

CANADIAN HERITAGE
REQUEST FOR STANDING OFFER

REQUEST NUMBER: 10140870

TITLE OF PROJECT: Tent and Floor Rentals

REQUEST DATE: October 28th, 2014

CLOSING DATE AND TIME: December 9th, 2014, 2:00 p.m., EST

ADDRESS ALL ENQUIRIES: Darquise LeBrun
Head, Procurement and Contracting, Special Projects
Contracting and Materiel Management Directorate
Canadian Heritage
Tel: (819) 994-5122
Fax: (819) 953-4133
E-mail: darquise.lebrun@pch.gc.ca

The Department of Canadian Heritage has a requirement for the above services to be carried out in accordance with the **Statement of Work** attached hereto as **Annex "A"**. The services are to be performed during the period commencing upon the date of award of the contract and are to be completed two (2) years after issuance of the Standing Offer, with the possibility of extending the period of the Standing Offer by one (1) additional one (1) year period, as defined in the Statement of Work.

If you are interested in undertaking this project, your sealed proposal, clearly indicating the title of the work and addressed to the undersigned will be received up to **14:00 hours, (2 p.m.) EST: December 9th, 2014, at 15 Eddy Street, 2nd Floor (15.2.C), Gatineau, Quebec, K1A 0M5.**

It is the Offeror's responsibility to ensure that their proposals are delivered to the above noted tender address no later than the time and date specified.

Offerors submitting a proposal are also requested to complete the Offer of Services attached at Annex "E". By signing and submitting this form, Offerors are confirming that they have read the entire Offer solicitation including the documents incorporated by reference into the Request for Standing Offer and that:

1. They consider themselves and their products able to meet all the mandatory requirements in the Request for Standing Offer;
2. Their offer is valid for the period requested in the Request for Standing Offer;
3. All the information provided in the Request for Standing Offer is complete, true and accurate; and
4. If they are awarded a Standing Offer, they will accept all the terms and conditions set out in the Standing Offer and resulting contract clauses included in the Request for Standing Offer in Part 6 – Standing offer and Resulting Contract Clauses.

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PART 1 - GENERAL INFORMATION

1. INTRODUCTION

The Request for Standing Offer (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.

List of Annexes:

- Annex "A" Statement of Work
- Annex "B" Mandatory evaluation Criteria
- Annex "C" Basis of Payment
- Annex "D" Example Requirements for purpose of the Financial Evaluation
- Annex "E" Offer of Services Form
- Annex "F" Security Requirements Checklist
- Annex "G" Insurance Requirements
- Annex "H" Form 942 Call-up against a Standing Offer

2. SUMMARY

The Department of Canadian Heritage (PCH) is seeking to establish up to three (3) Standing Offers for the following period: two (2) years from contract award with one (1) option year.

The objective of this Request for Standing Offers is to find Offerors that will be able to supply tent and temporary flooring rental services for various events in the National Capital Region (NCR), as per Annex "A", Statement of Work.

3. DEBRIEFINGS

Offerors may request a debriefing on the results of the request for Standing Offer 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 Offer 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 Offer (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 Offer - 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 Offer - 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 Canadian Heritage (PCH) Mail room / Bid Receiving by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, Offers transmitted electronically or by facsimile to PCH will not be accepted.

3. FORMER PUBLIC SERVANT

Contracts with 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 with FPS, bidders must provide the information required below.

Definitions

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

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the 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 Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction 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 - REQUEST FOR STANDING OFFER

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) calendar days before the Request for Standing Offer (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.

5. 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 1: Technical Offer: four (4) hard copies;
Section 2: Financial Offer: one (1) hard copy; and
Section 3: Certifications: one (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 Offer.

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 1: Technical Offer

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

The technical Offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the Offer will be evaluated. Simply repeating the statement contained in the Offer solicitation is not sufficient. In order to facilitate the evaluation of the Offer, Canada requests that Offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their Offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section 2: Financial Offer

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

Section 3: 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 Offer including the mandatory technical criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Mandatory Technical Criteria

Each offer will be reviewed to determine whether it meets the mandatory requirements of the Request for Standing Offer. Any element of the Request for Standing Offer that is identified specifically with the words “must” or “mandatory” is a mandatory requirement. Offers that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in **Annex “B” - Mandatory Evaluation Criteria**.

2. BASIS OF SELECTION - LOWEST EVALUATED PRICE

2.1 To be declared responsive, an Offer must:

- (a) Comply with all the requirements of the Request for Standing Offer; and
- (b) Meet all the mandatory technical criteria in Annex B;
- (c) Offers not meeting (a) or (b) will be declared non-responsive. Up to three (3) responsive offers with the lowest evaluated price will be recommended for issuance of Standing Offers.

2.2 Offerors should note that all contracts are subject to PCH’s internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Notwithstanding that an Offeror may have been recommended for Standing Offer award, issuance of any Standing Offer will be contingent upon internal approval. If such approval is not given, no Standing Offer will be awarded.

PART 5 – CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification during the evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or 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.

1. Mandatory Certifications Required Precedent Award of a Standing Offer

1.1 Federal Contractors Program for Employment Equity - Bid 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](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 [Human Resources and Skills Development Canada \(HRSDC\) - 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

6A. STANDING OFFER

1. OFFER

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. SECURITY REQUIREMENT

- 2.1 The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 2.2 The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 2.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 2.4 The Offeror must comply with the provisions of the:
- a) Security Requirements Check List, attached at Annex F;
 - b) *Industrial Security Manual* (Latest Edition).

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 Offer - Goods or Services, apply to and form part of the Standing Offer.

4. TERM OF STANDING OFFER

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is for two (2) years from date of award.

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 one (1) additional one (1) year period, under the same conditions and at the rates or prices 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 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:

Darquise LeBrun
Head, Procurement and Contracting, Special Projects
Contracting and Materiel Management Directorate
Canadian Heritage
15 Eddy Street, 9th Floor (15-9-G)
Gatineau, QC K1A 0M5

E-mail: darquise.lebrun@pch.gc.ca

Telephone: 819-994-5122

Facsimile: 819-953-4133

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 will be identified at time of issuance of a Call-up against the Standing Offer.

5.3 Technical Authority

The Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

5.4 Offeror's Representative

(To be determined at issuance of the Standing Offer)

6. PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS *(If applicable)*

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

7. IDENTIFIED USERS

The Identified User authorized to make call-ups against the Standing Offer is: **Canadian Heritage.**

8. CALL-UP PROCEDURES

- a) Each Call-up results in a separate contract between Canada and the Offeror.

- b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this Standing Offer or any Call-ups made against it.
- c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this Standing Offer apply to every Call-up made under this SO.
- d) **Multiple SOs:** The Offeror acknowledges that multiple SOs may be issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the call-up process described below.
- e) **Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this Standing Offer outlined below.
- f) **Ranking and Methodology for Multiple SOs:** If more than one SO is authorized for use the following ranking methodology and call-up procedures will be used:

Right of first refusal basis: The call-up procedures require that when a requirement is identified, the Identified User will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest-ranked Offeror is able to meet the requirement, a call-up is made against its SO. If that Offeror is unable to meet the requirement, the Identified User will contact the next ranked Offeror. The Identified User will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the “right of first refusal” basis. When the highest ranked Offeror is unable to fulfill the need, the Identified User is required to document its file appropriately.

For efficiency purposes, Identified Users may send their Availability Confirmation Request to more than one Offeror at once. In no circumstances, however, must the Identified User skip over the highest ranked Offeror during the process (i.e. the Identified User is NOT ALLOWED to simply invite the Offeror listed in ranking position 3, without inviting Offerors in ranking positions 1 and 2).

9. CALL-UP INSTRUMENT

The Work will be authorized or confirmed by Canadian Heritage using form 942 – Call up Against a Standing offer (Form attached at Annex “H”).

10. NON-STANDING OFFER ITEMS

Identified Users may incorporate within the Call-up up to a total of \$2,000.00 of non-Standing Offer items.

11. PRIORITY OF DOCUMENTS

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offer - Goods or Services;
- d) the general conditions 2010C (2014-09-25) - General Conditions - Services (Medium Complexity);
- f) Annex A, Statement of Work;

- g) Annex C, Basis of Payment;
- h) Annex F, Security Requirements Checklist
- i) Annex G, Insurance Requirements;
- j) the Offeror's offer dated _____ (*to be determined at issuance of the Standing Offer*)

12. CERTIFICATIONS

12.1 Compliance

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

13. APPLICABLE LAWS

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.
(To be determined at issuance of the Standing Offer)

14. INSURANCE REQUIREMENTS

The Offeror must comply with the insurance requirements specified in Annex G. The Offeror must maintain the required insurance coverage for the duration of the Standing Offer. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the Standing Offer. The Offeror is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Standing Offer and to ensure compliance with any applicable law. Any additional insurance coverage is at the Offeror's expense, and for its own benefit and protection.

The Offeror must forward to the Standing Offer Authority within 15 working days after the date of award of the Standing Offer, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Offeror must, if requested by the Standing Offer Authority, forward to Canada a certified true copy of all applicable insurance policies.

6B. RESULTING CONTRACT CLAUSES

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

1. STATEMENT OF WORK

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

2. STANDARD CLAUSES AND CONDITIONS

2.1 General Conditions

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

3. TERM OF CONTRACT

3.1 Period of the Contract

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

4. AUTHORITIES

4.1 Contracting Authority

The Contracting Authority will be identified at time of issuance of a Call-up against the Standing Offer.

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.

4.2 Project Authority (and/or Technical Authority)

The Project and/or Technical Authority will be identified at time of issuance of a Call-up against the Standing Offer.

The Project and/or Technical 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 and/or Technical Authority; however, the Project and/or Technical 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. PAYMENT

5.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment attached hereto as Annex C, for Work performed under the call-up against the Standing Offer.

5.2 Limitation of Expenditure

- a) The Contractor will be paid for Work performed under each approved call-up, in accordance with the Basis of Payment at Annex C of the Standing Offer.
- b) Canada's total liability to the Contractor under any resultant Call-up will not exceed the Total Price specified in the Call-up.

5.3 Method of Payment

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

6. 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.

Invoices must be distributed as follows:

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

7. OFFICIAL LANGUAGES

The Department is under the obligation to respect the spirit and the letter of the Official Languages Act R.S.1985,C.31 (4th Suppl.). It is therefore imperative that the Contractor when representing the Crown ensures that verbal communications are in the preferred official language of the participants. Written communications will be in the language(s) of the participants and must be submitted to the Project Authority before they are issued. If participants are required to communicate by telephone with the Contractor or his/her representatives, the Contractor must ensure that all persons, including receptionists and other contacts who will be receiving these calls, are bilingual.

8. GREEN PROCUREMENT

The Contractor should make every effort to ensure that all documents prepared or delivered under this contract are printed double-sided on Ecologo certified recycled paper or on paper with equivalent post-consumer recycled content, to the extent it is procurable.

ANNEX A

STATEMENT OF WORK

1. Title:

Tent and Floor Rental

2. Introduction:

The Department of Canadian Heritage (PCH) wishes to establish up to three (3) standing offers for the rental of temporary outdoor tents and floors to meet the needs of event programming, sponsorships, operations, press conferences and other departmental corporate events.

The standing offers will remain in force for two (2) years each, with the option to renew for one (1) additional year.

3. Background, Assumptions and Scope of Needs:

PCH is seeking contractors capable of providing a tent rental service together with a temporary floor construction service for events held in Ottawa and Gatineau.

Every year, Canadian Heritage organizes major events in the nation's capital to promote active citizenship through civic involvement, to acknowledge the shared values of Canadians and to celebrate people and events that shape Canada.

The major events are Winterlude, Canada Day and Christmas Lights Across Canada. The purpose of the standing offer agreement under this request is to procure tent and temporary floor rental services for these events and their operations. Other events could be added gradually as new needs arise. The Contractor will be informed of needs pertaining to other possible events in advance.

Needs differ for each event and at each site. Each event or need pertains to different sites and locations where tents and floors are required.

Below are the expected dates of the events covered by this Request for Standing Offer:

Year 1:

Winterlude 2015 – from January 30 to February 16, 2015

Canada Day 2015 – from June 23 to July 4, 2015

Year 2:

Winterlude 2016 – from February 5 to 22, 2016

Canada Day 2016 – from June 23 to July 4, 2016

Option year 1:

Winterlude 2017 – from February 3 to 19, 2017

Canada Day 2017 – from June 23 to July 4, 2017

The tent and floor rental period ranges from one (1) day to more than one (1) month, depending on the event and location. Tent and floor rental services include all labour, shipping and

equipment required to deliver, install, maintain, inspect and dismantle all of the items specified in the Basis of Payment shown in Annex "C".

Annex "D" provides a standard example of PCH requirements for Winterlude and Canada Day. These requirements are subject to change in accordance with PCH needs.

4. Needs

4.1 Specifications and standards:

- a) Tents and floors must meet specific criteria related to size, finish, installation and dismantlement schedules. The walls and roofs of the tents shall be free of stains or obvious perforations, and shall be exclusively white in colour.
- b) Bidders shall provide all of the equipment, materials and labour required to ship, install, inspect and dismantle the necessary tents and floors. Bidders shall comply with the various federal, provincial and municipal rules and standards governing construction and site use. Bidders are required to comply with these rules and standards and provide the necessary certificates and attestations as necessary. The material provided must also comply with the standards of the various fire departments (Ottawa and Gatineau). Bidders are responsible for all costs incurred to comply with these standards.
- c) Bidders shall provide different types of floors including, but not limited to, the following:
 - Plywood (painted black, white or grey)
 - Rubber covering (for tents set up on the Canal)
- d) No specific tent type or manufacturer is required for this contract. Bidders shall provide a list of the types of tents they are capable of supplying and the necessary certifications.
- e) Bidders may be asked to use barrels or another counterweight system if the chosen location is unsuitable for the use of stakes.
- f) All tent models must be certified and flame-proof. They must meet Canadian engineering and certification standards (CAN/ULC-S109)
- g) PCH may not be held liable for any damage to the bidder's material or equipment.
- h) Tents and/or floors will be installed on various and sometimes uneven surfaces. These include paved, sodded and ice (Canal Rideau) surfaces, which may be covered in snow and/or ice, and that cannot be rendered completely level.
- i) Bidders may be asked to visit the sites with a PCH representative prior to installation.
- j) Bidders shall perform weekly inspections of each tent and/or floor to ensure that they are safe. Other inspections may be required as a result of changes in weather or at the client's request. All inspection costs shall be included in the price submitted in Annex "C", Basis of Payment.
- k) All tents shall be equipped with basic ambient electrical lighting installed by the bidder. PCH will take charge of all matters related to electrical connectivity.

- l) Bidders shall leave the site once it has been inspected by the client. Any damage to the site will be billed to the bidder.

4.2 Technical, operational and organizational environment:

The specified Winterlude and Canada Day installation and dismantlement dates remain to be confirmed and are provided for illustrative purposes only. The bidder will receive a detailed calendar in advance of each event.

Furthermore, the bidder shall work to specific site plans and comply with all regulations specified by the site coordinators.

4.3 Method and source of acceptance:

Service and cost estimate: Based on the list of needs provided by PCH, the bidder shall submit an estimate of the cost of the goods and services required to perform the work (based on the rates specified in the Basis of Payment, Annex "C").

PCH will examine the cost estimate submitted by the bidder and will have an opportunity to make comments and recommendations or negotiate with the bidder and the bidder shall, as necessary, submit a revised estimate.

Standing offer call-up: Work will be authorized through a Standing Order call-up (see Annex "H") issued by the Contracting Authority. No work shall begin until the bidder has received this document, duly signed. After the work has been completed, all facilities **must be checked by the PCH representative** to confirm the safety and quality of the installation work.

The Contractor agrees to respond to **emergency calls** in less than 4 hours. Emergency calls may be made 24 hours a day, 7 days a week. Upon receiving an emergency call, the Contractor shall inspect and repair, as necessary, all facilities installed at each site and will submit a report to the PCH representative.

5. Other SOW Conditions

5.1 Work location, work site and delivery site:

Delivery sites vary according to needs. The sites most often used include (but are not limited to): Parliament Hill, Jacques Cartier Park, Confederation Park, Major's Hill Park, the Rideau Canal, the sites of the various museums, and other municipal parks in the National Capital Region.

***The Parliament Hill site is considered a construction site construction within the meaning of the Ontario Labour Code.**

For the purposes of Canada Day activities, work may have to be performed simultaneously in Major's Hill Park and Jacques Cartier Park. Therefore, two work crews may be required.

5.2 Safety requirements:

Bidders shall comply with federal, provincial and municipal occupational health and safety legislation and regulations. Where federal, provincial or municipal provisions diverge, bidders will comply with the more stringent provisions. Bidders acknowledge that PCH has informed them that

the locations specified in the work are “**construction sites**” within the meaning of federal, provincial or municipal legislation, and are subject to federal, provincial and municipal legislation and regulations concerning occupational health and safety in the construction industry.

Bidders are responsible for paying the charges applicable under federal, provincial and municipal occupational health and safety legislation and regulations (including in the construction sector).

In accordance with Government of Canada security policy, all persons working or providing services on the Parliament Hill site must pass a security screening in order to access the site. The security screening requires the disclosure of personal information concerning the reliability and trustworthiness of individuals. The minimum security level required to access Parliament Hill is “reliable”.

6. Necessary resources/roles

Bidders must provide the labour, transportation and equipment required to deliver, install, maintain, inspect and dismantle some or all of the items listed in the Basis of Payment, Annex “C”.

All inspections are performed at the bidder’s expense. They must be completed on site, following installation work, at the request of PCH when health or safety is at issue.

Bidders are responsible for their employee’s accommodation, meal and/or wage premiums.

ANNEX B
MANDATORY EVALUATION CRITERIA

MANDATORY ASSESSMENT CRITERIA: To be deemed compliant, the bid must meet all of the mandatory criteria. In the event that a bidder does not meet all of the mandatory criteria, the bid will be considered non-compliant and will be given no further consideration.

MANDATORY CRITERIA – TENT AND FLOOR RENTAL					
Mandatory requirements		Satisfactory	Unsatisfactory	Bid cross-reference	
M1	The Contractor must demonstrate that it has a minimum of five (5) years of all-season experience in the tent and temporary floor rental field. This experience must include shipping, installation, maintenance, inspection and dismantlement.				
M2	The Contractor must demonstrate its capacity to provide a 24-hour, 7-day-a-week answering service for emergency calls. The Contractor must also demonstrate its ability to respond to emergency calls in less than four (4) hours.				
M3	Bidders must demonstrate their ability to provide the full inventory of requested items, as listed in Annex "C", Basis of Payment.				

ANNEX C
BASIS OF PAYMENT

1. The Contractor will be paid as specified below for work completed under the Contract. Customs duties are included, but applicable taxes are extra.
- 1.1 The Contractor will be paid a firm and all-inclusive daily, weekly or monthly price for rental of the following items:

Description of item	Anchor / covering	Year	Daily rate	Weekly rate	Monthly rate
Tent, 10' X 10' "Warners" style, regular or the equivalent"	Stake in ice	Initial period			
		Option 1			
	Ground stakes	Initial period			
		Option 1			
	Barrels - weights	Initial period			
		Option 1			
Tent, 10' X 15' "Warners" style, regular or the equivalent	Stake in ice	Initial period			
		Option 1			
	Ground stakes	Initial period			
		Option 1			
	Barrels - weights	Initial period			
		Option 1			
Tent, 10' X 20' "Warners" style, regular or the equivalent	Stake in ice	Initial period			
		Option 1			
	Ground stakes	Initial period			
		Option 1			
	Barrels - weights	Initial period			
		Option 1			
Tent, 20' X 20' "Warners" style, regular or the equivalent	Stake in ice	Initial period			
		Option 1			
	Ground stakes	Initial period			
		Option 1			
	Barrels - weights	Initial period			
		Option 1			
Tent, 20' X 30' "Warners" style, regular or the equivalent	Stake in ice	Initial period			
		Option 1			
	Ground stakes	Initial period			

Description of item	Anchor / covering	Year	Daily rate	Weekly rate	Monthly rate
	Barrels - weights	Option 1			
		Initial period			
Tent, 30' X 30' Style "A-frame"	Stake in ice	Option 1			
		Initial period			
	Ground stakes	Option 1			
		Initial period			
	Barrels - weights	Option 1			
		Initial period			
Tent, 40' X 40' "Warners" style, regular or the equivalent	Stake in ice	Option 1			
		Initial period			
	Ground stakes	Option 1			
		Initial period			
	Barrels - weights	Option 1			
		Initial period			
Tent, 10' X 10' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 10' à 15' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 10' X 20' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 10' X 30' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 20' X 20' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 20' X 40' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 30' X 40' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 15' X 60' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 20' X 60' with poles	Ground stakes	Option 1			
		Initial period			
Tent, 20' X 80' with poles	Ground stakes	Option 1			
		Initial period			

Description of item	Anchor / covering	Year	Daily rate	Weekly rate	Monthly rate
Floor, 10' X 10'	Plywood and painted	Initial period			
		Option 1			
	Plywood with rubber covering	Initial period			
		Option 1			
Floor, 20' X 20'	Plywood and painted	Initial period			
		Option 1			
	Plywood with rubber covering	Initial period			
		Option 1			
Floor, 10' X 20'	Plywood and painted	Initial period			
		Option 1			
	Plywood with rubber covering	Initial period			
		Option 1			
Floor, 20' X 40'	Plywood and painted	Initial period			
		Option 1			
	Plywood with rubber covering	Initial period			
		Option 1			
Floor, 40' X 40'	Plywood and painted	Initial period			
		Option 1			
	Plywood with rubber covering	Initial period			
		Option 1			
Wheelchair ramps	n/a	Initial period			
		Option 1			

2. Cancellation

If Canada cancels or postpones an event, the Contractor will be remunerated as follows:

Cancellation or postponement dates – less than 24 hours before event	100% of the firm, all-inclusive daily price
Cancellation or postponement dates – more than 24 hours before event	No charge

ANNEX D

EXAMPLE REQUIREMENTS FOR PURPOSE OF THE FINANCIAL EVALUATION

See separate Excel Spreadsheet

ANNEX E

OFFER OF SERVICES FORM

REQUEST FOR STANDING OFFER 10140870


TENT AND FLOOR RENTALS

<i>(to be filled in by Offeror)</i>		
Offeror's full legal name		
Authorized Representative of Offeror for evaluation purposes (e.g., clarifications)	Name	
	Title	
	Address	
	Telephone #	
	Fax #	
	Email	
Offeror's Procurement Business Number (PBN) <i>(see the Standard Instructions 2003)</i>		
Offeror's GST/HST/QST number		
Tax rate to be charged on any resulting contract	Specify percentage: _____ %	
Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)		
Former Public Servants See the Article in Part 2 of the Request for Standing Offer for a definition of "Former Public Servant".	Is the Bidder a FPS in receipt of a pension as defined in the bid solicitation? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
	Is the Bidder a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ____ No ____ If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"	
Security Clearance Level of Offeror i. Offeror's (Company) name and full address as they appear on the security clearance application: ii. Security clearance level granted and file number:	i.	
	Designated Organization Screening (DOS) Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Specify file number:	
	Facility Security Clearance (FSC) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Specify file number:		
Document Safeguarding Capability (DSC) Yes <input type="checkbox"/> No <input type="checkbox"/>		

iii. Expiry date:	iii.
<p>Security Clearance Level of Offeror's Individual Resources <i>[add additional resources on another page, if required]</i></p> <p>i. Name of Individual as it appears on security clearance application:</p> <p>ii. Level of security clearance obtained and expiry date:</p> <p>iii. Security Screening Certificate and Briefing Form file number</p>	<p>i.</p> <p>ii.</p> <p>iii.</p>
<p>On behalf of the Offeror, by signing below, I confirm that I have read the entire Request for Standing Offer (RFSO) including the documents incorporated by reference into the RFSO and I certify that:</p> <ol style="list-style-type: none"> 1. The Offeror considers itself and its products able to meet all the mandatory requirements described in the RFSO; 2. This Offer is valid for the period requested in the RFSO; 3. All the information provided in the Offer is complete, true and accurate; and 4. If the Offeror is awarded a Standing Offer, it will accept all the terms and conditions set out in Part 6 - Resulting Standing Offer and Contract (Call-up) Clauses included in the bid solicitation. 	
Signature of Authorized Representative of Offeror	

ANNEX F

SECURITY REQUIREMENTS CHECKLIST

	Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat
		Security Classification / Classification de sécurité


**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Direction de l'expérience de la capitale	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Location et installation de tentes et planchers pour les événements de l'expérience de la capitale - le contrat doit sortir en appel d'offre prochainement		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Où Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Où Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : Accès sur la Colline du parlement dans le cadre de la fête du Canada

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Où Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Où Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Où Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Où Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Où Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Où Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Où Non Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui


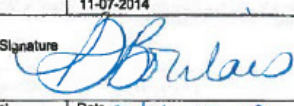

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Philip Porzuczek		Title - Titre Coordonnateur Logistique	Signature 
Telephone No. - N° de téléphone 819-953-4195	Facsimile No. - N° de télécopieur 819-934-0738	E-mail address - Adresse courriel philip.porzuczek@pch.gc.ca	Date 11-07-2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Diane Boulais		Title - Titre Security Awareness Officer	Signature 
Telephone No. - N° de téléphone 914-3329	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel diane.boulais@pch.gc.ca	Date 2014-09-10
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Darquise LeBrun		Title - Titre Head, Procurement & Contracting, Special Projects	Signature 
Telephone No. - N° de téléphone 514-944-5122	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel darquise.lebrun@pch.gc.ca	Date Oct 14/14
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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Security Classification / Classification de sécurité



ANNEX G

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000.00 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Department of Canadian Heritage.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX H

942 FORM CALL-UP AGAINST A STANDING OFFER

Item No. Article n°		Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
<p>Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.</p>							