



 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		Document No. W0113-15LP01/A		Part - Partie 1 of - de 2			
				See Part 2 for Clauses and Conditions Voir Partie 2 pour Clauses et Conditions					
Item Article		Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire		Del. Offered Liv. offerte
							Destination	FOB/FAM Plant/Usine	
1	Cleaning Supplies		W0113	W0113	1	Each	\$	\$	See Herein

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TOR-4-37175

Buyer ID - Id de l'acheteur

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## PART 1 - GENERAL INFORMATION

### 1.1 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, Standing Offers Reporting, Additional Certifications, Evaluation and any other annexes

### 1.2 Summary

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Borden, ON, requires the supply of janitorial and cleaning supplies (excluding equipment, bulk kitchen/laundry items) for various buildings located in CFB Borden, as required.

The period for making call-ups against the Standing Offer is from May 1, 2015 to April 30, 2015 (estimated).

The Limitation of Expenditure for the 1-year period is estimated at \$750,000.00 (Applicable Taxes included).

As per the Integrity Provisions under section 01 of Standard Instructions [2006](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

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

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### **1.3 Debriefings**

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

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## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 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: 60 days  
Insert: 90 days

### 2.2 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.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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.

### 2.4 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.



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## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy) and 1 soft copy on USB

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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 Annex E, Evaluation. The total amount of Applicable Taxes must be shown separately.

#### 3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

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

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

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

## **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Financial Evaluation**

**4.1.2.1** The Offeror must submit pricing for all line items in accordance with Annex E, Evaluation and a percentage discount for Section B. Special Orders at Annex B, Basis of Payment. Section B. Special Orders will not be used in the Financial Evaluation.

**4.1.2.2** The price used in the evaluation will be the extended price calculated by multiplying the Estimated Yearly Usage by the Firm Unit Price (Column A x Column B = Column C) in accordance with Annex E, Evaluation.

**4.1.2.3** SACC Manual Item A0220T (2007-05-25), Evaluation of Price

### **4.2 Basis of Selection**

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.

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## 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.

### 5.1 Certifications 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.

#### 5.1.1 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.

#### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

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

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## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### 6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

#### 6.3 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.

##### 6.3.1 General Conditions

[2005](#) (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 6.3.2 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: May 1 to July 31;  
2nd quarter: August 1 to October 31;  
3rd quarter: November 1 to January 31;  
4th quarter: February 1 to April 30.

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

#### 6.4 Term of Standing Offer

##### 6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_. (to be completed upon contract award)

##### 6.4.2 Extension of Standing Offer

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If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional 1, 1-year period, 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.

## **6.5 Authorities**

### **6.5.1 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](mailto: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.

### **6.5.2 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.

### **6.5.3 Offeror's Representative**

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

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

## 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: \_\_\_\_\_. (Names to be inserted at Standing Offer award).

## 6.7 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.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$65,000.00 (Applicable Taxes included).

## 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$750,000.00 (Applicable Taxes included) 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.

## 6.10 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, Standing Offers Reporting;
- h) the Offeror's offer dated \_\_\_\_\_.

## 6.11 Certifications

### 6.11.1 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.

## **6.12 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.

### **6.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010A (2014-11-27), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

Section 16, Interest on Overdue Accounts, of 2010A (2014-11-27) General Conditions – Goods (Medium Complexity) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Delivery Date**

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

### **6.4 Payment**

#### **6.4.1 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

#### **6.4.2 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.

#### **6.4.3 Single Payment**

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

#### **6.4.4 SACC Manual Clauses**

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

#### **6.4.5 Payment by Credit Card**

The following credit card is accepted: \_\_\_\_\_.

**OR**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### **6.5 Invoicing Instructions**

- 6.5.1 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.

- 6.5.2 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.

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## **6.6 Insurance**

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

## **6.7 SACC Manual Clauses**

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

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## **ANNEX A**

### **REQUIREMENT**

#### **Cleaning Supplies**

##### **1. Requirement**

The Department of National Defence (DND), Canadian Forces Base (CFB) Borden, Borden, ON, requires the supply of janitorial and cleaning supplies (excluding equipment, bulk kitchen/laundry items) for various buildings located in CFB Borden, as required.

##### **2. Special Requirements**

- 2.1 Delivery must be within 72 hours from receipt of call-up;
- 2.2 Deliveries must be made directly to the appropriate location as detailed in the call-up. Packing slips or bill of lading(s) must be included with each delivery.
- 2.3 Each Call-up sent to the Offeror must be separately invoiced and identify the appropriate customer order number.
- 2.4 Any shortages from Call-ups must be identified and reported to Identified User within one (1) business day of receiving order.
- 2.5 After a complete and thorough inspection by CFB Borden, if products/articles are found incomplete or deviate from the original order, adjustments are to be carried out within 24 hours of notification.
- 2.6 The Offeror must pick-up and replace any rejected items within twenty-four (24) hours of notification of the rejection.
- 2.7 If requested, Offerors must provide training for all Client Department Users or Cleaning Staff on WHMIS yearly updates, new methods, practices and procedures, new chemicals, as well as current MSDS information.

##### **3. Dispensers**

If the Offerors products are not compatible with currently installed dispensers, the Offeror must provide dispensers and installation as well as provide repairs/replacement of all dispensers on-site at no Cost to the crown..

##### **4. Equipment Materials**

As outlined in Annex B, Basis of Payment, all cleaning supplies and material for equipment needs to meet the specifications and be compatible with CFB Borden's currently owned equipment. If requested, Offerors must provide documentation on compatibility as well as demonstrate how the material is installed on the piece of equipment.

##### **5. Delivery Locations**

- 5.1 The Offeror must deliver all cleaning supplies to the location(s) identified in the Call-up;
- 5.2 The Offeror must provide packing slips for each delivery location as identified in the Call-up.

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tor031  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX B

### BASIS OF PAYMENT

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, F.O.B. Destination and any delivery and unloading costs. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is to be shown separately, if applicable.

#### 1. Standard Inventory Products

See Annex B - Appendix 1

#### 2. Special Orders

Product(s) ordered by DND which are not included in Annex A - Appendix B will be charged in accordance with the Offeror's master price list, less a discount of \_\_\_\_%. The Offeror must provide the master price list at time of Standing Offer award.

The total limitation of expenditure for all Special Orders is \$112,500.00 (including GST/HST)

### ANNEX B - Appendix 1

**Note to Offerors:** Annex B – Appendix 1 will be attached based on inputs of the Offeror's Annex D, Evaluation from the winning offer. Annex B – Appendix 1 will then be provided with any resulting Standing Offer.

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## ANNEX C

### STANDING OFFERS REPORTING

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

The quarterly reporting periods are defined as follows:

1st quarter: May 1 to July 31;  
2nd quarter: August 1 to October 31;  
3rd quarter: November 1 to January 31;  
4th quarter: February 1 to April 30.

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:			
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
	<b>Total</b>	<b>\$ _____</b>	

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## ANNEX D

### ADDITIONAL CERTIFICATIONS

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

##### 1.1 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 - \_\_\_\_\_

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

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

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

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

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

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

##### 1.2 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.

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## **ANNEX E**

### **EVALUATION**

For evaluation purposes, a bid price analysis will be performed using firm unit prices from Annex E - Evaluation and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

#### **ANNEX E - Appendix 1**

See attached.

**Annex E - Appendix 1 - Evaluation**

Item	Unit of Size	Item Description	Estimated Yearly Usage	Firm Unit Price	Extended Price
			<b>Column A</b>	<b>Column B</b>	<b>Column C = A+B</b>
1	Case(500 per)	22 "x 24" Black Garbage bags-Regular Strength with degradable additive	700	\$	\$
2	Case (200 per)	26" x 36" Black Garbage bags- Strong with degradable additive	1080	\$	\$
3	Case ( 100 per)	35 " x 50 " Black Garbage bags- Extra Strong with degradable additive	1010	\$	\$
4	Case (100 per)	35" x 50 " Clear Garbage bags ecologoo certified 1.00mil thick,side seam( Extra Strong )	300	\$	\$
5	Case (200 per)	30" X 38 " Clear Garbage bag ecologo certified 1.00 mil thick,side seam (Strong)	300	\$	\$
6	Case ( 500 per)	Napkin Disposal Liners /Sanitary bags ( Waxed liner bags)	100	\$	\$
7	Case (176 per)	15" x 24.5" All Purpose Wipers, Multi-ply capacity,containing no glue,higcapacityabsorption,one smooth and one textured side(Wypall)	1000	\$	\$
8	Case (6 per)	Roll Paper Towels White 1000' ( Hand drying)-Use in most paper towel machines	1500	\$	\$
9	Case (300 per)	Flat Sheet Manufactured Rags Fast absorption for oil and water 14.9" X 16.6 " (Wypall)	1300	\$	\$
10	Case (48 per)	2 ply Toilet Tissue ecologo certified,No harmful chemicals, White, 500 sheets per roll ,Fits dispensers	1800	\$	\$
11	Case (12 per)	Jumbo 2 Ply Toilet Tissue ecologo certified,no harmful chemicals , White,2000' ,Fits dispensers	500	\$	\$
12	Bottle 1L	Toilet Bowl Cleaner -A Powerful hydrochloric acid base to remove stubborn stains including Rust	1800	\$	\$
13	Bottle 1L	Powerful Spray Cleaner ready to use to remove tough stains leaving no residue ,cuts grime and wipes clean	150	\$	\$
14	Jug 4L	Powerful Spray Cleaner ready to use to remove tough stains leaving no residue ,cuts grime and wipes clean	150	\$	\$
15	Jug 3.78L	Safe Non Fuming Acid Bowl Cleaner to remove tough stains including calcium and hard water marks from toilets and urinals.Milder fomula for regular use	1150	\$	\$



16	Bottle 1L	Safe Non Fuming Acid Bowl Cleaner to remove tough stains including calcium and hard water marks from toilets and urinals.Milder formula for regular use	450	\$	\$
17	Jug 4L	Lime Remover and Descaler - Non- Corrosive lime ,calcium,rust remover and descaler	400	\$	\$
18	Jug 4L	High Traction Floor Restorer - Cleans as well as restores	200	\$	\$
19	Jug 4L	Hand Soap -An Economical Fragrance free foaming soap that is not drying and can be used in most dispensers	1200	\$	\$
20	Bottle 1L	Multi Surface Glass Cleaner with no streaking , no film and fast drying capabilities.Use on windows,mirrors,glass ,counter tops,plastic surfaces and chrome.Bottle needs trigger capability	1800	\$	\$
21	Jug 4L	Multi Surface Glass Cleaner with no streaking , no film and fast drying capabilities.Use on windows,mirrors,glass ,counter tops,plastic surfaces and chrome.	400	\$	\$
22	Jug 3.78L	Concetrated Bleach 6 % Sanitizer and deodorizer	500	\$	\$
23	Bottle 1L	Disinfectant Spray -Virucide,fungicide and bactericide ready to use spray that cleans,deodorizes and disinfects.Bottle needs trigger capability.	2000	\$	\$
24	Jug 4L	Disinfectant -Virucide,fungicide and bactericide ready to use spray that cleans,deodorizes and disinfects	1300	\$	\$
25	Jug 4L	Vinegar -Clear ,Colorless ,no less than 5% Acetic Acid	350	\$	\$
26	Jug 4L	Neutral Floor Cleaner-A cleaner that is an essential part of a weekly maintenance schedule.Contains no alkaline builders that may dull finish.Cleans and brightens without the need of rinsing.Emulsifies the dirt but does not dull the gloss.	1000	\$	\$
27	Pail 20L	Neutral Floor Cleaner-A cleaner that is an essential part of a weekly maintenance schedule.Contains no alkaline builders that may dull finish.Cleans and brightens without the need of rinsing.Emulsifies the dirt but does not dull the gloss.	100	\$	\$
28	Bottle 800 ml	Foam Soap -Hand soap without alcohol .Green Seal Certified .4ml per pump	100	\$	\$
29	Jug 4L	Floor Cleaner- Rinseless floor cleaner to remove the white film left by ice and salt in the winter the will not dull and helps to restore and maintain shine	220	\$	\$

30	Can (21 oz)	Spray Foam Cleaner - Multi surface cleaner to remove soil ,grease and floor finish build up.Use on stairs ,tiles and baseboards (3M Trouble shooter)	50	\$	\$
31	Can	Stainless Steel and Chrome Cleaner-Cleaner with no streaking ,no oily film or residue and can masks surface blemishes for a bright clean look (3M Aerosol)	50	\$	\$
32	Package (10 per)	ScourPad,Green,Medium Duty-Must be Non -Metallic ,Washable and reusable	400	\$	\$
33	Each	Grout Brush Cleaner -Nylon bristles so it may be use on platic and ceramic tiles	100	\$	\$
34	Each	Magnetic Upright Broom with handle, Flat	550	\$	\$
35	Each	Industrial Corn Broom	100	\$	\$
36	Package (10 per)	General Purpose Power/Scour pad - Multi-surface,Non Woven fibers for tough,heavy duty cleaning 3M	500	\$	\$
37	Can	Furniture Polish- No wax build up,Cleans and polishes	50	\$	\$
38	Each	Short Handle Scraper- 4 " Blades,Attaches to unger poles	75	\$	\$
39	Each	4" Replacement blades - Blunt and Razor sharp edge	50	\$	\$
40	Each	14" Window Squeegee-Lightweight stainless steel and rubber to clean flat surfaces	50	\$	\$
41	Each	14" Window Squeegee replacement blades	50	\$	\$
42	Each	24" Straight Channel and Socket Floor Squeegee	25	\$	\$
43	Each	Floor Squeegee Replacement Rubbers 24" - Rubbers for straight channel floor squeegee,Non- Marking	15	\$	\$
44	Each	Toilet Brush - Stain, odor and acid resistant	1300	\$	\$
45	Each	All Purpose Plunger -Bell shape design	300	\$	\$
46	Package( 5 per)	Scrub Pad Black,Heavy Duty -Reusable and attachable to holder to clean hard to reach areas	100	\$	\$
47	Each	Scrubber pad holder -Swivel action and easy to maneuver	50	\$	\$
48	Package ( 12 per)	Eraser Sponge-Used to erase tough marks on surfaces	150	\$	\$
49	Jug 4L	Super Strength Foul Odor Eliminator-Must be compatible with most water based solutions to be added for odor control,non-staining	700	\$	\$
50	Pad	13"Floor Pad - Buff Red -Cleans when damp and buffs when dry ,use on standard or automatic floor machines	50	\$	\$
51	Pad	17"Floor Pad - Buff Red -Cleans when damp and buffs when dry ,use on standard or automatic floor machines	50	\$	\$
52	Pad	20" Floor Pad - Buff Red -Cleans when damp and buffs when dry ,use on standard or automatic floor machines	50	\$	\$

53	Pad	13" Floor Pad - Blue Scrub- For wet scrubbing and heavy duty spray cleaning or foam scrubbing ,use on standard or automatic floor machines	50	\$	\$
54	Pad	17"Floor Pad - Blue Scrub- For wet scrubbing and heavy duty spray cleaning or foam scrubbing ,use on standard or automatic floor machines	50	\$	\$
55	Pad	20" Floor Pad - Blue Scrub- For wet scrubbing and heavy duty spray cleaning or foam scrubbing ,use on standard or automatic floor machines	50	\$	\$
56	Pad	13" Floor Pad - Black Heavy Duty Floor Strip Pad- For heavy duty stripping of floors ,use on standard or automatic floor machines	50	\$	\$
57	Pad	17 "Floor Pad - Black Heavy Duty Floor Strip Pad- For heavy duty stripping of floors ,use on standard or automatic floor machines	50	\$	\$
58	Pad	20" Floor Pad - Black Heavy Duty Floor Strip Pad- For heavy duty stripping of floors ,use on standard or automatic floor machines	50	\$	\$
59	Each	Trigger Spray Bottle 24 oz-Heavy Duty Bottle that can add an adjustable trigger and has markings for easy measuring	500	\$	\$
60	Each	Trigger Head for Spray Bottle -Heavy Duty trigger that provides a fine mist to steady stream	1100	\$	\$
61	Each	Microfibre Wiper 14" x 14" -Must remove the the finer residue and dust that is left behind	900	\$	\$
62	Package (16 per)	Steel Wool Pads # 1 Medium	50	\$	\$
63	Each	Mopping Bucket and Wringer System Combo	75	\$	\$
64	Each	Medium Finish Mop Head- Durable,Lint free rayon blend with looped end construction	25	\$	\$
65	Each	Quick Change Mop Handle 54"-Must be economical and corrosion resistant . Not limited to one size mop head	150	\$	\$
66	Each	Cotton Mop, Medium-Pure cotton,corrosion resistant mesh band	600	\$	\$
67	Each	Looper mop head,narrow band Medium-Fan tail design	375	\$	\$
68	Each	Looper mop head,narrow band Large-Fan Tail Design	400	\$	\$
69	Box (100 per)	Small - Strong Disposable Nitrile Gloves-Ambidextrous, Non Powder	875	\$	\$
70	Box (100 per)	Medium - Strong Disposable Nitrile Gloves-Ambidextrous, Non Powder	875	\$	\$
71	Box (100 per)	Large - Strong Disposable Nitrile Gloves-Ambidextrous, Non Powder	875	\$	\$

72	Box (100 per)	Extra Large - - Strong Disposable Nitrile Gloves- Ambidextrous, Non Powder	875	\$	\$
73	Each	Plastic Dust Pan 12" - Heavy duty and durable	300	\$	\$
74	Each	18" Dust Mop Frame and Handles-360 Degree swival action	200	\$	\$
75	Each	24" Dust Mop Frame and Handles-360 Degree swival action	200		
76	Each	36" Dust Mop Frame and Handles-360 Degree swival action	200		
77	Each	18" Cotton Dry Dust Mop Heads- Tie on style that is absorbant and fits standard frame	200	\$	\$
78	Each	24" Cotton Dry Dust Mop Heads- Tie on style that is absorbant and fits standard frame	200		
79	Each	36" Cotton Dry Dust Mop Heads- Tie on style that is absorbant and fits standard frame	200		
80	Jug 4L	Washroom Spray Cleaner-A heavy duty spray cleaner ,non running to clean soap scum and grime from tubs,showers and sinks	25	\$	\$
81	Bottle	Instant Hand Sanitizer 350 ml -Hand pump style	250	\$	\$
82	Case	Instant Hand Sanitizer 1000ml - Use in most dispensers	50	\$	\$
83	Bottle (740-900ML)	Dish Detergent - For everyday dish washing	75	\$	\$
84	Case	2 Ply Facial tissue White	75	\$	\$
85	Roll	Wypall L40 Center pull roll wiper-General purpose wiper cloth used in a wide range of industrial cleaning and maintenance	75	\$	\$
86	Each	Stainless Steel Scrubber-Premium grade with processing that allows for use on surfaces used for food	150	\$	\$
87	Each	Pot washing Gloves- Sized small	100	\$	\$
88	Each	Pot washing Gloves- Sized medium	100	\$	\$
89	Each	Pot washing Gloves- Sized large	100	\$	\$
90	Each	Pot washing Gloves- Sized Extra Large	100	\$	\$
91	Each	Thermal Latex Coated Cold resistant Gloves- Sized small for use in freezers and cold environments	50	\$	\$
92	Each	Thermal Latex Coated Cold resistant Gloves- Sized medium for use in freezers and cold environments	50	\$	\$
93	Each	Thermal Latex Coated Cold resistant Gloves- Sized large for use in freezers and cold environments	50	\$	\$
94	Each	Thermal Latex Coated Cold resistant Gloves- Sized extra large for use in freezers and cold environments	50	\$	\$

95	Each	Nitrile Cut Resistant Gloves -Sized small for protection against hand cuts during food preparation	50	\$	\$
96	Each	Nitrile Cut Resistant Gloves -Sized medium for protection against hand cuts during food preparation	50	\$	\$
97	Each	Nitrile Cut Resistant Gloves -Sized large for protection against hand cuts during food preparation	50	\$	\$
98	Each	Nitrile Cut Resistant Gloves -Sized extra large for protection against hand cuts during food preparation	50	\$	\$
99	Each	Heat Resistant Gloves-Sized small for protection against hot plates and equipment in the preparation and serving of food	50	\$	\$
100	Each	Heat Resistant Gloves-Sized medium for protection against hot plates and equipment in the preparation and serving of food	50	\$	\$
101	Each	Heat Resistant Gloves-Sized large for protection against hot plates and equipment in the preparation and serving of food	50	\$	\$
102	Each	Heat Resistant Gloves-Sized extra large for protection against hot plates and equipment in the preparation and serving of food	50	\$	\$
103	Jug 4L	Low foaming restroom cleaner that contains fast acting mild acids to de-scale mineral deposits and remove soap scum .Must be compatible for use in Kaivac equipment	400	\$	\$
104	Jug 4L	Concentrated no rinse hospital grade disinfectant cleaner . Phosphate free and controls cross contamination.Non-acid disinfectant /sanitizer that rinses freely,leaving behind no grit or soap scum and cleans ,shine and disinfects.Must be compatible for use in Kaivac equipment	400	\$	\$
<b>TOTAL EVALUATED PRICE</b>				<b>\$</b>	