



**APPENDIX "A"**  
**OFFER OF SERVICES**

**Offer for:** Standing offer for the environmental audit of airport and port sites in the Quebec Region

**Offer submitted by:** \_\_\_\_\_  
(Name of company)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Full address)

**GST number:** \_\_\_\_\_ **Business number:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Fax number:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

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

1. The Undersigned (hereinafter referred to as "the Supplier") hereby offers to provide Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty"), represented for the purposes hereof by the Minister of Transport (hereinafter referred to as "the Minister"), with the necessary expertise, supervision, materials, equipment and all that is needed to complete, to the entire satisfaction of the Minister or her authorized representative, the services described in the Terms of Reference in the attached Appendix "B".
2. The Supplier hereby offers to perform and complete the work at the location and in the manner indicated, in accordance with the following documents:
  - (i) this document form marked as Appendix "A" entitled "Offer of Services";
  - (ii) the document marked as Appendix "B", attached hereto and entitled "Terms of Reference";
  - (iii) the document marked as Appendix "C", attached hereto and entitled "General Conditions";
  - (iv) the document marked as Appendix "D", attached hereto and entitled "Supplementary Conditions Regarding Intellectual Property";



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- (v) the document marked as Appendix “E”, attached hereto and entitled “Supplementary Conditions Regarding Confidentiality”;
- (vi) the document marked as Appendix “F”, attached hereto and entitled “Supplementary Conditions Regarding Insurance”;
- (vii) the document marked as Appendix “G”, attached hereto and entitled “Contractor’s Declaration”;
- (viii) the document marked as Appendix “H”, attached hereto and entitled “Contractor’s Responsibilities Regarding Official Languages”;
- (ix) the document marked as Appendix “I”, attached hereto and entitled “Federal Contractors Program for Employment Equity”;
- (x) the document marked as Appendix “J”, attached hereto and entitled “Evaluation Procedures and Basis of Selection”;
- (xi) the document marked as Appendix “K”, attached hereto and entitled “Requirements for signature”.

**3. Standing Offer Period**

All standing offers concluded subsequent to acceptance of the present offer will be awarded for a period of five (5) years firm, from **June 1, 2015 to May 31, 2020**, with an option to extend the service period for one (1) additional period of two (2) years as follows: **June 1, 2020 to May 31, 2022**.


The option to extend the service period will be exercised at the sole discretion of the Minister or her authorized representative by means of a formal amendment to the standing offer.

**4. Total Value of the Standing Offers**

The needs of the present request are estimated to be worth four (4) million dollars CAD, including the applicable taxes and all related fees for the five (5)-year term, including the two (2)-year extension period. This (4) million dollar CAD value includes the applicable taxes and all related fees. No financial increase will be granted for the duration of these standing offers.

Transports Canada wishes to issue a total of four (4) standing offers, each equalling one (1) million dollars CAD, including the applicable taxes and all related fees.

**NOTE: These are only estimates and in no way a guarantee of the amount that may be paid under any standing offer concluded by the acceptance of this offer.**

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#### 4.1 Professional Services and Associated Fees

The Supplier hereby offers to perform and complete the work for the following rates.

The rates quoted below include all expenses that may be incurred in providing the services, namely profit, fixed costs, administrative costs and the necessary equipment and materials. All other costs will be requested upon presenting the supplier with a mandate during call-up.

These rates do not include authorized travel expenses, which are addressed in Section 4.5.

Information with respect to payment of the provincial sales tax and the federal goods and services tax is provided in Section 4.6.

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**4.2 Proposed rates for the initial period: June 1, 2015 to May 31, 2020**

<b>FIRM PRICE FOR THE INITIAL FIVE (5)-YEAR PERIOD</b>				
TITLE AND FUNCTION or Type of service	HOURLY RATE (per hour) or UNIT COST (per unit)	Estimated quantities per year	Units	Total
<b>PROFESSIONAL FEES</b>				
Project director		40	hour	
Project manager		100	hour	
Draftsperson		40	hour	
Clerical employee		40	hour	
Technician (excluding the time required to conduct the surveys and install the piezometres)		100	hour	
<b>SAMPLING AND INSTALLATION OF PIEZOMETRES</b>				
BORING IN THE SOIL (including the technician's time, the material, sampling and soil management)		160	metre	
BORING IN THE BEDROCK (including the technician's time, the material, sampling and drill core management)		30	metre	
INSTALLATION OF PIEZOMETRES-(6 piezometres, 5 m deep) (including the material, the technician's time, development and purge, sampling and water management)		30	metre	
TRENCH (each 3 metres deep) (including the technician's time, the material, sampling and soil management)		30	trench	
<b>CHEMICAL ANALYSES OF THE SOIL</b>				
C <sub>10</sub> -C <sub>50</sub>		50	sample	
Separate MAH		50	sample	
BTEX		50	sample	
Separate PAH		25	sample	
Petroleum hydrocarbon by fraction (CCME)		25	sample	
PCB		20	sample	
Base metals (Cr, Cu, Cd, NI, Pb and ZN)		30	sample	
Screening metals (13) (Ag, As, Ba, Cd, Cr, Mn, Al, Fe, Cu, Pb, Hg, Ni, Zn)		30	sample	
Particle-size distribution		10	sample	



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TITLE AND FUNCTION or Type of service	HOURLY RATE (per hour) or UNIT COST (per unit)	Estimated quantities per year	Units	Total
<b>ANALYSIS OF THE GROUNDWATER</b>				
C <sub>10</sub> -C <sub>50</sub>		50	sample	
Separate MAH		50	sample	
BTEX		50	sample	
Separate PAH		25	sample	
Petroleum hydrocarbon by fraction (CCME)		10	sample	
PCB		10	sample	
Base metals (Cr, Cu, Cd, Pb, Ni and Zn)		20	sample	
Screening metals (13) (Ag, As, Ba, Cd, Cr, Mn, Al, Fe, Cu, Pb, Hg, Ni, Zn)		20	sample	
P, Ca, No <sub>2</sub> , NO <sub>3</sub> , K		10	sample	
Total N and other non-metals		10	sample	
pH		10	sample	
Dissolved oxygen		5	sample	
Oxidation-reduction potential		10	sample	
Perchlorinated compounds		10	sample	
<b>DRINKING WATER ANALYSIS</b>		100	sample	




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TITLE AND FUNCTION or Type of service	HOURLY RATE (per hour) or UNIT COST (per unit)	Estimated quantities per year	Units	Total
<b><i>SEDIMENT ANALYSIS</i></b>				
C <sub>10</sub> -C <sub>50</sub>		30	sample	
PCB		20	sample	
BTEX		20	sample	
Separate PAH		15	sample	
Separate MAH		15	sample	
Base metals (Cr, Cu, Cd, Ni, Pb and Zn)		20	sample	
Screening metals (13) (Ag, As, Ba, Cd, Cr, Mn, Al, Fe, Cu, Pb, Hg, Ni, Zn)		20	sample	
Sedimentation analysis		4	sample	
Sediment particle-size distribution		5	sample	
TOC, K and other non-metals		10	sample	
<b>TOTAL</b>				

**4.3 TOTAL ESTIMATED COST FOR A ONE-YEAR PERIOD:**

\$ \_\_\_\_\_  
(Plus GST/QST)

**NOTE:** The quantities indicated above are only estimates, provided solely for the purpose of cost evaluation. These estimates do not constitute a guarantee of the total quantities that may be paid under any call-up concluded pursuant to acceptance of this offer.

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#### 4.4 EXTENSION PERIOD

The rates and unit costs for the extension period will be increased according to the global Consumer Price Index (CPI) for the province of Quebec for the previous year:

**Two (2)-year extension period:** June 1, 2020 to May 31, 2022

The province of Quebec's global CPI for 2019 will be applied.

#### 4.5 Authorized Travel Expenses

In the event that travel is required in the course of any resulting call-up, travel and living expenses duly authorized in the performance of the work, without increase for fixed costs or profit margins, will be reimbursed in accordance with the Treasury Board's *Travel Directive*, based on the rates in effect at the time the expenses are incurred ([http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index\\_e.asp](http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp)).

#### 4.6 Federal Goods and Services Tax (GST) and Quebec Sales Tax (QST)

The prices and rates quoted herein are not to include any provisions for the goods and services tax or the Quebec sales tax.

#### 5. Method of Payment

The Supplier will be paid in accordance with the terms set out in the call-up against the standing offer.

#### 6. Applicable Law

All standing offers or call-ups resulting from this Request for Standing Offer shall, as applicable, be governed by and interpreted in accordance with the laws in force in the province of Quebec, Canada.

#### 7. Tender Validity Period

The Supplier agrees that this Offer of Services will remain valid, as written, for a period of ninety (90) clear days after the closing date for this Request for Standing Offer.

#### 8. Tender Documents

Suppliers must include the following documents in their tender:

a) a technical proposal in **four (4)** copies concerning the performance of the work in accordance with the requirements set out in this Request for Standing Offer.



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b) two (2) copies of this Offer of Services, Appendix "A", duly completed and signed.

The following documents must be included in the envelope along with the financial proposal:

- Supplementary Conditions Regarding Confidentiality (Appendix "E")
- Contractor's Declaration (Appendix "G")
- Federal Contractors Program for Employment Equity (Appendix "I")
- Documentation concerning the Requirements for Signature (Appendix "K")

Tenders that do not contain the above-mentioned documents or deviate from the costing format may be considered incomplete and inadmissible.

9. Signatures

The Supplier hereby attests to have submitted the tender in accordance with the requirements specified in the Request for Standing Offer documents.

SIGNED, SEALED AND DELIVERED this \_\_\_ day of \_\_\_\_\_ 2015.

In the presence of:

Company name: \_\_\_\_\_

Company's signing authority

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness' signature: \_\_\_\_\_

Company's signing authority

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness' signature: \_\_\_\_\_