

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

Revision to a Request for a Standing Offer

Révision à une demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Offer remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'offre demeurent les mêmes.

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
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Title - Sujet Empty Septic Tanks		
Solicitation No. - N° de l'invitation W0134-15CYNV/A		Date 2015-05-12
Client Reference No. - N° de référence du client W0134-15CYNV		Amendment No. - N° modif. 001
File No. - N° de dossier EDM-4-37253 (020)	CCC No./N° CCC - FMS No./N° VME	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-020-10433		
Date of Original Request for Standing Offer Date de la demande de l'offre à commandes originale		2015-05-05
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-22		Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Address Enquiries to: - Adresser toutes questions à: Nikolai-Mankasingh, Sandra		Buyer Id - Id de l'acheteur edm020
Telephone No. - N° de téléphone (780) 497-3515 ()	FAX No. - N° de FAX (780) 497-3510	
Delivery Required - Livraison exigée		
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		
Security - Sécurité This revision does not change the security requirements of the Offer. Cette révision ne change pas les besoins en matière de sécurité de la présente offre.		

Instructions: See Herein

Instructions: Voir aux présentes

Acknowledgement copy required Accusé de réception requis	Yes - Oui <input type="checkbox"/>	No - Non <input type="checkbox"/>
The Offeror hereby acknowledges this revision to its Offer. Le proposant constate, par la présente, cette révision à son offre.		
Signature	Date	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
For the Minister - Pour le Ministre		

Solicitation No. - N° de l'invitation

W0134-15CYNV/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

edm020

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

W0134-15CYNV

File No. - N° du dossier

EDM-4-37253

CCC No./N° CCC - FMS No/ N° VME

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Title: Empty Septic Tanks

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SUMMARY	3
1.3 SECURITY REQUIREMENTS	4
1.4 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF OFFERS	4
2.3. FORMER PUBLIC SERVANT	4
2.4. ENQUIRIES - REQUEST FOR STANDING OFFERS	6
2.5. APPLICABLE LAWS	6
PART 3 - OFFER PREPARATION INSTRUCTIONS	6
3.1. OFFER PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES	8
4.2 BASIS OF SELECTION	8
PART 5 - CERTIFICATIONS	8
5.1 CERTIFICATIONS PRECEDENT TO ISSUANCE OF A STANDING OFFER	9
PART 6 - SECURITY, AND INSURANCE REQUIREMENTS	9
6.1 SECURITY REQUIREMENTS	9
6.2 INSURANCE REQUIREMENTS	10
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	10
A. STANDING OFFER	10
7.1 OFFER	10
7.2 SECURITY REQUIREMENTS	10
7.3 STANDARD CLAUSES AND CONDITIONS	11
7.4 TERM OF STANDING OFFER	11
7.5. AUTHORITIES	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	12
7.7 IDENTIFIED USERS	13
7.8 CALL-UP PROCEDURES	13
7.9 CALL-UP INSTRUMENT	13
7.10 LIMITATION OF CALL-UPS	13
7.11 FINANCIAL LIMITATION	13
7.12 PRIORITY OF DOCUMENTS	13
7.13 CERTIFICATIONS	14
7.14 APPLICABLE LAWS	14
7.15 SACC MANUAL CLAUSE	14
B. RESULTING CONTRACT CLAUSES	14

Solicitation No. - N° de l'invitation
W0134-15CYNV/A
Client Ref. No. - N° de réf. du client
W0134-15CYNV

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-4-37454

Buyer ID - Id de l'acheteur
EDM020
CCC No./N° CCC - FMS No./N° VME

7.1	STATEMENT OF WORK	14
7.2	STANDARD CLAUSES AND CONDITIONS	14
7.3	TERM OF CONTRACT	14
7.4	PAYMENT	14
7.5	INVOICING INSTRUCTIONS	15
7.6	SACC MANUAL CLAUSES	15
ANNEX "A"		16
	STATEMENT OF WORK	16
ANNEX "B"		22
	BASIS OF PAYMENT	22
ANNEX "C"		24
	SECURITY REQUIREMENTS CHECK LIST	24
ANNEX "D"		25
	INSURANCE REQUIREMENTS	25
ANNEX "E"		29
	STANDING OFFER USAGE REPORT	29

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Check List, Insurance Requirements and Standing Offer usage Report.

1.2 Summary

For the supply of all labor, materials, tools, equipment, transportation and supervision necessary to empty septic tanks, catch basins related to the septic tanks lead-in lines, drawing of filled lines and cleaning of all interceptors located at, 4 Wing Cold Lake, Cold Lake, AB as required.

The period of the Standing Offer will be for 2 years from date of issuance plus one option year.

- (i) 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.
- (ii) 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.

- (iii) 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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SACC Manual Clauses-

M0019T Firm Price and/or Rates 2007-05-25

2.2 Submission of Offers

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

2.3. Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

- a. name of former public servant;

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

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

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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 Alberta.

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 (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work, as outlined in 4.1.1. Mandatory Technical Criteria below.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex "B", Basis of Payment detailed below. The total amount of Applicable Taxes must be shown separately.

3.1.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

- 4.1.1.1.1 Compliance with the terms and conditions contained in this document
- 4.1.1.1.2 Provision of pricing as requested
- 4.1.1.1.3 Ability to perform the full scope of the work, as described in Annex "A".

4.1.2 Financial Evaluation

4.1.2.1 Calculation of Bid Price

The Total Bid Price will be calculated in the following method:

- a) The unit price quoted for each item for each year will be multiplied by the estimated quantity and summed to arrive at a total price per item. The total prices per item will be aggregated to determine the Total Bid Price.

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

4.2 Basis of Selection

- 4.2.1** An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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 - SECURITY, AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.

3. For additional information on security requirements, offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

- 7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
This contract includes access to controlled goods. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
- (b) Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements 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 of 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 fifteen (15) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

7.4.2 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 one year period, from _____ to _____ 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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sandra Nikolai-Mankasingh
Title: A/Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: ATB Place, North Tower 10025 Jasper Avenue 5th floor
Edmonton, AB T5J 1S6
Telephone: 780-497-3515
Facsimile: 780-497-3510
E-mail address: Sandra.nikolai-mankasingh@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.

7.5.2 Project Authority: to be named in the Standing Offer

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

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

7.5.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive

disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are: Department of National Defence (DND), 4 Wing Cold Lake, Cold Lake, Alberta.

7.8 Call-up Procedures

Call Ups will be directed to the Standing Offer holder. Only one standing offer agreement will result from the Request for Standing Offer.

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Applicable Taxes included).

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (*To be determined - 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 three (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.

7.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-09-25); General Conditions – Services (medium complexity)
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment
- g) Annex C, Security Requirements Check List
- h) Annex D, Insurance Requirements
- i) Annex E, Standing Offer Usage Report
- j) the Offeror's offer dated _____

7.13 Certifications

7.13.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

7.15 SACC Manual Clause

M3800C Estimates 2006-08-15

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of 2010C (2018-12-12), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

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

7.4 Payment

7.4.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B",

to a limitation of expenditure of \$ **(as per call up document)**. Customs duties are included and Applicable Taxes are extra, if applicable

7.4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (as per the call-up document). Customs duties are included and Applicable Taxes are extra, if applicable
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4.3 SACC Manual Clauses

A9117C	T1204 – Direct Request by Customer Department	2007-11-30
C0711C	Time Verification	2008-05-12
C2000C	Taxes- Foreign-based Contractor (if applicable)	2007-11-30
H1000C	Single Payment	2008-05-12

7.4.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.5 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. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.6 SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
G1005C	Insurance	2008-05-12

Solicitation No. - N° de l'invitation
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CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE
4 WING COLD LAKE

WING CONSTRUCTION ENGINEERING STATEMENT OF

WORK
FOR

Empty Septic Tanks

CFB COLD LAKE ALBERTA,
T9M 2C6



Requisition Number:	W0134-15CYNV
Contract Card:	SEPKI
Date:	24 November 2015
Project Authority:	Sgt Flynn

Table of Contents

Description of Work	1
Response Time	1
Contractors Use of Site	1
Workmanship.....	1
Operational Security	1
Health & Safety Requirements	2
Responsibility.....	2
Hazardous Material	2
Unforeseen Hazards	2
Asbestos Discovery	2
Building Smoking Environment.....	2
Orientation Meeting	2
Kick-Off Meeting.....	2
DND Fire Safety Requirements	2
Safety Briefing	3
Compliance.....	3
Environmental Protection Procedures.....	3
Disposal of Wastes	3
Work Adjacent to Waterways	3
Damage.....	3
Special Procedures: Airports In Use	3
General	3
Movement of Equipment and Personnel	3
Foreign Object Damage (FOD) Control:	4

Description of Work

1. Work under this Standing Offer shall comprise the supply of all labour, materials, tools, equipment, transportation and supervision necessary to empty septic tanks, catch basins related to the septic tanks lead-in lines, drawing of filled lines and cleaning of all interceptors located at, 4 Wing Cold Lake, Cold Lake, AB, as required.
2. The Wastewater Plant has two digester with a total capacity of 2,090,000 litres. These digesters reach their capacity typically 3-4 times a year. This sludge has to be removed from the digester tanks by means of a vacuum truck and transported for disposal. The Contractor must remove the sludge from the tanks and would ultimately be responsible for disposing of the sludge from the Wing, in an approved method under current Federal and Provincial legislation.
3. All interceptors must be inspected by proper authorities prior to being cleaned. Once it is determined that there is no hazardous material present the Project Authority (Contracts Inspector) will give approval for work to proceed.
4. Contractor must be able to provide delivery of Potable Water within 24 hours notice to various areas around the 4 Wing Cold Lake and Primrose range area.

Response Time

5. The Contractor must reply to an authorized request within 24 hours and actual work will be performed within a time frame mutually agreed to by both parties. Once on site, the Contractor will work until tanks are emptied completely or until water tanks are filled.
6. The Contractor must reply to an authorized emergency request within 4 hours and actual work will be performed within a time frame mutually agreed to by both parties. Once on site, the Contractor will work until tanks are emptied completely or until water tanks are filled.

Contractors Use of Site

7. For execution of work only, subject to the following:
 - a. Movement around site must be subject to restrictions imposed by the Project Authority (Contracts Inspector);
 - b. Do not unreasonably encumber site with materials or equipment;
 - c. Maintain work in tidy condition, free from accumulation of waste products and debris: and
 - d. Execute work with the least possible interference or disturbance to occupants and normal use of premises.

Workmanship

8. Workmanship must be of the best quality, executed by workers skilled in the respective tasks for which they are employed and decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority, whose decision is final.

Operational Security

9. Work carried out within the General Restricted Area (GRA) is subject to special and unique security regulations. All Contractors' employees must carry company I.D and GRA pass. Individuals without authorized passes in their possession will not be permitted to enter the GRA. If the Project Authority requires

the Contractor to work in the GRA where there Reliability clearance does not give them access, the Project Authority will attempt to provide Security Escorts.

10. The use of cell phones are restricted in the GRA;

- a. Use of cellular phones is prohibited within Refuelling compounds; and
- b. Cell phones will not be operated within 15 metres of an aircraft.

11. Contractors are not to take any pictures within the GRA, if required to take a picture, the Project Authority could take the picture for the Contractor. A request must be submitted to the Project Authority well in advance; this request will be considered but might not be supported due to other requirements.

Health & Safety Requirements

Responsibility

12. All accidents are to be reported to the Project Authority immediately.

Hazardous Material

13. All hazardous material must be identified and labelled in accordance with the Workplace Hazardous Material Information System (WHMIS) and copies of the Material Safety Data Sheet (MSDS) must be supplied to the Project Authority.

Unforeseen Hazards

14. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of work, report to Project Authority immediately.

Asbestos Discovery

15. If during execution of contract work, workers uncover or disturb suspected asbestos products that are not covered in the Standing Offer specifications, STOP work in that area and report to Project Authority immediately.

Building Smoking Environment

16. 4 Wing Cold Lake has a no smoking policy in effect with exceptions in designated smoking areas.

Orientation Meeting

Kick-Off Meeting

17. A kickoff meeting will be conducted for the Contractor and Project Authority to discuss the terms of the Standing Offer. This meeting provides both parties an opportunity to bring forward or answer all inquiries or questions. This meeting will be held prior to start of the work to ensure there is no misunderstanding. The Project Authority will contact the Contractor to arrange for this meeting as soon as possible after the award of the Standing Offer. The meeting is expected to last approximately one hour but may vary from this time frame.

DND Fire Safety Requirements

18. The Contractor's personnel who will be working on 4 Wing must read and abide by the 4 Wing Cold Lake

Fire Orders and Regulations for Contractors, which will be provided by the Project Authority during the orientation meeting or before the commencement of the work.

Safety Briefing

19. Observance of On-site Safety, Health and Environmental Standards on Protection of Property. The Contractor, his employees and/or subcontractors, undertakes and agrees to comply with all DND regulations in force at the worksite, including the observance of all safety, health and environmental standards and those in place to preserve and protect DND property from loss or damage from all causes including fire.

Compliance

20. The Contractor is responsible to ensure that all employees and subcontractors that will be working on the site are fully briefed and have completed and signed the Contractor Safety Orientation Checklist prior to the start of any portion of the onsite work. A copy of the signed checklist is to be provided to the Project Authority. No payments will be issued until all documentation is in place.

Environmental Protection Procedures

Disposal of Wastes

21. The following are disposals regulations:

- a. Burying of rubbish or waste materials on site is prohibited;
- b. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers;
- c. Costs associated with appropriate removal, transportation and disposal of wastes is the responsibility of the Contractor; and
- d. The Contractor must dispose of all rubbish and residue in accordance with existing provincial and/or municipal regulations and/or bylaws. A disposal manifest must be delivered to the Project Authority to ensure the waste has been accepted by a proper facility.

Work Adjacent to Waterways

22. Do not dump excavated fill, waste material or debris in waterways.

Damage

23. The Contractor must immediately notify the Project Authority of any damage incident.

Special Procedures: Airports In Use

General

24. When operating within the 4 Wing areas the following restrictions apply:

- a. Do not disrupt airport business except as permitted by Project Authority;
- b. Provide temporary protection for safe handling of public, personnel, pedestrians and vehicular traffic; and
- c. Provide barricades and lights where directed.

Movement of Equipment and Personnel

25. In areas of airport not closed to aircraft traffic, the Contractor will:

- a. Obtain Project Authority's approval on scheduling of work;
- b. Control movements of equipment and personnel as directed by Project Authority;
- c. Obey signals and directions from escort instantly;
- d. For all services that are required on the airfield an escort will be provided; and
- e. All personnel must be aware of Jet Blast (exhaust) from running and turning aircraft when working on the aerodrome. Jet Blast is extremely hot and forceful.

Foreign Object Damage (FOD) Control:

26. The Contractors must be aware of the following FOD Controls:

- a. Where travel routes cross active runways, taxiways or aircraft parking aprons, the Contractor and/or his designate must broom clean debris from area immediately;
- b. Where access routes cross active runways, taxiways or parking aprons, the Contractor and/or his designate must keep crossings free of mud and debris at all times; and
- c. FOD Control must be exercised on a continuous basis in vicinity of aircraft, runways or aprons. Control all blowing debris at all times, stop and check vehicle tires at all designated FOD Check Stop.

ANNEX "B"

BASIS OF PAYMENT

- Unit prices quoted are to include ALL applicable expenses, including travel time, time to pump out tanks and dump, and personnel expenses to perform the work, and are to remain firm for the period of the Standing Offer.
- The per call rates are to be all inclusive prices to completely empty the tanks.
- GST is not to be included in the unit prices quoted but will be added to any invoice issued against the Standing Offer.
- A quote must be provided for all line items for the offer to be considered responsive.
- Estimated usages are for evaluation purposes only; actual usage may vary from these amounts.

Firm Unit Pricing							
Item	Location.	Tank Size	Estimated Year 1 2015/06/01- 2016/05/31	Estimated Year 2 2016/06/01- 2017/5/31	Estimated Option Year 2017/06/01- 2018-05-31	Estimated Usage	Total for 2 Years
1	Main Base						
1a.	B5-Wash Bay	120 litres	\$____/call	\$____/call	\$____/call	4 x per year	
1b.	B5-Seperator	120 litres	\$____/call	\$____/call	\$____/call	4 x per year	
1c.	B163	2243 litres	\$____/call	\$____/call	\$____/call	4 x per year	
1d.	B175	12945 litres	\$____/call	\$____/call	\$____/call	5 x per year	
1e.	B181	4546 litres	\$____/call	\$____/call	\$____/call	4 x per year	
1f.	B505	4546 litres	\$____/call	\$____/call	\$____/call	3 x per year	
1g.	B820	15000 litres	\$____/call	\$____/call	\$____/call	4 x per year	
1h.	B400	120 litres	\$____/call	\$____/call	\$____/call	2 x per year	
2	BOMB DUMP				\$____/call		
2a.	B183	18184 litres	\$____/call	\$____/call	\$____/call	4 x per year	
2b.	B184	11356 litres	\$____/call	\$____/call	\$____/call	3 x per year	
2c.	B688	27276 litres	\$____/call	\$____/call	\$____/call	12 x per year	
3	PRIMROSE LAKE VALUATION RANGE						
3a.	B376	4546 litres	\$____/call	\$____/call	\$____/call	10 x per year	
3b.	B379	13639 litres	\$____/call	\$____/call	\$____/call	3 x per year	
3c.	B421 (300m Rifle Range)	6819 litres	\$____/call	\$____/call	\$____/call	3 x per year	
3d.	B417	9092 litres	\$____/call		\$____/call	3 x per year	
4	Digesters						

4a.	Removal and disposal of all sludge from digestors, on a annual/requested basis. 2 digestors, one 1.3 million liters and second one is 0.8 million liters.	2.1 Million Litres	\$_____/call 525,000 Litres per call	\$_____/call 525,000 Litres per call	\$_____/call 525,000 Litres per call	4 x per year	for 2 years
5	Labour						
5a.	Labour rate to pump out unlisted septic tanks and holding tanks, oil interceptors and dump in designated sewage plant off base.					25 x per year	
6	Potable Water						
6a.	Require the delivery of Potable Water with 24 hr notice for availability.	2750 to 3000 Gals per truck load	\$_____/per truck load	\$_____/per truck load	\$_____/per Truck load	5 x per year	
7	Orientation Meeting						
7a.	On site Kick-off Meeting, including Safety Briefing. This is to include all applicable costs. (Not applicable if meeting conducted by teleconference .				\$_____/meeting		1 meeting

Solicitation No. - N° de l'invitation
W0134-15CYNV/A
Client Ref. No. - N° de réf. du client
W0134-15CYNV

Amd. No. - N° de la modif.
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EDM020
CCC No./N° CCC - FMS No./N° VME

ANNEX “C”

SECURITY REQUIREMENTS CHECK LIST

(see attached)

ANNEX "D"

INSURANCE REQUIREMENTS

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.
 - n. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Environmental Impairment Liability Insurance:

1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - c. Separation of Insureds: 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.
 - d. 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.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which

- the Contractor is legally liable is performing or has performed the operations described in the contract.
- f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.
 - g. Litigation Rights: Pursuant to subsection 5(d) of the [*Department of Justice Act*](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.
 - h. **For the province of Quebec, send to:**

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A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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.

Solicitation No. - N° de l'invitation
W0134-15CYNV/A
Client Ref. No. - N° de réf. du client
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Amd. No. - N° de la modif.
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Buyer ID - Id de l'acheteur
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CCC No./N° CCC - FMS No./N° VME

-
- e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement
 - f. OPCF/QEF/SEF #4a - Permission to Carry Explosives
 - g. OPCF/SEF/QEF #6a - Permission to Carry Passengers for Compensation or Hire
 - h. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement

Solicitation No. - N° de l'invitation
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ANNEX "E"

STANDING OFFER USAGE REPORT

Each Usage Report is to be comprised of data from completed Call Ups.

Return to:

Facsimile: (780) 497-3510
Email: WST.PA-EDM@pwgsc-tpsgc.gc.ca .

Quarterly Usage Report Schedule:

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

The usage reports must be submitted no later than fifteen (15) calendar days after the end of the reporting period.

SUPPLIER: _____
STANDING OFFER NO: _____
DEPARTMENT OR AGENCY: _____

Department	Call up Number	Dollar Value (GST Included)

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

☐ **NIL REPORT:** We have not done any business with the Federal Government this period.

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____

DATE: _____