manufacturers recommendations.
- 3.2.2 The Site Authority and the Offeror will mutually agree upon a date and time for the installation of equipment to ensure the least amount of disruption and downtime possible.
- 3.2.3 The Offeror must provide literature and instructions for the operation of equipment.
- 3.2.4 Offeror's ownership identification must be on all equipment.

#### **4. Equipment Removal**

- 4.1 Cleaning products are currently dispensed from Dispensing Equipment, which have been supplied by the previous supplier. A common industry practice is that the in-coming supplier removes and packages the previous suppliers equipment in a professional manner.
- 4.2 Offeror's should indicate if this practice is acceptable for the removal and packaging of their equipment.

*acceptable (as indicated by the Offeror)*

In the event that this practice is acceptable, the Site Authority will return the equipment to the previous supplier.

In the event that this practice is not acceptable, the Site Authority will co-ordinate with the Offeror and the outgoing supplier for the removal of equipment to ensure the least amount of disruption and downtime possible.

- 4.3 Upon the expiry of Standing Offer the Offeror will remove all Dispensing Equipment installed during the course of the Standing Offer Agreement at no cost to the Crown.

In conjunction with the removal of the equipment, unopened products will be returned to the supplier and a credit issued to the individual users at the Department of National Defence at CFB Borden.

#### **5. Service of Equipment**

- 5.1 Preventative Maintenance and Service - Bi-monthly

The responsibility for maintaining the equipment in good working condition rests with the Offeror. The Offeror must provide bi-monthly preventative maintenance and service on the equipment. Bi-monthly is identified as every two weeks. The Offeror must provide the necessary personnel to perform the above services.

#### **6. Emergency Service**

- 6.1 The Offeror must provide emergency service twenty-four (24) hours a day, seven (7) days a week;

In the event of emergency service the Offeror agrees to respond on site with service personnel within four (4) hours of Call-up. Should the equipment breakdown and require to be removed for repairs, the Offeror agrees to provide a replacement dispenser.

#### **7. Service Report**

- 7.1 The Offeror must provide a copy of the service report to the Site Authority within twenty-four (24) hours of completion of the service. The service report must include the condition of the dispensing system, actions taken by Offeror's technician, recommended action to be taken by the user to correct identified faults in their equipment, training instruction given and the quality of products and service discussed with the user.

#### **8. On-site Training**

The Offeror must provide on-site training to approximately 5 staff required to use the products and dispensing equipment in the course of their work to ensure proper usage, personal safety on the use of goods and equipment.

## 9. Site Authorities

The Site Authorities contact names, addresses and telephone numbers are as follows:

Item	Addresses	Telephone Number
i	Junior Ranks Kitchen 52 Korea Road (Building T-116) CFB Borden, Ontario L0M 1C0	<i>To be inserted at contract award</i>
ii	Junior Ranks Kitchen 18 Lancaster Street (Building A-153) CFB Borden, Ontario L0M 1C0	<i>To be inserted at contract award</i>
iii	All Ranks Kitchen 118 Rafah Crescent (Building S-164) CFB Borden, ON L0M 1C0	<i>To be inserted at contract award</i>
iv	All Ranks Kitchen 179 Ortona Road (Building T-169) CFB Borden, ON L0M 1C0	<i>To be inserted at contract award</i>

**ANNEX B  
BASIS OF PAYMENT AND 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 Standing Offer.**

**1. Firm Requirement**

**For the Period from January 1, 2015 to December 31, 2015.**

Item	Description	Container Size of Product (Unit and Number of Units per Case)	Estimated Usage (Cases)	Firm Case Price	Extended Price
1	Concentrated detergent in capsules no chlorine or phosphate. WHMIS controlled product for commercial dishwashing machines. Biodegradable. Safe for soft metals and silver service items in "normal ready use solution automatic closed system, dispensers to be installed on each machine. Weight of product not to exceed 5 KG.	4 X 4.09 KG	180 Cases	\$ _____	\$ _____
2	Liquid concentrated rinse additive and drying agent complete with all necessary attachments and closed dispensers for commercial dishwashers, instant and total solubility. WHMIS controlled product. Effective in soft or hard, non-ionic wetting agents. Safe for all wares, no phosphate content, 1.2 KG or product is to be equal to a minimum of 22 litres liquid rinse additive. Automatic dispensers to be installed on all machines.	4 x 3.78 L	30 Cases	\$ _____	\$ _____
3	Concentrated silver soak in capsules, no chlorine or phosphate content with low alkaine formula for manual ware washing. WHMIS non-controlled, no hazardous ingredients, biodegradable, instant and total solubility. 2.26 KG of product is to be equal to a minimum of 22 KG	2 x 4 KG	10 Cases	\$ _____	\$ _____

Item	Description	Container Size of Product (Unit and Number of Units per Case)	Estimated Usage (Cases)	Firm Case Price	Extended Price
	litres of liquid detergent and 16 KG of powder detergent. Safe for all wares, adjustable closed system dispensers to be supplied for each area, weight of capsule with product is not to exceed 5 KG.				
4	Concentrated detergent in liquid form, with no chlorine or phosphate content, no hazardous ingredients. Biodegradable, instant and total solubility. 1.6 KG of product is to be equal to a minimum of 22 litres liquid detergent. Safe for all wares, adjustable electronic closed system dispenser with time lock-out feature to be supplied for each area. Weight not to exceed 3 KG.	4 x 3.78 L	80 Cases	\$ _____	\$ _____
5	Clean it scale remover	4 x 3.78 L	15 Cases	\$ _____	\$ _____
6	Bio Grease Control Degreaser	4 x 3.78 L	15 Cases	\$ _____	\$ _____
7	Food Service Sanitizer	4 x 3.78 L	35 Cases	\$ _____	\$ _____

TOTAL EXTENDED PRICE FOR FIRM REQUIREMENT \$ \_\_\_\_\_

**1. Optional Requirement**

For the Period from January 1, 2016 to December 31, 2016.

Item	Description	Container Size of Product (Unit and Number of Units per Case)	Estimated Usage (Cases)	Firm Case Price	Extended Price
1	Concentrated detergent in capsules no chlorine or phosphate. WHMIS controlled product for commercial dishwashing machines. Biodegradable. Safe for soft metals and silver service items in "normal ready use"	4 X 4.09 KG	180 Cases	\$ _____	\$ _____

Item	Description	Container Size of Product (Unit and Number of Units per Case)	Estimated Usage (Cases)	Firm Case Price	Extended Price
2	<p>solution automatic closed system, dispensers to be installed on each machine. Weight of product not to exceed 5 KG.</p> <p>Liquid concentrated rinse additive and drying agent complete with all necessary attachments and closed dispensers for commercial dishwashers, instant and total solubility. WHMIS controlled product. Effective in soft or hard, non-ionic wetting agents. Safe for all wares, no phosphate content, 1.2 KG of product is to be equal to a minimum of 22 litres liquid rinse additive. Automatic dispensers to be installed on all machines.</p>	4 x 3.78 L	30 Cases	\$ _____	\$ _____
3	<p>Concentrated silver soak in capsules, no chlorine or phosphate content with low alkaine formula for manual ware washing. WHMIS non-controlled, no hazardous ingredients, biodegradable, instant and total solubility. 2.26 KG of product is to be equal to a minimum of 22 KG litres of liquid detergent and 16 KG of powder detergent. Safe for all wares, adjustable closed system dispensers to be supplied for each area, weight of capsule with product is not to exceed 5 KG.</p>	2 x 4 KG	10 Cases	\$ _____	\$ _____
4	<p>Concentrated detergent in liquid form, with no chlorine or phosphate content, no hazardous ingredients. Biodegradable, instant and total solubility. 1.6 KG of product is to be equal to a minimum of 22 litres liquid detergent. Safe for all wares, adjustable electronic closed system dispenser with time lock-out feature to be supplied for each area. Weight not to exceed 3 KG.</p>	4 x 3.78 L	80 Cases	\$ _____	\$ _____
5	Clean it scale remover	4 x 3.78 L	15 Cases	\$ _____	\$ _____
6	Bio Grease Control Degreaser	4 x 3.78 L	15 Cases	\$ _____	\$ _____
7	Food Service Sanitizer	4 x 3.78 L	35 Cases	\$ _____	\$ _____

Solicitation No. - N° de l'invitation  
W0113-14DH10/A

Client Ref. No. - N° de réf. du client  
W0113-14DH10/A

Amd. No. - N° de la modif.

File No. - N° du dossier  
TOR-4-37077

Buyer ID - Id de l'acheteur  
tor031

CCC No./N° CCC - FMS No./N° VME

**TOTAL EXTENDED PRICE FOR OPTIONAL REQUIERMENT \$ \_\_\_\_\_**

**TOTAL EXTENDED PRICE (1+2) \$ \_\_\_\_\_**

