

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions\Travaux publics et Services  
gouvernementaux Canada  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656**

## 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 Supply  
and Services Operation  
Petawawa Procurement  
Building S-111  
CFB Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Grass Seed, Fertilizer & Ice Melter	
<b>Solicitation No. - N° de l'invitation</b> W0107-14C531/A	<b>Date</b> 2015-04-17
<b>Client Reference No. - N° de référence du client</b> W0107-14C531	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-906-1307
<b>File No. - N° de dossier</b> PET-4-41022 (906)	<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 2015-06-01</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cook, Wayne	<b>Buyer Id - Id de l'acheteur</b> pet906
<b>Telephone No. - N° de téléphone</b> (613)687-6655 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Engineer Services Squadron Garrison Petawawa, Bldg S-111 PO Box 9999, Station Main Petawawa, Ontario K8H 2X3	
<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**

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

Solicitation No. - N° de l'invitation

W0107-14C531/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-4-41022

Buyer ID - Id de l'acheteur

pet906

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

W0107-14C531

CCC No./N° CCC - FMS No/ N° VME

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	4
2.4 APPLICABLE LAWS.....	4
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>5</b>
3.1. OFFER PREPARATION INSTRUCTIONS.....	5
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>6</b>
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	6
<b>PART 5 - CERTIFICATIONS.....</b>	<b>7</b>
5.1 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER .....	7
<b>PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>7</b>
<b>A. STANDING OFFER .....</b>	<b>7</b>
6.1 OFFER.....	7
6.2 SECURITY REQUIREMENTS .....	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF STANDING OFFER .....	8
6.5 AUTHORITIES .....	8
6.6 IDENTIFIED USERS.....	9
6.7 CALL-UP PROCEDURES .....	9
6.8 CALL-UP INSTRUMENT .....	9
6.9 LIMITATION OF CALL-UPS .....	9
6.10 PRIORITY OF DOCUMENTS .....	10
6.11 CERTIFICATIONS .....	10
6.12 APPLICABLE LAWS.....	10
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
6.1 REQUIREMENT .....	10
6.2 STANDARD CLAUSES AND CONDITIONS.....	10
6.3 TERM OF CONTRACT .....	11
6.4 PAYMENT .....	11
6.5 INVOICING INSTRUCTIONS .....	11
6.6 INSURANCE .....	11
<b>ANNEX "A".....</b>	<b>12</b>
REQUIREMENT.....	12
<b>ANNEX "B".....</b>	<b>14</b>

Solicitation No. - N° de l'invitation W0107-14C531/A	Amd. No. - N° de la modif. File No. - N° du dossier PET-4-41022	Buyer ID - Id de l'acheteur pet906 CCC No./N° CCC - FMS No./N° VME
<hr/>		
BASIS OF PAYMENT .....		14
<b>ANNEX "C"</b> .....		<b>16</b>
PERIODIC USAGE REPORT FORM .....		16

## **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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>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 - Certification and any other annexes

### **1.2 Summary**

#### **(i) Requirement**

To establish a Regional Individual Standing Offer (RISO) for the provision of Grass Seed, Fertilizer, Ice Melter and related items for 4 Canadian Division Support Base Petawawa. Goods will be ordered on an "as and when requested basis" during the period of the Standing Offer. There shall be no minimum call-up limitation.

#### **(ii) Client Department**

4 Canadian Division Support Base Petawawa, Engineer Services Squadron

#### **(iii) Period of Standing Offer**

The period for placing call-ups against the Standing Offer shall be 01 July 2015 to 30 June 2018.

**(iv)** as per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), 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.

- (v) "The requirement is subject to the provisions of 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) (<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 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.

### 2.4 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: Technical Offer (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: 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: 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.

**1 Hard (Paper) Copy:** One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.

#### 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 Financial Evaluation

**4.1.1.1** Offers meeting the requirements of the Mandatory Technical Criteria will be assessed to arrive at an evaluated price based on the estimated usages provided herein at Annex "B".

**4.1.1.2** Offers must be submitted on the Basis of Payment form located in ANNEX "B". A price (or percentage when applicable) must be provided for every item in the Basis of Payment.

The estimated usages provided herein are for the sole purpose of establishing an evaluation tool, based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown.

### DEFINITIONS:

**Extended Price:** Will be calculated by taking the Unit price multiplied by the Estimated Usage. The three years will be added together to arrive at the total extended price.

**Evaluated Price:** Is the sum of all total extended prices

**4.1.1.2 SACC Manual** Clause [M0220T](#) (2013-04-25), Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection



*SACC Manual Clause (M0069T) (2007-05-25), Basis of Selection*

## **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.

## **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: 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 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 1 July 2015 to 30 June 2018.

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Wayne Cook  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch

Directorate: Petawawa Ontario  
Address: Building S111, Rm C-114, Garrison Petawawa  
Petawawa, Ontario K8H 2X3  
Telephone: 613 - 687 - 6655  
Facsimile: 613 - 687 - 6656  
E-mail address: wayne.cook@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 identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against 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 and telephone number of the person responsible for:

General Enquiries:

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

Delivery Follow-up:

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

### 6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

4 Canadian Division Support Base Petawawa, Engineer Services Squadron.

### 6.7 Call-up Procedures

Call-ups will be issued to the Standing Offer holder for products in accordance with Annex "A"

### 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, or any other agreed to form or electronic document.

### 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 7,500.00 (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 2010A ; (2014-11-27), General Conditions – Goods (medium Complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Periodic Usage Report;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

## 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 \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## 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) will not apply to payments made by credit cards.

## **6.2.2 SACC Manual Clauses**

A9062C Canadian Forces Site Regulations (2011-05-16)

## **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**

The basis of Payment attached hereto as Annex "B" shall be used to price any call-up made pursuant to this Standing Offer.

### **6.4.2 Limitation of Price**

SACC Manual clause C6000C (2011-05-16) Limitation of Price

### **6.4.3 Multiple Payments**

SACC Manual clause H1001C (2008-05-12) Multiple Payments

### **6.4.4 Payment by Credit Card**

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

**OR**

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

## **6.5 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. Only one (1) copy of the invoices is required and must show:

- a. The date;
- b. Name and address of the Consignee;
- c. DND's Call-up number and the Standing Offer number;
- d. Description of the services.

3. Invoices must be distributed in accordance with the call up:

## **6.6 Insurance**

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

## **ANNEX "A"**

### ***REQUIREMENT***

#### **Grass Seed, Fertilizer and Ice Melter**

##### **File Number: CB531**

This requirement is to supply and deliver all Grass Seed/Fertilizer/Ice Melter for 4 CDSB Engineer Services Petawawa (4 CDSB Engr Svcs), Garrison Petawawa as per specification and usage figures.

#### **1. Standards**

- 1.1. Canadian Standards Association (CSA)
- 1.2. Underwriters' Laboratories of Canada (ULC)
- 1.3. American National Standard Institute (ANSI)
- 1.4. Seeds Act and Regulation
- 1.5. Fertilizers Act

#### **2. Site Access**

- 2.1. Access to the site is subject to restriction such as troop movement or other security regulations as laid out by the respective Unit(s). All possible steps will be taken to provide the Contractor with access to delivery areas at all times; however, Department of National Defence (DND) activity may require some closure of the areas at times.
- 2.2. Forty-eight (48) hours of advance notice to the Technical Authority is required before delivery to mitigate issues that can arise from DND activity. The authorized contact for delivery purposes is the Technical Authority specified in this contract.
- 2.3. All personnel must be prepared to show their government issued photo identification (such as a driver's license or other piece of identification which the Technical Authority deems acceptable) while on DND property. Canada will not be responsible for costs incurred by the Supplier if the delivery personnel are refused entry to the Canadian Forces Base.

#### **3. General**

- 3.1. Access to the site is subject to restrictions such as troop movement or other security regulations as laid down by the Commander of 4 CDSG, the respective Unit(s), or the

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Technical Authority. All possible steps will be taken to provide the Contractor with access to the delivery area at all times; However, Department of National Defence (DND) activity may require some closure of the areas at times.

- 3.2. A packing slip indicating the Work Order number, the shipping date, quantities, units, and part number of deliverables must accompany each delivery. Packages must be labelled with "Attention Engineer Services Tool Crib."
- 3.3. There may be a requirement for forward delivery of materials at times on Garrison Petawawa. Delivery personnel must always stop at the Engineer Services Tool Crib, rear of building S-111, to present the packing slip.
- 3.4. The Contractor must note that deliveries will only be accepted during the hours of 0730 – 1200 hrs and 1230 hrs – 1500 hrs, Monday through Friday.
- 3.5. Engineer Services will verify the quantity and quality of all deliveries within seventy-two (72) hours and report deficiencies, if any, to the Contractor.
- 3.6. There may be a requirement for urgent deliveries from time to time. Urgent items will be delivered within twenty-four (24) hours of the call-up. All Urgent items will be identified at the time of the call-up.
- 3.7. The Contractor must be capable of supplying, to Engineer Services, all items on Annex A within three (3) days of time of call-up. The time of call-up shall start at either the time stamp on the fax or when a verbal approval is provided from authorized purchasers.
- 3.8. All special order items will be delivered within the agreed upon time, settled at the time of call-up. Special order items are items that cannot be found in Annex A.
- 3.9. No deliveries shall be accepted without clearly legible Material Safety Data Sheets (MSDS) and product labels that are Workplace Hazardous Material Information System (WHMIS) compliant.

## ANNEX "B"

### BASIS OF PAYMENT

#### Grass Seed, Fertilizer and Ice Melter

Delivery must be included with forward delivery throughout the Garrison. Offloading will be the responsibility of the Contractor, there are no loading docks all offloading will be from the ground.

#### Pricing Basis "A"

Item	Description	UI	Est usage	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
1.	Fertilizer, 24-6-12, 25 kg bag, slow release. The fertilizer must have nitrogen sources with 3 different release rates; fast, medium, and slow. The fertilizer must contain magnesium and sulphur in available forms, and must have a guaranteed analysis of 24-6-12.	BG	50			
2.	Fertilizer, harvex fms 8-30-12, (or equivalent) 25 kg bag, granular.	BG	20			
3.	Grass seed bluegrass sports turf blend, 40% Rush Kentucky Bluegrass, 20% Cheetah Kentucky Bluegrass, 20% Nuglade Kentucky Bluegrass, 20% Sudden Impact Kentucky Bluegrass.	LB	160			
4.	Grass seed, rapid sport, 25% Kentucky bluegrass, 25 % brand name Elf perennial rye, 50% brand name secretariat perennial rye (or equivalent). The grass seed that is identified as Elf & Secretariat must contain Endophytes.	LB	210			
5.	Grass seed, Arctic Mix, 40% Arctic rye, 30% Creeping red fescue, 20% Chewing fescue, 10% Kentucky bluegrass.	LB	880			
6.	Fertilizer nutricote (or equivalent) 10-52-10, flower planting, 15kg bg	BG	10			



Item	Description	UI	Est usage	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
7.	Fertilizer, miracle grow, water soluble plant food, 15-30-15, 15kg bag	BG	10			
8.	Sunshine peat moss (2.2 cu ft)	BG	5			
9.	Lime, snow white marking (for ball fields) 22.68 kg bags	BG	50			
10.	Ice melter with CMA (Calcium Magnesium Acetate) with dolomite and coated with blue melt, 50 lb bag	BG	970			
11.	Water softener salt, pellet form, 20 kg bags only	BG	3			
12.	Sheep manure (20 kg)	BG	2			
13.	Calcium chloride (20 kg)	BG	10			
14.	Bromone mouse and rat killer 5 kg bags	BG	2			
15.	Sod large rolls 250 sq ft per roll	SQ FT	11,000			
16.	Sod small rolls 10 sq ft per roll	SQ FT	2,400			
17.	Spring Fertilizer 16-32-6 with the nitrogen portion to be comprised of 50 % XCU due to the sand content of the soil.	BG	50			
18.	Fall Fertilizer 5-0-41 which has high potash to harden off the plant and reduce the winter kill	BG	50			

### Pricing basis "B"

For Items not listed above

- To include labour, equipment, transportation and supervision cost of delivery to Garrison Petawawa, material at contractors cost plus mark-up of \_\_\_\_\_ % estimate = \$10,000.00

Solicitation No. - N° de l'invitation  
W0107-14C531/A  
Client Ref. No. - N° de réf. du client  
W0107-14C531

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-4-41022

Buyer ID - Id de l'acheteur  
pet906  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "C"

### PERIODIC USAGE REPORT FORM

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	<a href="mailto:wayne.cook@pwgsc-tpsgc.gc.ca">wayne.cook@pwgsc-tpsgc.gc.ca</a>
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
101 Menin Rd. Garrison Petawawa  
Building S-111, Rm C-114  
Petawawa, Ontario  
K8H 2X3

### REPORT ON THE VOLUME OF BUSINESS

CONTRACTOR:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

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

**PREPARED BY:**

*NAME:*

*SIGNATURE:*

*TELEPHONE NO.:*