

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Government of Canada Building  
101 - 22nd Street East, Suite 110  
Saskatoon  
Sask.  
S7K 0E1  
Bid Fax: (306) 975-5397

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services  
gouvernementaux Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

<b>Title - Sujet</b> Water Testing	
<b>Solicitation No. - N° de l'invitation</b> W2585-141410/A	<b>Date</b> 2015-04-08
<b>Client Reference No. - N° de référence du client</b> W2585-141410	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$STN-190-4776
<b>File No. - N° de dossier</b> STN-4-37059 (190)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-05-19</b>	
<b>Time Zone</b> Fuseau horaire Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mack, Wayne	<b>Buyer Id - Id de l'acheteur</b> stn190
<b>Telephone No. - N° de téléphone</b> (306)241-6435 ( )	<b>FAX No. - N° de FAX</b> (306)975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Department of National Defence Dundurn Detachment Camp Dundurn Dundurn, SK S0K 1K0	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **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 Statement of Work, the Basis of Payment, the Standing Offer Usage Report and any other Annexes.

### **1.2 Summary**

To provide all labour, materials, equipment and supervision necessary to provide sample analysis of soil, water and other substances as detailed herein, for the Department of National Defence, Detachment Dundurn, Dundurn, Saskatchewan. All work shall be done in accordance with Annex "A" - Specification DCE 14-1410 dated Oct 7, 2014, as requested during the period of the Standing Offer from 01 June 2015 to 31 May 2016 with an option to extend for two (2) additional one (1) year option years.

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.

For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

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).

### 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.

## 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>) 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: 120 days

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

### 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. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act* R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

"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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

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

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

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

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

#### **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) 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.

#### **2.5. 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 Saskatchewan.

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**

#### **3.1. Offer Preparation Instructions**

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

- Section I: Technical Offer (one hard copy)
- Section II: Financial Offer (one hard copy)
- Section III: Certifications (one hard copy)

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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>). 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: 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.

#### **Section II: 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.

##### **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.

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

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **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 Technical Evaluation**

#### **4.1.1 Financial Evaluation**

##### **4.1.1.1 Financial Evaluation**

Assessment of this Request for Standing Offer will be based on a lowest aggregate total for Year One, Option Year One, and Option year Two.

Lowest Aggregate will be calculated according to the following method:

For each line item - including sub items - (item #1.1 up to and including item 4) - the estimated quantity will be multiplied by all rush and no rush sample prices provided on the bid for Year One, Option Year One, and Option Year two. The resulting extensions will be totaled to arrive at the Evaluated Price.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **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.

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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.

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

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work 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*

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(<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: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) 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 and providing services against the Standing Offer is from 01 June 2015 to 31 May 2016 inclusive.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, from 01 June 2016 to 31 May 2017 and from 01 June 2017 to 31 May 2018 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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## 6.5. Authorities

### 6.5.1 Standing Offer Authority

The Standing Offer Authority is:  
Wayne Mack  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch - Western Directorate  
Government of Canada Building  
101 22<sup>nd</sup> Street East, Suite 110  
Saskatoon, SK  
S7K 0E1

Telephone: 306-241-6435  
Facsimile: 306-975-5397  
E-mail address: wayne.mack@pwgsc-tpsgc.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:

TBD

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 \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CF Detachment Dundurn, Dundurn, SK.

## 6.8 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.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 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 2010C (2014-09-25), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Usage Report
- h) the Offeror's offer dated \_\_\_\_\_ TBD

## 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 Saskatchewan.

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## **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.

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section 13 Interest on Overdue Accounts, of 2010C (2014-09-25), General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

See Annex B – Basis of Payment

#### **7.5.2 Single Payment**

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

#### **7.5.3 SACC Manual Clauses**

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

#### **7.5.4 Payment by Credit Card - To be Determined**

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

**OR**

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

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## **7.6 Invoicing Instructions**

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.
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.

## **7.7 Insurance**

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

## **7.8 SACC Manual Clauses**

A9062C (2011-05-16), Canadian Forces Site Regulations  
M3800C (2006-08-15), Estimates

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## **ANNEX "A" - STATEMENT OF WORK**

**DEPARTMENT OF NATIONAL DEFENCE  
SPECIFICATION  
SAMPLE ANALYSIS  
SOIL, WATER AND OTHER SUBSTANCES  
CANADIAN FORCES DETACHEMENT DUNDURN  
DUNDURN, SASKATCHEWAN**

DCE 14-1410 dated Oct 7, 2014

### **Sample Analysis – Soil, Water and other Substances**

1) **Scope of Work:**

- a) The Offeror Shall provide all labour, materials, equipment, tools and supervision necessary for laboratory analysis on an “as and when” requested basis for The Department of National Defence, Detachment Dundurn, Dundurn, Saskatchewan.

2) **Analytical Testing:**

- a) Offeror shall provide analytical testing as identified in the Call-Up Against a Standing Offer document. Analysis of samples is to commence immediately upon receipt of samples in the laboratory facility and is to be completed within the applicable sample holding time.

3) **Sample containers:**

- a) The Offeror shall provide all sample containers, associated equipment, and necessary reagents, including, but not limited to:
- i) Sample jars, bottles, plastic bags
  - ii) Coolers for transporting samples
  - iii) Applicable preservatives and solvents
- b) DND shall provide the transportation of sample containers and samples to and from the laboratory in Saskatoon, Sask.. Sample container costs are to be included in the per sample rates proposed.

4) **Pick-up and Delivery Service:**

- a) DND shall arrange pick-up and delivery service for both the supply of sample containers and the return of samples for analysis to a laboratory in Saskatoon.

5) **Analysis Report:**

- a) The Offeror shall provide the results of the analysis to the Project Authority within the requested turn-around time specified in the Call-Up against a Standing Offer. Delivery of analysis results to be delivered by the methods listed below:
- i) By fax (cost to be included in the firm per sample rates)(306-492-4739).
  - ii) Hardcopy by mail (cost to be included in the firm per sample rates)(Canadian Forces Detachment Dundurn Dundurn, Saskatchewan S0K 1K0). The report will include analysis results, method, detection limit, QA/QC

6) **Quality Assurance and Quality Control Program**

- a) The Offeror's Quality Assurance and Quality Control program must meet or exceed those established by Environment Canada in their Technical Advisory Bulletin on QA/QC. Periodic quality control checks may be undertaken by the Project Authority through the use of controlled samples and laboratory visits and inspections.



## Tests NOT included in Environmental Assessment Usage

### Water Tests

### Wastewater Tests

E. Coli	E. Coli
Heterotrophic Plate Count	Hydroxide
Trihalomethanes	Ortho Phosphate
Organic Carbon	Phosphorus
Hydroxide	Total Kjeldahl Nitrogen
Aluminum	Total Nitrogen
Antimony	Mercury
Arsenic	Organic Carbon
Barium	Aluminum
Beryllium	Arsenic
Boron	Barium
Beryllium	Beryllium
Boron	Boron
Cadmium	Cadmium
Chromium	Chromium
Cobalt	Cobalt
Copper	Copper
Lead	Lead
Molybdenum	Molybdenum
Nickel	Nickel
Selenium	Silver
Silver	Strontium
Strontium	Thallium
Thallium	Tin
Tin	Vanadium
Titanium	Zinc
Uranium	Phenolics
Vanadium	Fixed Suspended Solids
Zinc	Total Suspended solids
	Volatile Suspended Solids
	Oil and Grease
	Benzene
	Ethylbenzene
	Toluene
	Xylene
	Hydrocarbon Fractions (C 6-10, 11-20, 21-36)
	Total Petroleum Hydrocarbons

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## **Testing sent out on a routine basis**

### **Routine Water Tests--**

#### **Weekly                      APPROX 750 SAMPLES PER YEAR**

Nitrates  
Fecal Coliform  
Total Coliform  
E. Coli.  
Heterotrophic plate count

#### **Quarterly                      APPROX 90 SAMPLES PER YEAR**

Nitrates  
Fecal Coliform  
Coliform  
E. Coli.  
Heterotrophic plate count  
Total Organic Carbon  
Trihalomethanes

#### **Annually                      APPROX 25 TOTAL PER YEAR**

Nitrates  
Total coliform  
Fecal coliform  
E. Coli.  
Heterotrophic plate count  
Trihalomethanes  
Organic carbon  
Bicarbonate  
  
Carbonate  
Hydroxide  
Chloride  
P. Alkalinity  
PH  
Specific conductivity  
Sum of ions  
Total alkalinity  
Total hardness  
Fluoride  
Total dissolved solids  
Aluminum  
Antimony  
Arsenic

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Barium  
Beryllium  
Boron  
Cadmium  
Chromium  
Cobalt  
Copper  
Iron  
Lead

Molybdenum  
Nickel  
Selenium  
Silver  
Strontium  
Sulphate  
Thallium  
Tin  
Titanium  
Uranium  
Vandium  
Zinc

**MAC TEST Approx 25 samples per year**

This includes all the parameters from the annual test plus the following

Total Cyanide(S.A.D.)  
Mercury  
Altrazine  
Carbofuran  
Chlorpyrifos(Lorsban)  
Dimethoate(Cygon)  
Lindane  
Malathion  
Propanil(Stampede)  
Triallate(Avadex BW)  
Trifluralin(Treflan)  
2,4-D  
Bromoxynil(Buctril)  
Dicamba(Banvel)  
Diclofop-methyl(Hoegrass)

MCPA

Picloram(Tordan)

2,3,4,6-Tetrachlorophenol

2,4,6 -Trichlorophenol

2,4-Dichlorophenol

Pentachlorophenol(PCP)

1,1-Dichloroethylene

1,2-Dichlorobenzene

1,2-Dichloroethane

1,4-Dichlorobenzene

Benzene

Carbon tetrachloride

Dichloromethane

Ethylbenzene

m+p-Xylene

Monochlorobenzene

o-Xylene

Total Xylene

Trichloroethylene

Vinyl chloride

Toluene

Benzo(a)pyrene

**Wastewater** - Prior to, during and after the lagoon discharge (3 to 5 sampling events in total) – **35 TO 40 SAMPLES EACH**. The same tests as the potable water LESS the plate count, Trihalomethanes and Total Organic Carbon but Including the following:

Ammonia as nitrogen

Nitrite+Nitrate nitrogen

Ortho-phosphate as P

Phosphorus

Total Kjeldahl nitrogen

Total nitrogen

Biochemical oxygen demand

Mercury

Organic carbon, dissolved

Phenolics

Fixed suspended solids

Total dissolved solids

Total suspended solids

Volatile suspended solids

Oil & Grease

Benzene

Ethylbenzene

Toluene

Xylene

Hydrocarbons C06-C10, purgeable

Hydrocarbons C11-C20, extractable

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Hydrocarbons C21-C36, extractable  
Total Petroleum Hydrocarbons

**ANNEX "B" - BASIS OF PAYMENT**  
**(All rates/prices are GST extra)**

**A. 01 June 2015 to 31 May 2016**

<b>1.</b>	<b>Routine Water Tests</b>	<b>Approximate Samples/ Year</b>	<b>A) Price Per Sample Non-Rush (10 working days)</b>	<b>B) Price Per Sample Rush (2 working days (48 hrs))</b>
.1)	Group 1 - Weekly	750	\$ _____	\$ _____
.2)	Group 2 - Quarterly	90	\$ _____	\$ _____
.3)	Group 3 - Annually	25	\$ _____	\$ _____
<b>2.</b>	<b>Waste Water</b>	<b>35</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>3.</b>	<b>Soil</b>	<b>Approximate Samples/ Year</b>	<b>A) Price Per Sample Non-Rush (10 working days)</b>	<b>B) Price Per Sample Rush (2 working days (48 hrs))</b>
.1)	TPH (extractables)	4	\$ _____	\$ _____
.2)	BTEX	4	\$ _____	\$ _____
.3)	Lead	4	\$ _____	\$ _____
<b>4.</b>	<b>MAC Test</b>	<b>25</b>	<b>\$ _____</b>	<b>\$ _____</b>

**B. Option Year 1: 01 June 2016 to 31 May 2017**

<b>1.</b>	<b>Routine Water Tests</b>	<b>Approximate Samples/ Year</b>	<b>A) Price Per Sample Non-Rush (10 working days)</b>	<b>B) Price Per Sample Rush (2 working days (48 hrs))</b>
.1)	Group 1 - Weekly	750	\$ _____	\$ _____
.2)	Group 2 - Quarterly	90	\$ _____	\$ _____
.3)	Group 3 - Annually	25	\$ _____	\$ _____
<b>2.</b>	<b>Waste Water</b>	<b>35</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>3.</b>	<b>Soil</b>	<b>Approximate Samples/ Year</b>	<b>A) Price Per Sample Non-Rush (10 working days)</b>	<b>B) Price Per Sample Rush (2 working days (48 hrs))</b>
.1)	TPH (extractables)	4	\$ _____	\$ _____
.2)	BTEX	4	\$ _____	\$ _____
.3)	Lead	4	\$ _____	\$ _____
<b>4.</b>	<b>MAC Test</b>	<b>25</b>	<b>\$ _____</b>	<b>\$ _____</b>

**C. Option Year 2: 01 June 2017 to 31 May 2018**

1.	Routine Water Tests	Approximate Samples/ Year	A) Price Per Sample Non-Rush (10 working days)	B) Price Per Sample Rush (2 working days (48 hrs))
.1)	Group 1 - Weekly	750	\$ _____	\$ _____
.2)	Group 2 - Quarterly	90	\$ _____	\$ _____
.3)	Group 3 - Annually	25	\$ _____	\$ _____
2.	Waste Water	35	\$ _____	\$ _____
3.	Soil	Approximate Samples/ Year	A) Price Per Sample Non-Rush (10 working days)	B) Price Per Sample Rush (2 working days (48 hrs))
.1)	TPH (extractables)	4	\$ _____	\$ _____
.2)	BTEX	4	\$ _____	\$ _____
.3)	Lead	4	\$ _____	\$ _____
4.	MAC Test	25	\$ _____	\$ _____

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**ANNEX "C" - STANDING OFFER USAGE REPORT**

Return to:

Email: **WST.PA-CAL@pwgsc.gc.ca**

**Quarterly Usage Report Schedule:**

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

**REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES**

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE: