

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
B3J 1T3  
Bid Fax: (902) 496-5016**

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

Regional Master Standing Offer (RMSO)  
Offre à commandes maître régionale (OCMR)

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**  
 Atlantic Region Acquisitions/Région de l'Atlantique  
 Acquisitions  
 1713 Bedford Row  
 Halifax, N.S./Halifax, (N.É.)  
 B3J 3C9  
 Nova Scot

<b>Title - Sujet</b> RMSO - FERROUS & NON-FERROUS METALS	
<b>Solicitation No. - N° de l'invitation</b> E6HAL-140010/A	<b>Date</b> 2015-04-09
<b>Client Reference No. - N° de référence du client</b> E6HAL-14-0010	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-309-9492
<b>File No. - N° de dossier</b> HAL-4-73125 (309)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-20</b>	
<b>Time Zone Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> MacNeil, Blaine A.	<b>Buyer Id - Id de l'acheteur</b> hal309
<b>Telephone No. - N° de téléphone</b> (902)496-5180 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA AND/OR AGENCIES AS INDICATED ON DSS 942 CALL-UP (PLEASE UPDATE CITY/PROV/PC) xxx NOVA SCOTIA B3J3C9 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

Solicitation No. - N° de l'invitation

E6HAL-140010/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-4-73125

Buyer ID - Id de l'acheteur

hal309

CCC No./N° CCC - FMS No/ N° VME

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

E6HAL-14-0010

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ANNEX A Statement of Work  
ANNEX B Basis of Payment

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, 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 Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

To provide ferrous and nonferrous metals including stainless steel and aluminum for various federal government departments and/or agencies within Halifax Regional Municipality area, with the occasional service to rural Nova Scotia on an "as and when" requested basis.

The Department of National Defence (CFB Halifax) is the major user making call-ups under the RMSO with estimated 95% of the usage attributed to them, and has specific needs in relation to their metal requirements. The supplier must be capable of providing delivery to CFB Halifax within 48 hours for urgent requirements.

The Supplier must be capable of providing a full line wholesale metal service centre for ferrous and nonferrous metals including stainless steel and aluminum.

See Annex "A" Statement of Work for full details.

### **1.3 Security Requirements**

There are no security provisions associated with the requirement.

### **1.4 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) (<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.

### **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;
- 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 five (5) 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 Nova Scotia.

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 – two (2) hard copies, void of any financial information

Section II: Financial Offer – one (1) hard copy

Section III: Certifications – one (1) hard copy

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing 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: 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.

**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**

**4.1.1.1 Mandatory Technical Criteria**

A bidder must fully complete the Statement of Requirement and Basis of Payment.

**4.1.2 Financial Evaluation**

#### **4.1.2.1 Evaluation of Price**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. *SACC Manual*

#### **4.2 Basis of Selection**

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.

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](#)

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Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

There are no security provisions associated with the requirement.

### **6.2 Insurance Requirements**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

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

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to this Standing Offer.

#### **7.3 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>) issued by Public Works and Government Services Canada.

##### **7.3.1 General Conditions**

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

##### **7.3.2 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. 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 calendar days after the end of the reporting period.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from the date of issuance for a three (3) year period.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Blaine MacNeil  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Atlantic Region Acquisitions

Telephone: 902-496-5180  
Facsimile: 902-496-5016  
E-mail address: blaine.macneil@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.

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is: (to be named upon issuance of Standing Offer)

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.

### **7.5.3 Offeror's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

### **7.6 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.

### **7.7 Identified Users**

The identified user authorized to make call-ups against this Standing Offer is the Project Authority as identified herein.

### **7.8 Call-up Procedures**

The identified user will issue a call-up against a Standing Offer each time services are required.

### **7.9 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 or electronic document.

### **7.10 Limitation of Call-ups**

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

### **7.11 Financial Limitation**

**To be determined.**

### **7.12 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
  - e) the general conditions 2010A (2014-09-25), General Conditions, Goods – Medium Complexity
  - f) Annex A, Statement of Work
  - g) Annex B, Basis of Payment
  - h) the Offeror's offer dated \_\_\_\_\_ and as amended on \_\_\_\_\_

### **7.13 Certifications**

#### **7.13.1 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.

#### **7.14 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 Nova Scotia.

### **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**

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

#### **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 Federal Public Servants**

**SACC Manual Clause** A3025T Former Public Servant – Competitive Bid (2014-06-26)

#### **7.5 Payment**

### **7.5.1 Basis of Payment**

**See the line item detail on page 2 for pricing information.**

### **7.5.2 Limitation of Price**

[SACC Manual Clause C6000C \(2011-05-16\)](#)

### **7.5.3 Payment by Credit Card**

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

### **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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
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.  
OR
    - a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
  
(as noted on page 1)
    - 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

## **ANNEX "A"**

### **Statement of Requirement**

To provide ferrous and nonferrous metals including stainless steel and aluminum in accordance to the terms and conditions specified herein. The Standing Offer is for use for the various federal government departments and/or agencies within Halifax Regional Municipality area, with the occasional service to rural Nova Scotia on an "as and when" requested basis.

The supplier must be capable of providing delivery to CFB Halifax within 48 hours for urgent requirements.

The supplier must be capable of providing supplying a full line metal service for ferrous and nonferrous metals including stainless steel and aluminum.

#### **BACKGROUND:**

The Supplier must provide a full line wholesale metal service for ferrous and nonferrous metals including stainless steel and aluminum to Federal Government Departments and or agencies within the Halifax Regional Municipality area.

The Department of National Defence (CFB Halifax) is the major user making call-ups under the RMSO with 95% of the usage attributed to them, and has specific needs in relation to their metal requirements.

**THE CONTRACTOR SHALL COMPLY WITH THE FOLLOWING:**

Item No.	Description	Comply Yes / No	Remarks
1	Be a primary metal distributor. Supply and deliver across the Province of Nova Scotia.		
2	Be capable of providing delivery to CFB Halifax within 48 hours for urgent requirements.		
3	Supply ALL items in any category for which they are issued a standing offer.		
4	Provide a Mill Test Certificate and/or Letter of Compliance with each item at time of delivery. It is a priority that the product is completely traceable.		
5	Provide detailed chemical analysis, mechanical properties, heat number, quantity, supplier and signature of company representative on each Mill Test Certificate.		
6	Provide the heat # from the Mill Test Certificate on both the Letter of Compliance and the packing slip.		
7	Provide a packing slip to DND which includes item #, heat #, and the call-up order # against the standing offer.		
8	Stamp aluminum to show the grade.		
9	Separately bundle and package all orders according to purchase order #, destination and client.		
10	Locate, price and supply any oddball miscellaneous items, for all categories in the standing offer. (The price will be based on the mark-up percentage in the standing offer for that category.) Provide pricing information for miscellaneous items, within 1 working day for normal items and within 3 working days for oddball items. (Oddball items are estimated at 20% of all call-ups.)		
11	Cutting Service:		
A)	Laser Machine Capable of : - producing semi-finished to finished parts with a tolerance of +/- 0.010"; - cutting 1" steel, 1/2" Aluminium and 5/8 "Stainless Steel; - Capacity to accommodate a maximum plate size of 10 ft x 40 ft; - Capable of marking part numbers on the plate.		
B)	Hi Definition Plasma capable of: - beveling capabilities; - cut 3" steel and 1 3/4" stainless and aluminum; - Capacity to accommodate a 10 ft x 40 ft plate; - Cutting tolerance of +/- 1/8"; - Capable of marking part numbers on the plate		

**ANNEX "B"**  
**Basis of Payment**

For the purpose of this Standing Offer and any resulting contracts the following definitions shall be used:

- A) Laid Down Cost:  
Defined as those elements of direct expenses required to bring a specified item into the supplier's stock, including transportation.

LAID DOWN COST = SUPPLIER'S PURCHASE PRICE + incoming transportation charges, foreign exchange, customs duty & brokerage, surcharges, EXCLUDING GST/HST.

- B) Other Direct Charges: any processing costs, e.g., cutting of metals.

- C) Fixed Mark-up:  
Includes all overheads and profit which will be added to A and B above to establish the selling price.

- D) Transportation from supplier's stock will be FOB DESTINATION and included in the Selling Price.

SELLING PRICE = (LAID DOWN COST + Other Direct Charges + FIXED MARK-UP + Transportation COSTS to deliver to consignee), HST extra

(VERIFICATION OF CONTRACTOR'S COST MUST BE AVAILABLE UPON REQUEST).

The fixed mark-up percentages % as quoted per category will form part of any resultant standing offer.

You are to quote as per the unit of issue and as per the specification herein.

Pricing for miscellaneous items will be priced at the time of the call-up based on the mark-up percentage and will be shipped FOB Destination, including all delivery costs, HST extra. (You are to quote a fixed mark-up for each category.)

Pricing for items as specified herein are to be quoted DDU Incoterms 2000 Destination, including all surcharge and delivery costs, HST extra.

(You are to provide pricing including all delivery costs. i.e. Do not specify a minimum shipping weight per order or destination.)

\*The items that I have priced conform strictly in accordance with the specifications:

\_\_\_\_\_ (signature)\*

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Laid Down Cost and the Fixed Mark-up are to be in accordance with definitions provided above.

Item No.	Description	Mark-up	
		Unit of Issue	Unit Price
A.	HOT ROLLED - SHEET, PLATE & STRUCTURAL REQUIREMENTS FOR THIS CATEGORY ARE TO BE AS PER YOUR LAID DOWN COST PLUS A FIXED MARK-UP OF ....		%
B.	COLD ROLLED REQUIREMENTS FOR THIS CATEGORY ARE TO BE AS PER YOUR LAID DOWN COST PLUS A FIXED MARK-UP OF ...		%
C.	STAINLESS STEEL REQUIREMENTS FOR THIS CATEGORY ARE TO BE AS PER YOUR LAID DOWN COST PLUS A FIXED MARK-UP OF ...		%
D.	ALUMINUM REQUIREMENTS FOR THIS CATEGORY ARE TO BE AS PER YOUR LAID DOWN COST PLUS A FIXED MARK-UP OF ...		%
E.	BRASS, COPPER & NICKEL REQUIREMENTS FOR THIS CATEGORY ARE TO BE AS PER YOUR LAID DOWN COST PLUS A FIXED MARK-UP OF ...		%
F.	FIBERGRATE & DECKING REQUIREMENTS FOR THIS CATEGORY ARE TO BE AS PER YOUR LAID DOWN COST PLUS A FIXED MARK-UP OF ...		%
<b>G.</b>	<b>CUTTING SERVICES</b>		
1	Laser Cutting - All inclusive hourly rate for the cutting services as defined in Annex A - Requirement. Hourly rate is to be prorated according to actual time worked. All materials are extra.	Hour	\$
2	Plasma - All inclusive hourly rate for the cutting services as defined in Annex A - Requirement. Hourly rate is to be prorated according to actual time worked. All materials are extra.	Hour	\$

### ANNEX C Financial Evaluation

The following table will be used for evaluation purposes only. The calculation of Laid Down Cost and the Fixed Mark-up are to be in accordance with definitions provided in Annex "B" Basis of Payment. The Fixed Mark-up offered must be the same as the rates identified in Annex "B" Basis of Payment.

**TABLE 1 - OFFER EVALUATION**

Item No.	Description	Est'd Qty	Unit of Issue	Laid Down Cost (\$)	Fixed Mark-up (%)	Extended Total
<b>A Hot Rolled Sheet Plate and Structural</b>						
1	1 1/2" X 48" X 96" HY 80 Plate	2	Plate	\$	%	\$
2	3/8" x 96" x 360" 350WT Cat 5 Plate	6	Plate	\$	%	\$
3	1" A193 Round bar x 20 ft lengths	5	Bar	\$	%	\$
4	3/4" 4140 Heat treated round bar x 24 ft lengths	5	Bar	\$	%	\$
5	1/4 x 48" x 96" 44W Plate	16	Plate	\$	%	\$
6	2" x 2" x 1/4 x 20 ft 44W Angle	17	Bar	\$	%	\$
<b>B Cold Rolled</b>						
1	1 1/4" x 2 1/2" C 1018 flat bars x 12 ft lengths	4	Bar	\$	%	\$
2	5 1/2" C1018 round bar x 10 ft lengths	2	Bar	\$	%	\$
<b>C Stainless Steel</b>						
1	16 GA X 48" X 96" 316 # 4 polished sheets	20	Sheet	\$	%	\$
2	1/4" x 48" x 96" TP 321 Plate	2	Plate	\$	%	\$
3	3/4" 410 hex bar x 12 ft	4	Bar	\$	%	\$
4	.025" x 48" x 96" 310 Sheet	4	Sheet	\$	%	\$
5	11 ga x 48" x 96" 304 2B Sheet	5	Sheet	\$	%	\$
<b>D Aluminum</b>						
1	.025" X 48" X 144" 6061-T6 Sheet	6	Sheet	\$	%	\$
2	.040" x 48" x 144" 7075-T6 Sheet	2	Sheet	\$	%	\$
3	1/4" x 48" x 96" 5083-H321 Plate	5	Plate	\$	%	\$
4	.064" x 48" x 144" 2024-0 Sheet	4	Sheet	\$	%	\$
5	1/8 x 48" x 96" 5052 Sheet	35	Sheet	\$	%	\$

Item No.	Description	Est'd Qty	Unit of Issue	Laid Down Cost (\$)	Fixed Mark-up (%)	Extended Total
6	2" x 2" x 1/4 " 6061-T6 X 20 Angle	28	Bar	\$	%	\$
<b>E Brass, Copper &amp; Nickel</b>						
1	1 1/2" Monel 500 B865 round bar x 12 ft lengths	2	Bar	\$	%	\$
2	1" 70/30 copper nickel round bar x 12 ft lengths	2	Bar	\$	%	\$
3	2" Aluminum Bronze C64200 B150 Temp H50 round	3	Bar	\$	%	\$
4	2" Naval Brass C485 B21 H/H round bar x 12 ft lengths	4	Bar	\$	%	\$
<b>F Fibergrate &amp; Decking</b>						
1	1 1/2" thick x 1 1/2"x1 1/2" Corvex Fibergrate x 48" 144" grating sheets - yellow	5	Sheet		%	\$
<b>G Cutting Services - Laser &amp; Plasma</b>						
1	Laser Cutting All inclusive hourly rate for the cutting services defined in Annex A - Requirement.	50	hour	\$		\$
2	Plasma Cutting All inclusive hourly rate for the cutting services defined in Annex A - Requirement.	50	hour	\$		\$
<b>Bid Evaluation Price</b> (Aggregate of Extended Totals)						

**ANNEX "D"**  
**Reporting Form**

**Instructions for submission of standing offer usage data.**

Please use the Standing Offer number in the Subject line and clearly indicate:

- The standing offer number for which the data is submitted;
- The period for which the data has been accumulated (start date to end date);
- The start date and end date for the standing offer; and
- The total spend to date, by government department.

Standing Offer :				Start Date of SO		End Date of SO	
Total Value to Date Including GST (\$)		Total Value for Reporting Period including GST (\$)		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)	
Requesting Order Number		Item Description (Part Number – If Applicable)  Item Quantity		Unit of Measure (each, litre, etc.)  Date of Order		Date of Delivery  Value of Order (not including GST or Delivery)	
Purchase Order #	P/N	Item	Qty	UOM	Date of Order	Date of Delivery	Value of Order no GST.