

**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**

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

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

Title - Sujet Dishwashing & Sanitizing Chemicals		
Solicitation No. - N° de l'invitation W0113-14DH10/A		Date 2015-01-20
Client Reference No. - N° de référence du client W0113-14DH10		Amendment No. - N° modif. 007
File No. - N° de dossier TOR-4-37077 (031)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-031-6686		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2014-10-27
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-30		Time Zone Fuseau horaire Eastern Standard Time EST
Address Enquiries to: - Adresser toutes questions à: Schmidt, Jeff		Buyer Id - Id de l'acheteur tor031
Telephone No. - N° de téléphone (905) 615-2058 ()	FAX No. - N° de FAX (905) 615-2060	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

W0113-14DH10/A

Amd. No. - N° de la modif.

007

Buyer ID - Id de l'acheteur

tor031

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

W0113-14DH10

File No. - N° du dossier

TOR-4-37077

CCC No./N° CCC - FMS No/ N° VME

This page is intentionally left blank.

AMENDMENT 007 ANSWERS BIDDER QUESTIONS AND UPDATES AND/OR ADDS THE FOLLOWING IN THE REQUEST FOR STANDING OFFER:

Bidder Questions:

Q1: At Annex B, Basis of Payment, Item# 1 – Does the item have to be a “closed system” and is an open container allowable?

R1: An open container is allowable. Please see the changes to Items 1 and 4 at Annex B, Basis of Payment and Evaluation.

Q2: Are the container sizes for all listed products limited to the listed sizes in this requirement?

R2: Please find the revised requirement at Annex B, Basis of Payment and Evaluation. The case description has been removed and Bidders must provide pricing in either a Firm kilogram (KG) Price or a Firm Litre Price. This will allow bidders to provide pricing in the form they presently offer.

Q3: Are there any additional buildings that require dispensers? At the Site Visit, DND advised of buildings under construction.

R3: Please find the updated Section 9, Site Authorities in the attached Request for Standing Offer. This details all site locations and the requirement for each location. This information updates the quantities identified in Amendment 001.

Changes to the Solicitation:

Annex A, Statement of Work, Section 9, Site Authorities;

Annex B, Basis of Payment, Firm and Optional Requirement, Items 1-4;

Annex B, Basis of Payment, Firm and Optional Requirement, Estimated Usages, Firm KG or Litre Price;

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES, Section 4.1, Period of the Standing Offer.

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
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 six parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment and 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 March 1, 2015 to February 29, 2016, 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.
007

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 KG or Litre 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_equality/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.
007

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 - _____

Director Name - _____

Director Name - _____

Director Name - _____

Director Name - _____

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: March 1 to May 31;
2nd quarter: June 1 to August 31;
3rd quarter: September 1 to November 30;
4th quarter: December 1 to February 29.

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 March 1, 2015 to February 29, 2016

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 March 1, 2016 to February 28, 2017 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 (2014-11-27) 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](#) (2014-11-27), 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

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed as per call-up. 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 ¹Drug Identification Number (D.I.N.) for all products to the usage areas for personnel involved in warewashing, dishwashing and sanitizing activities.

¹In 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 as identified at Section 9, Site Authorities, 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 must advised DND if this practice is acceptable for the removal and packaging of their equipment.

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	Dispenser Requirements
i	Junior Ranks Kitchen 52 Korea Road (Building T-116) CFB Borden, Ontario L0M 1C0	<i>To be inserted at contract award</i>	1 Rise Dispenser 1 Soap Dispenser 1 Dilution Dispenser
ii	Junior Ranks Kitchen 18 Lancaster Street (Building A-153) CFB Borden, Ontario L0M 1C0	<i>To be inserted at contract award</i>	1 Rise Dispenser 1 Soap Dispenser 1 Dilution Dispenser
iii	Officers Kitchen 32 Caem Circle (Building P-160) CFB Borden, Ontario L0M 1C0	<i>To be inserted at contract award</i>	1 Rise Dispenser 1 Soap Dispenser 1 Dilution Dispenser
iv	FS & S Training 25 Anson Road (Building S-149) CFB Borden, Ontario L0M 1C0	<i>To be inserted at contract award</i>	1 Rise Dispenser 1 Soap Dispenser 1 Dilution Dispenser
v	CTC Blackdown 25 Command Road (Building BP-81) CFB Borden, Ontario L0M1C0	<i>To be inserted at contract award</i>	1 Rise Dispenser 1 Soap Dispenser 1 Dilution Dispenser
vi	All Ranks Kitchen 118 Rafah Crescent (Building S-164) CFB Borden, ON L0M 1C0	<i>To be inserted at contract award</i>	2 Rise Dispensers 2 Soap Dispensers 2 Dilution Dispensers
vii	All Ranks Kitchen 179 Ortona Road (Building T-169) CFB Borden, ON L0M 1C0	<i>To be inserted at contract award</i>	2 Rise Dispensers 2 Soap Dispensers 2 Dilution Dispensers

Note: The locations for items vi and vii will not be required at Standing Offer award as the buildings are currently under renovations. Once the kitchens are operational, the Offerors must remove the dispensers from item's i and ii and install them in locations vi and vii in addition to 2 extra dispensers at no additional cost to the Crown.

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 A and Annex B. Estimated usages are based on previous history and forecasted usage for this Standing Offer.*

Bidder's may provide pricing on the Firm Kilogram (KG) price or Firm Litre price. If Bidder's provide pricing for both, the lowest Extended Price will be used in the evaluation.

1. Firm Requirement

For the Period from March 1, 2015 to February 29, 2016

Item	Description	Estimated Usages (KG or Litres)	Firm KG or Litre Price	Extended Price
1	Concentrated detergent 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 open or closed system, dispensers to be installed on each machine.	2,500 KG or 2,500 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
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. Automatic dispensers to be installed on all machines.	450 KG or 450 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
3	Concentrated flatware pre-soak, no chlorine or phosphate content with low alkaine formula for manual ware washing. WHMIS controlled product, no hazardous ingredients, biodegradable, instant and total solubility. Safe for all wares, adjustable open or closed system dispensers to be supplied for each area.	80 KG or 80 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____

Item	Description	Estimated Usages (KG or Litres)	Firm KG or Litre Price	Extended Price
4	Concentrated detergent in liquid form, with no chlorine or phosphate content, no hazardous ingredients. Biodegradable, instant and total solubility. Safe for all wares.	1,200 KG or 1,200 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
5	Clean it scale remover	225 KG or 225 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
6	Bio Grease Control Degreaser	225 KG or 225 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
7	Food Service Sanitizer	500 KG or 500 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____

TOTAL EXTENDED PRICE FOR FIRM REQUIREMENT \$ _____

1. Optional Requirement

For the Period from March 1, 2016 to February 28, 2017

Item	Description	Estimated Usages (KG or Litres)	Firm KG or Litre Price	Extended Price
1	Concentrated detergent 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 open or closed system, dispensers to be installed on each machine.	2,500 KG or 2,500 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
2	Liquid concentrated rinse additive and drying agent complete with all			

Item	Description	Estimated Usages (KG or Litres)	Firm KG or Litre Price	Extended Price
	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. Automatic dispensers to be installed on all machines.	450 KG or 450 Litres	\$ _____ per KG or \$ _____ / per Litre	\$ _____ or \$ _____
3	Concentrated flatware pre-soak, no chlorine or phosphate content with low alkaine formula for manual ware washing. WHMIS controlled product, no hazardous ingredients, biodegradable, instant and total solubility. Safe for all wares, adjustable open or closed system dispensers to be supplied for each area.	80 KG or 80 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
4	Concentrated detergent in liquid form, with no chlorine or phosphate content, no hazardous ingredients. Biodegradable, instant and total solubility. Safe for all wares.	1,200 KG or 1,200 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
5	Clean it scale remover	225 KG or 225 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
6	Bio Grease Control Degreaser	225 KG or 225 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____
7	Food Service Sanitizer	500 KG or 500 Litres	\$ _____ per KG or \$ _____ per Litre	\$ _____ or \$ _____

TOTAL EXTENDED PRICE FOR OPTIONAL REQUIRMENT \$ _____

TOTAL EXTENDED PRICE (1+2) \$ _____

ANNEX C QUARTERLY USAGE REPORTING FORM

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: March 1 to May 31;
2nd quarter: June 1 to August 31;
3rd quarter: September 1 to November 3;
4th quarter: December 1 to February 29.

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

Quarterly Usage Reporting Form			
Standing Offer No. _____			
Title: RMSO - Plumbing Supplies - Ontario Region			
Report Period: (Quarterly) from _____ to _____			
Total Value for Reporting Period: \$ _____		Total Value to date: \$ _____	
User & Location (one sheet per customer)	Total No. of Call- ups per Section	Total Value of Call-ups	Remarks
Total		\$ _____	