

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Household Furniture	
<b>Solicitation No. - N° de l'invitation</b> B3275-150511/A	<b>Date</b> 2015-05-11
<b>Client Reference No. - N° de référence du client</b> B3275-150511	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-016-6847
<b>File No. - N° de dossier</b> TOR-5-38008 (016)	<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 2015-06-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Yari, Helen	<b>Buyer Id - Id de l'acheteur</b> tor016
<b>Telephone No. - N° de téléphone</b> (905)615-2081 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> In accordance with the Call-up Against the Standing Offer document.	
<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>

Solicitation No. - N° de l'invitation

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

B3275-150511

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-5-38008

Buyer ID - Id de l'acheteur

**tor016**

CCC No./N° CCC - FMS No/ N° VME

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LIST OF ANNEXES:

- ANNEX A - STATEMENT OF WORK
- ANNEX B - FURNITURE DESCRIPTION AND SPECIFICATIONS
- ANNEX C - BASIS OF PAYMENT
- ANNEX D - INSURANCE REQUIREMENT
- ANNEX E - STANDING OFFER REPORTING FORM – EXAMPLE
- ANNEX F - PRICE EVALUATION

## **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:
- 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, Furniture Description and Specification, Basis of Payment and any other annexes.

### **1.2 Summary**

- (i) This requirement is for the supply, delivery, and assembly, on an "as and when requested" basis, of basic household furniture items, to the identified individuals or families on behalf of Citizenship and Immigration Canada throughout Ontario in accordance with Annex A - Statement of Work (SOW) and Annex B - Furniture Description and Specification, attached hereto.
- ii) The proposed period of the standing offer is for 1 year from 1 August 2015 to 31 July 2016 with the right to request an extension for an additional 2-1 year periods.
- (iii) The furniture must be consigned FOB destination including all delivery and assembly charges.

Majority of the deliveries will be to the six (6) areas within Ontario as follows:

- Toronto Area;
- Hamilton Area;
- Kitchener Area;
- London Area;
- Windsor Area; and
- Ottawa Area.

However, a small number of deliveries may be required in other areas in the Province of Ontario

- (iv) It is intended to issue one standing offer for each area. Offerors may submit an offer for more than one area.
- (v) The estimated expenditure per year, applicable taxes excluded, for each of the area is as follows:
  - Toronto Area (GTA) - \$985,000.00;
  - Hamilton Area - \$197,400.00;
  - Kitchener Area - \$169,200.00;
  - London Area - \$197,400.00;
  - Windsor Area - \$372,000.00; and
  - Ottawa Area - \$310,000.00.

The above amounts are estimates only and are not a guarantee.

- (vi) 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.
- (vii) 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.
- (viii) 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: 90 days

## 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

**Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.**

## 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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.5. 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 the Province of 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.

## **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 (3 hard copies)

Section II: Financial Offer (2 hard copies)

Section III: Certifications (1 hard copies)

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 Annex C - Basis of Payment and Annex F - Price Evaluation. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 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

##### 4.1.1.1 Mandatory Technical Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration.

Mandatory Technical Criteria	
1	<p>Offerors must fill-out and submit for each of the items on Annex B - Furniture Description and Specifications as follows:</p> <ul style="list-style-type: none"><li>- the proposed make and model of each item;</li><li>- pictures of the actual proposed items; and</li><li>- descriptive literature or specifications for each proposed item from the manufacturer to demonstrate that they meet the requirement.</li></ul> <p>Offerors must provide the documentations stated above. Should it not be submitted with the offer, the Offerors will have 3 days to submit upon request from the Contracting Officer or the Offer will be deemed noncompliant.</p>
2	<p>Offerors must checkmark the area they are offering:</p> <ul style="list-style-type: none"><li>( ) Toronto Area;</li><li>( ) Hamilton Area;</li><li>( ) Kitchener Area;</li><li>( ) London Area;</li><li>( ) Windsor Area; and</li><li>( ) Ottawa Area.</li></ul>

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

a) Offerors must provide pricing for all line items in accordance with Annex C - Basis of Payment in Canadian dollars, for each area they are offering; and

b) Offer must not contain any alterations or any condition or qualification placed upon the offer.

##### 4.1.2.2 Evaluation of Price

a) The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included;

- b) The pricing proposed at Annex C - Basis of Payment will be used for price evaluation at Annex F - Price Evaluation;
- c) Offers for each geographic area will be evaluated individually; and
- d) The price used in the evaluation for each geographic area is the Aggregate of all the extended prices for all pricing periods (Initial Standing Offer Period and 2 Extension Periods), See Annex F - Price Evaluation.

## **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 for each geographic area 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 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 supply, deliver, and assemble, on an as and when requested basis, household furniture in accordance with Annex A - Statement of Work and Annex B - Furniture Description and Specifications, for \_\_\_\_ (*Toronto Area; Hamilton Area; Kitchener Area; London Area; Windsor Area; or Ottawa Area, area or areas that applies to the Offeror will be inserted at the time of standing offer issuance*) \_\_\_\_.

#### **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 paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex E. 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: August 1 to October 31;
- 2nd quarter: November 1 to January 31;
- 3rd quarter: February 1 to April 30;

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4th quarter: May 1 to July 31.

The data must be submitted to the Standing Offer Authority no later than fifteen (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 August 2015 to 31 July 2016.

##### **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 an additional 2-1 year periods, from 1 August 2016 to 31 July 2017 and 1 August 2017 to 31 July 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.5. Authorities**

##### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Helen Yari  
Acquisitions Branch, Ontario Region  
Public Works and Government Services Canada  
33 City Centre Drive Suite 480C  
Mississauga, Ontario L5B 2N5

Telephone: (905) 615-2061  
Facsimile: (905) 615-2060  
E-mail address: [helen.yari@pwgsc.gc.ca](mailto:helen.yari@pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### **6.5.2 Project Authority (to be filled in at Standing Offer issuance)**

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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---

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

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 6.5.3 Offeror's Representative

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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(s) authorized to make call-ups against the Standing Offer are the following:

*(The CIC's authorized agent(s) to be identified in the Standing Offer document.)*

### 6.8 Call-up Procedures

The Identified User authorized to make call-ups against the Standing Offer will place call-ups with the Standing Offer holder for the particular geographic area stated in Section 6.1.1 of A. Standing Offer.

### 6.9 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 an electronic version.

### 6.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

### 6.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ *(inserted at time of Standing Offer Award)*, *(Applicable Taxes excluded)* unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.12 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
- d) the general conditions 2010A (2014-09-25) - General Conditions Goods (Medium Complexity) ;
- e) Annex A - Statement of Work;
- f) Annex B - Furniture Description and Specification;
- g) Annex C - Basis of Payment;
- h) Annex D - Insurance Requirements;
- i) 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*).

## 6.13 Certifications

### 6.13.1 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.

## 6.14 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 the Province of Ontario.

## 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 provide the items as detailed in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions (GC)

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 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 – Firm Unit Prices or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices or firm lot prices, as specified in Annex C - Basis of Payment for a cost of \$\_(Insert the amount at contract award)\_. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 Single Payment**

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

#### **7.5.4 T1204 – Direct Request by Customer Department**

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

### **7.6 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of the Call-up Against the Standing Offer or Electronic document;
- (b) a copy of a signed packing slip for receipt of furniture for each delivery; and
- (c) any other documents as specified in the call-up document.

Separate invoice must be produced for each address where furniture was delivered.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Address provided on call-up document.

#### **7.7 Insurance Requirements – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.8 SACC Manual Clauses**

SACC Manual Clause B1501C (2006-06-16) Electrical Equipment

## ANNEX A

### STATEMENT OF WORK

1. The Contractor must deliver basic household furniture as detailed herein and as per the call-up against the standing offer form, in the \_\_\_\_\_ area(s) (*6 areas - Toronto, Hamilton, Kitchener, London, Windsor or Ottawa. Area or areas that applies to the Offeror will be inserted at the time of standing offer issuance*), to the address on the date stipulated, or within a maximum of 72 hours of the Call-up against the Standing Offer.
2. The Contractor must adhere strictly to the details of the call-up against the standing offer and/or the request as indicated by the authorized agent. There must be no deviation or substitution of items, without prior notification and approval of the Contracting Authority.
3. The Contractor must not refund or exchange any goods sold under any call-up against a Standing Offer without written authorization from the authorized agent responsible for ordering the goods.
4. The Contractor must service and deliver multiple orders per day (possibly as many as 30 orders in Toronto and 10 orders in each of the other areas), primarily at the first or end of the month.
5. Delivery must be completed within three days (72 hours) from time of call-up, and on occasion, delivery must be completed within 24 hours. If the order is incomplete, the Contractor must notify the authorized agent to arrange a future delivery.
6. The Contractor must assemble the furniture to a "ready-to-use" state before delivery or must assemble to a "ready-to-use" state at the address stipulated on the call-up.
7. The Contractor must repair or replace any items damaged in shipment or received in a defective condition within 48 hours after notification; unless it has been determined that damage has been caused by the end user.
8. Packaging and Shipping: Packaging and shipping must be in accordance with the industry standard for the applicable items in order to ensure their safe arrival at destination. All items must remain the responsibility of the Contractor until delivered and accepted by the end user. Costs associated with damage in transit to the destination must be borne by the Contractor.
9. The Contractor must produce individual receipts for each family unit where furniture is delivered.

**ANNEX B**

**FURNITURE DESCRIPTION AND SPECIFICATIONS**

*Note: Offerors must fill-out and submit for each of the item as follows:*

*- the proposed make and model of each item;*

*- pictures of the actual proposed items; and*

*- descriptive literature or specifications for each proposed item from the manufacturer to demonstrate that they meet the requirement.*

No.	Item	Descriptions and Specifications	Make and Model
1.	Single bed set	1) 39" X 74" coil mattress- 10 year warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 225 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, side wall support, multi-quilted borders.  2) 39" x 74" foundation, 100% solid kiln dried wood frame, minimum 1/8" comfort foam layer, dust cover, multi-quilted borders, dust cover  3) adjustable steel bed frame with casters to accommodate single or double bed  4) Mattress must meet all flammability performance requirements under Standard Can 2-4-2 N77	Mattress Offered:  Make _____  Model _____
2.	Double Bed Set	1) 54"x 74" coil mattress- 10 yr. warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides, minimum 312 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders  2) 54"x 74" foundation, 100% solid kiln dried wood frame, minimum 1/8" comfort foam layer, dust cover, multi-quilted borders, dust cover  3) Adjustable steel bed frame with casters to accommodate single or double bed  4) Mattress must meet all flammability performance requirements under Standard Can 2-4-2 N77	Mattress Offered:  Make _____  Model _____
3.	Metal Frame Bunk Bed Set	1) Frame: Metal frame with securely attached ladders for safety, metal tubing with non-removable ladder for	Mattress Offered:  Make _____

		<p>durability and stability          Preferred colours: white, black or blue</p> <p>2) Mattress 39" x 74" coil mattresses- 10 yr. warranty, minimum 3/8" foam layer multi-quilted to fabric covering on both sides , minimum 225 coils, 13 gauge coils, 6 gauge border wire, comfort foam layer, sidewall support, multi-quilted borders</p> <p>3) Mattress must meet all flammability performance requirements under Standard Can 2-4-2 N77</p>	<p>Model_____</p> <p>Bunk Bed Set:</p> <p>Make_____</p> <p>Model_____</p>
4.	Crib and mattress set	<p>1) Crib- built to CSA standards, solid hardwood construction, meeting Canadian Hazardous Products Regulations and tested and approved by Health Canada, non toxic finishes, converts to day bed, multi-position wooden mattress supports that are bolted to the frame</p> <p>2) Mattress-10 yr. warranty, minimum 88 coil resolution , white vinyl cover, 6 gauge border rod, measurements to fit crib, 100% polyurethane foam padding, 52" long x 27" wide x 5.5" high</p>	<p>Crib:</p> <p>Make_____</p> <p>Model_____</p> <p>Mattress:</p> <p>Make_____</p> <p>Model_____</p>
5.	Bed Bug mattress and pillow covers	<p>Bed bug mattress covers to fit mattress sizes detailed above, 1 pillow cover for single &amp; 2 for double, zipper sealed and high density, non-woven polypropylene.</p>	<p>Make_____</p> <p>Model_____</p>
6.	Single Dresser/chest of drawers	<p>Four drawers, fully assembled, minimum 5/8" wood product construction, protective coating*, metal roller drawer slides, minimum 1/2" thick drawer sides , minimum 1/4" thick drawer bottoms, pocket screw construction, 32" wide x 16" deep x 42" high (+ /- 6")</p> <p>All components (tops, gables, drawers and drawer fronts) must be same thickness material, minimum 5/8" wood product.</p> <p>*defintion of protective coating - any surface coating over the wood that will prvent or protect against scratching. Surface can be thermo fused, melamine, high pressure laminate or similar product that is durable and will stand up to everday use without scratching or peeling.</p>	<p>Make_____</p> <p>Model_____</p>
7.	Double Dresser	<p>Double dresser with six drawers , fully assembled, minimum 5/8" wood product construction, protective coating, metal roller drawer slides, minimum 1/2" thick draw slides, minimum 1/4" thick drawer bottoms, pocket screw construction, 48" wide x 16" deep by 30" high (+/-6")</p>	<p>Make_____</p> <p>Model_____</p>

		<p>All components (tops, gables, drawers and drawer fronts) must be same thickness material, minimum 5/8" wood product.</p> <p>*definition of protective coating - any surface coating over the wood that will prevent or protect against scratching. Surface can be thermo fused, melamine, high pressure laminate or similar product that is durable and will stand up to everyday use without scratching or peeling</p>	
8.	Sofa	Seating for three adults, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of minimum 1.6lb, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to minimum 40,000 rubs, dimensions: 72" long x 30" deep x 32" high (+/- 12")	Make _____ -- Model _____
9.	Loveseat	Seating for two adults with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of minimum 1.6 lb, wood glue used to make frame strong and noiseless, commercial upholstery fabric tested to minimum 40,000 rubs, dimensions: 52" long x 30" deep x 32" high (+/- 10")	Make _____ -- Model _____
10.	Sofa Chair	Seating for one adult, with upholstered arms and back, hardwood frame, commercial grade fabric, foam density of minimum 1.6lb, to match sofa and loveseat, dimensions 30" long x 30" deep x 32" high (+/- 10")	Make _____ -- Model _____
11.	Two piece coffee and end table set	<p>Coffee table- laminated wood finish, sturdy table top with panel support approximately 40" long x 16" high and 16" deep (+/- 6")</p> <p>End Table –laminated wood finish , sturdy table top with panel support, approximately 18" wide x 25" deep x 22" high (+/- 6")</p>	Make _____ -- Model _____
12.	Standing Floor Lamp	Metal base with shade, works with energy efficient compact fluorescent light bulbs, 60 -65" high, CSA approved, fully assembled, includes one compact fluorescent light bulb (26-29 watts)	Make _____ -- Model _____
13.	Three piece table and chair set	1)Table- wood construction with protective lacquer coating, fully assembled, ¾" thick table top, 2 ½" table skirts, dimensions 36" long x 24" wide x 30" high (+/- 6")	Make _____ -- Model _____

		2) Two dining chairs – non collapsible with back, metal or wood legs, protective coating, colour/finish to match table	
14.	Five piece table and chair set	1)Table- wood construction with protective lacquer coating, fully assembled, ¾" thick table top, 2 ½" table skirts, dimensions 48" long x 30" wide x 30" high (+/- 6") 2)Four dining chairs- non collapsible with back, metal or wood legs, protective lacquer coating, colour/finish to match table	Make _____ -- Model _____
15.	Seven piece table and chair set	1)Table- wood construction with protective lacquer coating, fully assembled, ¾" thick table top, 2 ½" table skirts, dimensions 60" long x 36" wide x 30" high (+/- 6") 2)Six dining chairs- non collapsible with back, metal or wood legs, protective lacquer coating, colour/finish to match table	Make _____ -- Model _____
16.	Single Chair	Non collapsible with back, metal or wood legs, protective lacquer coating, colour/ finish to match tables.	Make _____ -- Model _____

NOTE:

1. Item nos. 6 and 7 must be matching dressers.
2. Item no. 8, 9, and 10 must be all matching fabric and style.
3. Item no. 16 must match item nos. 13, 14, and 15.

**ANNEX C**  
**BASIS OF PAYMENT**

*NOTE: Offeror must check mark the area(s) they are offering:*

- ( ) Toronto Area;
- ( ) Hamilton Area;
- ( ) Kitchener Area;
- ( ) London Area;
- ( ) Windsor Area; and
- ( ) Ottawa Area.

**1. Area(s):** \_\_\_\_\_ (Area(s) that applies to the Offeror will be inserted at the time of standing offer issuance)

**2. Periods:** Standing Offer (SO) Period 1 – 1 August 2015 to 31 July 2016;  
 Extension (Ext.) Period 2 - 1 August 2016 to 31 July 2017; and  
 Ext. Period 3 – 1 August 2017 to 31 July 2018.

**SECTION A - FURNITURE PRICING**

Prices herein are in Canadian Funds, FOB destination, delivery charges are extra, as applicable, see Section B herein. The Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) is excluded and Customs duties and Excise taxes included.

**A.1 Package Pricing:**

*At Packages 2, 3, and 6, for items where total quantity is specified in ( ) the Firm Unit Price is the sum of the total quantities.*

**Example 1:** Single Bed Set (1 set per person, total 2)  
 Single Bed Set per person is \$100.00 x qty. 2 = \$200.00 is the 'FIRM UNIT PRICE'

<b>PACKAGE 1 - SINGLE PERSON</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICES</b>		
1 Single Bed Set	\$	\$	\$
Bed bug mattress and pillow cover – single	\$	\$	\$
1 single dresser or chest of drawers	\$	\$	\$
1 sofa chair	\$	\$	\$
1 Standing Floor Lamp	\$	\$	\$
1 3-Piece Table and chair Set	\$	\$	\$
<b>TOTAL COST PACKAGE 1</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**A.1 Package Pricing: (cont'd)**

<b>PACKAGE 2 - SINGLE PARENT WITH 1 DEPENDENT</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICES</b>		
Single Bed Set (1 set per person, total 2 )	\$	\$	\$
Bed bug mattress and pillow cover ( 1 set per person, total 2)	\$	\$	\$
1 Single Dresser or chest of drawers (1 per person, total 2 )	\$	\$	\$
1 Standing Floor Lamp	\$	\$	\$
1 Sofa	\$	\$	\$
1 Sofa Chair	\$	\$	\$
1 Two piece coffee and end table set	\$	\$	\$
1 Five piece table and chair set	\$	\$	\$
<b>TOTAL COST PACKAGE 2</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>PACKAGE 3 - SINGLE PARENT with 4 DEPENDENTS</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICE</b>		
Single Bed Set (1 set per person, total 5)	\$	\$	\$
Bed bug mattress and pillow cover ( 1 set per person, total 5)	\$	\$	\$
1 Single Dresser or chest of drawers (1 per person, total 5)	\$	\$	\$
1 Standing Floor Lamp	\$	\$	\$
1 Sofa	\$	\$	\$
1 Sofa Chair	\$	\$	\$
1 Two piece coffee and end table set	\$	\$	\$
1 Seven piece table and chair set	\$	\$	\$
<b>TOTAL COST PACKAGE 3</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**A.1 Package Pricing: (cont'd)**

<b>PACKAGE 4 - COUPLE</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICE</b>		
1 Double Bed Set	\$	\$	\$
Bed bug mattress and pillow cover set - double	\$	\$	\$
1 Double Dresser	\$	\$	\$
1 Standing Floor Lamp	\$	\$	\$
1 Sofa	\$	\$	\$
1 Sofa Chair	\$	\$	\$
1 Two piece coffee and end table set	\$	\$	\$
1 Three piece table and chair set	\$	\$	\$
<b>TOTAL COST PACKAGE 4</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>PACKAGE 5 - COUPLE with 1 DEPENDENT</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICE</b>		
1 Double Bed Set	\$	\$	\$
Single Bed Set	\$	\$	\$
Bed bug mattress and pillow cover - double	\$	\$	\$
Bed bug mattress and pillow cover – single	\$	\$	\$
1 Double Dresser	\$	\$	\$
1 Single Dresser or chest of drawers	\$	\$	\$
1 Standing Floor Lamp	\$	\$	\$
1 Sofa	\$	\$	\$
1 Sofa chair	\$	\$	\$
1 Two piece coffee and end table set	\$	\$	\$
1 Five piece table and chair set	\$	\$	\$
<b>TOTAL COST PACKAGE 5</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Solicitation No. - N° de l'invitation  
B3275-150511/A  
Client Ref. No. - N° de réf. du client  
B3275-150511

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-5-38008

Buyer ID - Id de l'acheteur  
tor016  
CCC No./N° CCC - FMS No/ N° VME

<b>PACKAGE 6 - COUPLE with 3 DEPENDENTS</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICE</b>		
1 Double bed set	\$	\$	
1 Single bed set (1 set per dependent, total 3)	\$	\$	
Bed bug mattress and pillow cover - double	\$	\$	
Bed bug mattress and pillow cover – single (1 per dependent, total 3)	\$	\$	
1 Double Dresser	\$	\$	
1 Single Dresser or chest of drawers (1 per dependent, total 3)	\$	\$	
1 Standing Floor Lamp	\$	\$	
1 Sofa	\$	\$	
1 Loveseat	\$	\$	
1 Sofa chair	\$	\$	
1 Two piece coffee and end table set	\$	\$	
1 Seven piece table and chair set	\$	\$	
<b>TOTAL COST PACKAGE 6</b>	\$	\$	

**A.2 Single Unit Pricing:**

<b>ADDITIONAL FURNITURE FOR DEPENDENTS</b>	<b>SO PERIOD 1</b>	<b>EXT. PERIOD 2</b>	<b>EXT. PERIOD 3</b>
<b>ITEM DESCRIPTION</b>	<b>FIRM UNIT PRICE</b>		
1. Single Bed Set	\$	\$	\$
2. Double Bed Set	\$	\$	\$
3. Bed bug mattress and pillow cover set- single	\$	\$	\$
4. Bed bug mattress and pillow cover set - double	\$	\$	\$
5 Single Dresser or Chest of drawers	\$	\$	\$
6. Double Dresser	\$	\$	\$
7. Metal Frame Bunk Bed Set (single with mattress)	\$	\$	\$
8. Crib and Mattress set	\$	\$	\$
9. Sofa	\$	\$	\$
10. Sofa Chair	\$	\$	\$
11. Two piece coffee and end table set	\$	\$	\$
12. Standing Floor Lamp	\$	\$	\$
13. Three Piece Table and Chair set	\$	\$	\$
14. Five Piece Table and Chair set	\$	\$	\$
15. Seven Piece Table and Chair set	\$	\$	\$
16. Single chair	\$	\$	\$

**SECTION B - DELIVERY PRICING**

B.1. The "Firm Lot Price Per Delivery" pricings herein are per delivery per area. Each delivery may consist of any one of the package listed under A.1, Package Pricing, plus any additional furniture that may be added to the package from A.2 "Additional Furniture for Dependents". The Firm Lot Price Per Delivery also includes installation, assembly and set-up of furniture.

	Area	Firm Lot Price Per Delivery		
		SO Period 1	Ext. Period 2	Ext. Period 3
1.1	Toronto Area - The Greater Metropolitan Toronto area including the surrounding counties of Durham, York, and Peel.	\$	\$	\$
1.2	Hamilton Area - The city of Hamilton and surrounding area including Halton county (Burlington, Waterdown, and Milton)	\$	\$	\$
1.3	London Area - The city of London and surrounding area including the counties of Middlesex, Elgin and Perth	\$	\$	\$
1.4	Kitchener Area - The city of Kitchener and surrounding area including Waterloo, Guelph and Cambridge and the counties of Wellington and Brant	\$	\$	\$
1.5	Windsor Area - The city of Windsor and surrounding area including Lasalle and Belleriver and the counties of Essex, Kent and Lambton	\$	\$	\$
1.6	Ottawa Area - The city of Ottawa and surrounding area including Kanata, Nepean, Orleans, Stittsville, and Barrhaven	\$	\$	\$

B.2. For call-up destination outside of the area of coverage as detailed above, if, an additional delivery charge applies, then the Offeror will be reimbursed for the additional delivery charge, which will be calculated in accordance with the kilometric rate as per Appendix B of the [Treasury Board Travel Directive](#), from the closest city or county specified above to the call-up destination. All payment will be subject to government audit.

B.3. Additional Delivery: Offeror must consolidate call-ups in order to reduce cost. In the event, Canada has multiple deliveries to the same site on the same day, for each additional delivery to the same site on the same day, which may consist of any one of the package listed under A.1, Package Pricing, plus any additional furniture from A.2 "Additional Furniture for Dependents", including installation, assembly and/or set-up of furniture, the Firm Lot Prices are as follows:

		<b>Firm Lot Price Per Delivery</b>		
	<b>Area</b>	<b>Standing Offer Period 1</b>	<b>Ext. Period 2</b>	<b>Ext. Period 3</b>
3.1	Toronto Area - The Greater Metropolitan Toronto area including the surrounding counties of Durham, York, and Peel.	\$	\$	\$
3.2	Hamilton Area - The city of Hamilton and surrounding area including Halton county (Burlington, Waterdown, and Milton)	\$	\$	\$
3.3	London Area - The city of London and surrounding area including the counties of Middlesex, Elgin and Perth	\$	\$	\$
3.4	Kitchener Area - The city of Kitchener and surrounding area including Waterloo, Guelph and Cambridge and the counties of Wellington and Brant	\$	\$	\$
3.5	Windsor Area - The city of Windsor and surrounding area including Lasalle and Belleriver and the counties of Essex, Kent and Lambton	\$	\$	\$
3.6	Ottawa Area - The city of Ottawa and surrounding area including Kanata, Nepean, Orleans, Stittsville, and Barrhaven	\$	\$	\$

## ANNEX D

### INSURANCE REQUIREMENT

#### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows:

Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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**ANNEX E**

**Standing Offer Reporting Form - Example**

(The report must include the following information.)

The Offeror understands that it is their responsibility to implement a system for tracking all call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing offer.

Reports must be submitted to the Standing Offer Authority to: [helen.yari@pwgsc.gc.ca](mailto:helen.yari@pwgsc.gc.ca)

**Report(s) is/are to be submitted every quarter** for each area, detailing the information below.

Offerors' Name:		Offerors' Contact Info:	
Area:	(Insert Standing Offer Number)	Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)
Original Value of SO:	\$ _____	Amended Value of SO	\$ _____
Total Value to Date (\$)	\$ _____	Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)

Call-up Number	Date of Order	Package ordered as per Section A.1 of Annex C								Additional Furniture for Dependents as per Section A.2, of Annex C	Total Value of Call-up
		1	2	3	4	5	6	7	8		
		1	2	3	4	5	6	7	8	etc.	

Refer to Part 6.A. Article 6.3.2

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

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.

**ANNEX F**

**PRICE EVALUATION**

1. The Offeror's proposed pricing on Annex C, Basis of Payment will be used herein for price evaluation. Should there be discrepancies in the pricing, the pricing on the Basis of Payment will be used herein for price evaluation purposes. Not all items on Annex C, Basis of Payment will be used for price evaluation.

2. The Offeror may submit an offer for more than one area. Each area will be evaluated individually. Therefore, there is the potential for one offeror to be offered more than one area.

3. The price used in the evaluation for each area will be the Aggregate (the sum of all the Extended Prices for the Standing Offer (SO) Period 1 and Extension Period 2 and Extension Period 3). The Extended Prices, column (C), for the SO Period1 will be calculated by multiplying the est.qty. values, column (A) by the Offeror's corresponding unit price column (B). The Extended Prices, column (E), for the Extension Period 2 will be calculated by multiplying the est. qty. values, column (A) by the Offeror's corresponding unit price column (D). The Extended Prices, column (G), for the Extension Period 3 will be calculated by multiplying the est. qty. values, column (A) by the Offeror's corresponding unit price column (F).

Toronto Area	Est. Qty. (A)	Standing Offer Period 1		Extension Period 2		Extension Period 3	
		Unit Price (B)	Extended Price (C)	Unit Price (D)	Extended Price (E)	Unit Price (F)	Extended Price (G)
1. Total Cost Package 1	108	\$	\$	\$	\$	\$	\$
2. Total Cost Package 2	72	\$	\$	\$	\$	\$	\$
3. Total Cost Package 3	18	\$	\$	\$	\$	\$	\$
4. Total Cost Package 4	36	\$	\$	\$	\$	\$	\$
5. Total Cost Package 5	90	\$	\$	\$	\$	\$	\$
6. Total Cost Package 6	36	\$	\$	\$	\$	\$	\$
7. Single Bed Set	150	\$	\$	\$	\$	\$	\$
8. Bed bug mattress and pillow cover set- single	150	\$	\$	\$	\$	\$	\$
9. Single Dresser	150	\$	\$	\$	\$	\$	\$
10. Double Dresser	40	\$	\$	\$	\$	\$	\$
11. Metal Frame Bunk Bed Set (single w/mattress)	15	\$	\$	\$	\$	\$	\$
12. Sofa	10	\$	\$	\$	\$	\$	\$
13. Sofa Chair	45	\$	\$	\$	\$	\$	\$
14. Two piece coffee and end table set	10	\$	\$	\$	\$	\$	\$
15. Standing Floor Lamp	20	\$	\$	\$	\$	\$	\$
16. Delivery Charge	360	\$	\$	\$	\$	\$	\$
<b>AGGREGATE FOR TORONTO (Sum of Extended Prices)</b>					\$ _____		

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Hamilton Area	Est. Qty. (A)	Standing Offer Period 1		Extension Period 2		Extension Period 3	
		Unit Price (B)	Extended Price (C)	Unit Price (D)	Extended Price (E)	Unit Price (F)	Extended Price (G)
1. Total Cost Package 1	40	\$	\$	\$	\$		
2. Total Cost Package 2	26	\$	\$	\$	\$		
3. Total Cost Package 3	6	\$	\$	\$	\$		
4. Total Cost Package 4	13	\$	\$	\$	\$		
5. Total Cost Package 5	32	\$	\$	\$	\$		
6. Total Cost Package 6	13	\$	\$	\$	\$		
7. Single Bed Set	105	\$	\$	\$	\$		
8. Bed bug mattress and pillow cover set- single	105	\$	\$	\$	\$		
9. Single Dresser	75	\$	\$	\$	\$		
10. Double Dresser	15	\$	\$	\$	\$		
11. Metal Frame Bunk Bed Set (single w/mattress)	5	\$	\$	\$	\$		
12. Sofa	5	\$	\$	\$	\$		
13. Sofa Chair	15	\$	\$	\$	\$		
14. Two piece coffee and end table set	5	\$	\$	\$	\$		
15. Standing Floor Lamp	10	\$	\$	\$	\$		
16. Delivery Charge	130	\$	\$	\$	\$		
<b>AGGREGATE FOR HAMILTON (Sum of Extended Prices)</b>					\$ _____		

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London Area	Est. Qty. (A)	Standing Offer Period 1		Extension Period 2		Extension Period 3	
		Unit Price (B)	Extended Price (C)	Unit Price (D)	Extended Price (E)	Unit Price (F)	Extended Price (G)
1. Total Cost Package 1	36	\$	\$	\$	\$	\$	\$
2. Total Cost Package 2	24	\$	\$	\$	\$	\$	\$
3. Total Cost Package 3	6	\$	\$	\$	\$	\$	\$
4. Total Cost Package 4	12	\$	\$	\$	\$	\$	\$
5. Total Cost Package 5	30	\$	\$	\$	\$	\$	\$
6. Total Cost Package 6	12	\$	\$	\$	\$	\$	\$
7. Single Bed Set	75	\$	\$	\$	\$	\$	\$
8. Bed bug mattress and pillow cover set- single	75	\$	\$	\$	\$	\$	\$
9. Single Dresser or Chest of drawers	75	\$	\$	\$	\$	\$	\$
10. Double Dresser	5	\$	\$	\$	\$	\$	\$
11. Metal Frame Bunk Bed Set (single w/mattress)	2	\$	\$	\$	\$	\$	\$
12. Sofa	3	\$	\$	\$	\$	\$	\$
13. Sofa Chair	10	\$	\$	\$	\$	\$	\$
14. Two piece coffee and end table set	3	\$	\$	\$	\$	\$	\$
15. Standing Floor Lamp	5	\$	\$	\$	\$	\$	\$
16. Delivery Charge	120	\$	\$	\$	\$	\$	\$
<b>AGGREGATE FOR LONDON (Sum of Extended Prices)</b>					\$ _____		

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Kitchener Area	Est. Qty. (A)	Standing Offer Period 1		Extension Period 2		Extension Period 3	
		Unit Price (B)	Extended Price (C)	Unit Price (D)	Extended Price (E)	Unit Price (F)	Extended Price (G)
1. Total Cost Package 1	36	\$	\$	\$	\$	\$	\$
2. Total Cost Package 2	24	\$	\$	\$	\$	\$	\$
3. Total Cost Package 3	6	\$	\$	\$	\$	\$	\$
4. Total Cost Package 4	12	\$	\$	\$	\$	\$	\$
5. Total Cost Package 5	30	\$	\$	\$	\$	\$	\$
6. Total Cost Package 6	12	\$	\$	\$	\$	\$	\$
7. Single Bed Set	75	\$	\$	\$	\$	\$	\$
8. Bed bug mattress and pillow cover set- single	75	\$	\$	\$	\$	\$	\$
9. Single Dresser or Chest of drawers	75	\$	\$	\$	\$	\$	\$
10. Double Dresser	5	\$	\$	\$	\$	\$	\$
11. Metal Frame Bunk Bed Set (single w/mattress)	2	\$	\$	\$	\$	\$	\$
12. Sofa	3	\$	\$	\$	\$	\$	\$
13. Sofa Chair	10	\$	\$	\$	\$	\$	\$
14. Two piece coffee and end table set	3	\$	\$	\$	\$	\$	\$
15. Standing Floor Lamp	5	\$	\$	\$	\$	\$	\$
16. Delivery Charge	120	\$	\$	\$	\$	\$	\$
<b>AGGREGATE FOR KITCHENER (Sum of Extended Prices)</b>					\$ _____		

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Buyer ID - Id de l'acheteur  
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Windsor Area	Est. Qty. (A)	Standing Offer Period 1		Extension Period 2		Extension Period 3	
		Unit Price (B)	Extended Price (C)	Unit Price (D)	Extended Price (E)	Unit Price (F)	Extended Price (G)
1. Total Cost Package 1	36	\$	\$	\$	\$	\$	\$
2. Total Cost Package 2	24	\$	\$	\$	\$	\$	\$
3. Total Cost Package 3	6	\$	\$	\$	\$	\$	\$
4. Total Cost Package 4	12	\$	\$	\$	\$	\$	\$
5. Total Cost Package 5	30	\$	\$	\$	\$	\$	\$
6. Total Cost Package 6	12	\$	\$	\$	\$	\$	\$
7. Single Bed Set	12	\$	\$	\$	\$	\$	\$
8. Bed bug mattress and pillow cover set- single	75	\$	\$	\$	\$	\$	\$
9. Single Dresser or Chest of drawers	75	\$	\$	\$	\$	\$	\$
10. Double Dresser	5	\$	\$	\$	\$	\$	\$
11. Metal Frame Bunk Bed Set (single w/mattress)	2	\$	\$	\$	\$	\$	\$
12. Sofa	3	\$	\$	\$	\$	\$	\$
13. Sofa Chair	10	\$	\$	\$	\$	\$	\$
14. Two piece coffee and end table set	3	\$	\$	\$	\$	\$	\$
15. Standing Floor Lamp	5	\$	\$	\$	\$	\$	\$
16. Delivery Charge	120	\$	\$	\$	\$	\$	\$
<b>AGGREGATE FOR WINDSOR (Sum of Extended Prices)</b>					\$ _____		

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 File No. - N° du dossier  
 TOR-5-38008

Buyer ID - Id de l'acheteur  
 tor016  
 CCC No./N° CCC - FMS No/ N° VME

Ottawa Area	Est. Qty. (A)	Standing Offer Period 1		Extension Period 2		Extension Period 3	
		Unit Price (B)	Extended Price (C)	Unit Price (D)	Extended Price (E)	Unit Price (F)	Extended Price (G)
1. Total Cost Package 1	45	\$	\$	\$	\$	\$	\$
2. Total Cost Package 2	30	\$	\$	\$	\$	\$	\$
3. Total Cost Package 3	7	\$	\$	\$	\$	\$	\$
4. Total Cost Package 4	15	\$	\$	\$	\$	\$	\$
5. Total Cost Package 5	38	\$	\$	\$	\$	\$	\$
6. Total Cost Package 6	15	\$	\$	\$	\$	\$	\$
7. Single Bed Set	105	\$	\$	\$	\$	\$	\$
8. Bed bug mattress and pillow cover set- single	105	\$	\$	\$	\$	\$	\$
9. Single Dresser or Chest of drawers	75	\$	\$	\$	\$	\$	\$
10. Double Dresser	15	\$	\$	\$	\$	\$	\$
11. Metal Frame Bunk Bed Set (single w/mattress)	5	\$	\$	\$	\$	\$	\$
12. Sofa	5	\$	\$	\$	\$	\$	\$
13. Sofa Chair	15	\$	\$	\$	\$	\$	\$
14. Two piece coffee and end table set	5	\$	\$	\$	\$	\$	\$
15. Standing Floor Lamp	10	\$	\$	\$	\$	\$	\$
16. Delivery Charge	150	\$	\$	\$	\$	\$	\$
<b>AGGREGATE FOR OTTAWA (Sum of Extended Prices)</b>					\$ _____		