



Correctional Service
Canada

Service correctionnel
Canada

RETURN OFFERS TO :
Bid Receiving

Correctional Service of Canada
Material Resources Division
250 Montée St-François
Laval (Quebec) H7C 1S5
Telephone: 450-661-9550, ext. 3209-3214

REQUEST FOR A STANDING OFFER

Canada, as represented by the Minister of the Correctional Service of Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Comments :

« THIS DOCUMENT DOES NOT CONTAINS A SECURITY REQUIREMENT »

Vendor/Firm Name and Address:

Telephone N° : _____

Fax N° : _____

Email : _____

GST # or SIN or Procurement Business N° (PBN): _____

Title : Refrigeration mechanic services	
Solicitation N°: 21301-16-2157222	Date: May 8,2015
Client Reference N° : 21301-16-2157222	
GETS Reference N° : PW-15-00683347	
Solicitation Closes : at : 2:00 p.m. EDT on : May 25 th , 2015	
F.O.B. : Plant : Destination: Other :	
Address Enquiries to : Martine Pilon Contracting and Procurement Regional Officer martine.A.pilon@csc-scc.gc.ca	
Telephone N°: 450-661-9550 Ext.: 3299	Fax N° : 450-664-6615
Destination of Services : Multiple as per call-up. Institutions list – Annex A Technical specifications	
Security : This request for a Standing Offer does not contains a security requirement.	
Instructions: See Herein	
Name and title of person authorized to sign on behalf of Vendor/Firm :	

Name	Title

Signature	Date
(Sign and return cover page with offer).	
Submitting an offer and being awarded the Standard Offer means that the Contractor has read all the instructions and conditions and that it agrees, by duly signing above (mandatory) , to comply with same.	



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PART 1 - GENERAL INFORMATION

1. Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

Correctional Service of Canada (CSC) requires for a Standing Offer Agreement to provide maintenance services Refrigeration mechanic services. The work under this Standing Offer includes, but is not limited to: supplies, qualified labour and equipment, required for refrigeration mechanic services on ventilation, air conditioning and refrigeration systems.

More than one Standing Offer may be granted for the Refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.

This Standing Offer is from **June 1, 2015 to May 31, 2016**, with the possibility two (2) periods supplementary for one (1) year period.

3. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.



4. Site Security Requirement

There is a site security requirement associated with the requirement of the Standing Offer. For additional information, see Part 7 - Standing Offer and Resulting Contract Clauses.

5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer 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 Offer process. The debriefing may be in writing, by telephone or in person.

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (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 Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsections 1.4 and 1.5 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements do not form part of and do not apply to the request for Standing Offer. All other subsections of « 01 Integrity Provisions – Offer », form part of and apply to the request for Standing Offer.

1.1 SACC Manual Clauses

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

2. Submission of Offers

Offers must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the Request for Standing Offer.

Due to the nature of the Request for Standing Offer, transmission of offers by facsimile or e-mail to CSC will not be accepted.

The following information shall be written on the bid envelope:

- Bid number
- Name of the Contracting and Procurement Regional Officer
- Closing Date

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 with FPS, offerors must provide the information required below before the issuance of a Standing Offer. If the answers to the questions and, as applicable, the information 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 requirements 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.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offer (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 is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

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 Quebec province.

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

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer: **one (1) hard copy**

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

Section III: Certifications: **one (1) hard copy**

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

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

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

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 fiber 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 B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

The Standing Offer will be awarded to the responsive bid with the total bid price will be the lowest. Please note that for the purposes of evaluation, the total bid price will be calculated by adding the fixed hourly rates for the duration of the Standing Offer.

More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.

The awarding of the Standing Offer is conditional on meeting the budget ceiling established for this contract.



PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and documentation 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, if any certification is found to be untrue whether 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 with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

1. Certifications Precedent to Standing Offer Award

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 so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 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_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare an offer non-responsive 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 contract award.

1.2 Status and Availability of Resources

SACC Manual clause M3020T (2010-01-11) Status and Availability of Resources

Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

There is no security requirement applicable to this Standing Offer.

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service of Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offer or, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Site Security Requirement

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service of Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

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.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

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

Subsection 11.4 of 2005, General Conditions - Standing Offers - Goods or Services, will not form part of the Standing Offer. All other subsections of '2005 11 Integrity Provisions - Standing Offer', will form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is **from June 1, 2015 to May 31, 2016.**

4.2 Extension of Standing Offer

The Offerer grants Correctional Services of Canada (CSC) the irrevocable option to extend the term of the Standing Offers by up to **two (2) additional one (1) year period** under the same conditions.



5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Martine Pilon**

Title: Contracting and Procurement Regional Officer

Correctional Service of Canada

Telephone: 450-661-9550 poste 3299

Facsimile: 450-664-6626

E-mail address: martine.A.pilon@csc-scc.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.

5.2 Project Authority *(To be completed at the Standing Offer award).*

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.

5.3 Offeror's Representative *(To be completed at the Standing Offer award).*

The Project Authority for the Standing Offer is:

Name:

Title:

Organization:

Address:

Telephone:

Facsimile:

E-mail address:

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on any of its proposed resources' status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror has agreed that, for any resulting call-ups to a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension 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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
Correctional Service of Canada; Laval Complex, Corcan, Complex Ste-Anne-des-Plaines, Drummond, Donnacona, CCC Marcel Caron, Cowansville, *La Macaza and Port-Cartier Institutions.

8. Call-up Procedures

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using « *the Call-up Against a Standing Offer form* » or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **25,000.00 \$** (Applicable Taxes included).

11. Financial Limitation

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

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 9medium complexity);
- e) the Offeror's offer dated _____ (*insert date of offer*).

13. Certifications

Compliance with the certifications and related documentation provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification, provide the related documentation 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.



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 Quebec province.



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.

1. Statement of Work

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](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) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

2.1 General Conditions

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

Subsection 27.4 of 2010C, General Conditions – Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010C 27 Code of Conduct and Certifications – Contract’ will form part of the Contract.

2.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.

3. Term of Contract

3.1 Period of the Contract

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



4. Payment

4.1 Basis of Payment

Payments will be made in accordance with Annex B – Basis of Payment.

4.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(To be completed at the Standing Offer award)* and Applicable Taxes are excluded.

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.

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.

4.3 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

4.4 Travel and Living Expenses

There are no travel and living expenses associated with the Standing Offer, other than those included in Annex B – Cost Fixation.

4.5 Direct deposit request

All new suppliers have to sign up for Direct Deposit to receive their payment. All « **IFMMS Supplier Record Requests / Revisions** » CSC / SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307Fournisseurs@CSC-SCC.GC.CA

5. Invoicing Instructions

Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.

Invoices must show:



- a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract Number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
- b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- c. deduction for holdback, if applicable;
- d. the extension of the totals, if applicable; and
- e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.

Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities.

All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.

By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6. Insurance

The Contractor must comply with the insurance requirements specified below. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.



- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

8. Closure of Government Facilities

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

9. Tuberculosis Testing

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

10. Compliance with CSC Policies

The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

11. Health and Labour Conditions

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.



Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

12. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

13. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa.opo.gc.ca.

14. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by (*the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa.opo.gc.ca.

15. 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.



ANNEX A - STATEMENT OF WORK

(See document attached PDF)
*« TECHNICAL SPECIFICATIONS
REFRIGERATION MECHANIC SERVICES »*



ANNEX B - BASIS OF PAYMENT PROPOSED

The following basis of payment will apply to any call-up issued against this Standing Offer.

**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
COMPLEX LAVAL AND CONSTRUCTION CORCAN**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
Firm part from: June 1, 2015 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	120	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	120	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	16	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	16	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	25 000.00\$	\$ _____
Estimated total price :					\$ _____

* The estimated quantities are given as references for the evaluation of bids.

More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	120	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	120	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	16	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	16	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	25 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids.

\$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	120	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice Refrigeration mechanic	hr	\$ _____	120	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	16	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice Refrigeration mechanic	hr	\$ _____	16	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	25 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids.

\$ _____



**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
COMPLEX STE-ANNE-DES-PLAINES**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
Firm part from: June 1, 2015 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	120	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	120	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	16	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	16	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	25 000.00\$	\$ _____
Estimated total price :					\$ _____

* The estimated quantities are given as references for the evaluation of bids.

* More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	120	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	120	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	16	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	16	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	25 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids.

\$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	120	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	120	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	16	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	16	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	25 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids.

\$ _____



**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
DRUMMOND INSTITUTION**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
Firm part: from June 1, 2015 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	60	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	60	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	20	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	20	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____
Estimated total price :					\$ _____

* The estimated quantities are given as references for the evaluation of bids.

* More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	60	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	60	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	20	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	20	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids. \$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	60	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	60	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	20	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	20	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids. \$ _____



**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
DONNACONA INSTITUTION & MARCEL CARON CCC**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
Firm part: from June 1, 2015 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	150	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	150	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	1	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	1	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____
Estimated total price :					\$ _____

* The estimated quantities are given as references for the evaluation of bids.

* More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	150	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	150	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	1	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	1	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids.

\$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	150	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice Refrigeration mechanic	hr	\$ _____	150	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	1	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice Refrigeration mechanic	hr	\$ _____	1	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids.

\$ _____



**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
COWANSVILLE INSTITUTION**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
Firm part: from February 1, 2016 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	200	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	200	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____
Estimated total price :					\$ _____

* The estimated quantities are given as references for the evaluation of bids.

More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	200	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	200	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids.

\$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	200	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	200	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	10 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids.

\$ _____



**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
LA MACAZA INSTITUTION**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
* Firm part: from February 1, 2016 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	25	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	25	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	2	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	2	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	2 000.00\$	\$ _____
Estimated total price :					\$ _____
* The estimated quantities are given as references for the evaluation of bids.					

More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	150	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	150	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	2	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	2	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	5 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids.

\$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	150	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	150	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	2	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	2	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	5 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids.

\$ _____



**BID SCHEDULE
REFRIGERATION MECHANIC SERVICES
PORT-CARTIER INSTITUTION**

UNIT PRICES SCHEDULE

It is agreed between Her Majesty and the Contractor that the following table is the unit prices schedule for the contract. Prices must include, among others, mobilization, demobilization, cleaning and all the elements mentioned in this tender of offer for the standing offer.

Item	Description	Unit	Unit price (plus taxes)	Estimated quantity(*)	Estimated price
Firm part: from June 1, 2015 to May 31, 2016					
A.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	150	\$ _____
A.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	150	\$ _____
A.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
A.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	2	\$ _____
A.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	2	\$ _____
A.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	5 000.00\$	\$ _____
Estimated total price :					\$ _____

* The estimated quantities are given as references for the evaluation of bids.

* More than one Standing Offer may be granted for the refrigeration mechanic services. The Contractor may bid for one (1) institution or more depending on his ability to serve in the designated areas.



Optional #1: from June 1, 2016 to May 31, 2017

B.1	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
B.2	During regular or normal working hours (7:30 a.m. to 4:59 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
B.3	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.4	Outside normal working hours (5:00 p.m. to 7:29 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
B.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	2	\$ _____
B.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	2	\$ _____
B.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	5 000.00\$	\$ _____

Estimated total price : The estimated quantities are given as references for the evaluation of bids.

\$ _____

Optional #2: from June 1, 2017 to May 31, 2018

C.1	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	50	\$ _____
C.2	During regular or normal working hours (7:30 a.m. to 4:00 p.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	50	\$ _____
C.3	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Journeyman Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.4	Outside normal working hours (4:00 p.m. to 7:30 a.m. Monday to Friday) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	10	\$ _____
C.5	Outside normal working hours (Saturday, Sunday and statutory holidays) Journeyman Refrigeration mechanic	hr	\$ _____	2	\$ _____
C.6	Outside normal working hours (Saturday, Sunday and statutory holidays) Apprentice (level 1) Refrigeration mechanic	hr	\$ _____	2	\$ _____
C.7	The provision/supply of other material, part or equipment will be charged to CSC at cost with an increase of : Invoices will have to be submitted with the request for payment.	%	% _____	5 000.00\$	\$ _____

Estimated total price : * The estimated quantities are given as references for the evaluation of bids.

\$ _____



4.0HST or GST

All prices and amounts of money in the Standing Offer are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated HST or GST of \$<To Be Inserted at Standing Offer Award> is included in the total estimated cost shown on page 1 of this Standing Offer. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims.

All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.



ANNEX C - INSURANCE REQUIREMENTS

L'entrepreneur doit souscrire et maintenir pendant toute la durée du contrat une police d'assurance responsabilité civile commerciale d'un montant équivalant à celui habituellement fixé pour un contrat de cette nature; toutefois, la limite de responsabilité ne doit pas être inférieure à 2 000 000 \$ par accident ou par incident et suivant le total annuel.

La police d'assurance responsabilité civile commerciale doit comprendre les éléments suivants :

- a. Assuré additionnel : Le Canada est désigné comme assuré additionnel, mais seulement en ce qui concerne les responsabilités qui peuvent découler de l'exécution du contrat par l'entrepreneur. L'intérêt du Canada devrait se lire comme suit : Le Canada, représenté par Travaux publics et Services gouvernementaux Canada.
- b. Blessures corporelles et dommages matériels causés à des tiers découlant des activités de l'entrepreneur.
- c. Produits et activités complétées : Couverture pour les blessures corporelles et dommages matériels découlant de biens ou de produits fabriqués, vendus, manipulés ou distribués par l'entrepreneur, ou découlant des activités complétées par l'entrepreneur.
- d. Préjudice personnel : Sans s'y limiter, la couverture doit comprendre la violation de la vie privée, la diffamation verbale ou écrite, l'arrestation illégale, la détention ou l'incarcération et la diffamation.
- e. Responsabilité réciproque/Séparation des assurés : Sans augmenter la limite de responsabilité, la police doit couvrir toutes les parties assurées dans la pleine mesure de la couverture prévue. De plus, la police doit s'appliquer à chaque assuré de la même manière et dans la même mesure que si une police distincte avait été émise à chacun d'eux.
- f. Responsabilité contractuelle générale : La police doit, sur une base générale ou par renvoi explicite au contrat, couvrir les obligations assumées en ce qui concerne les dispositions contractuelles.
- g. Les employés et (s'il y a lieu) les bénévoles doivent être désignés comme assurés additionnels.
- h. Responsabilité de l'employeur (ou confirmation que tous les employés sont protégés par la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail (CSPAAT) ou par un programme semblable).
- i. Formule étendue d'assurance contre les dommages, comprenant les activités complétées : Couvre les dommages matériels de manière à inclure certains sinistres qui seraient autrement exclus en vertu de la clause d'exclusion usuelle de garde, de contrôle ou de responsabilité faisant partie d'une police d'assurance type.
- j. Avis d'annulation : L'assureur s'efforcera de donner à l'autorité contractante un avis écrit de trente (30) jours en cas d'annulation de la police.
- k. S'il s'agit d'une police sur la base des réclamations, la couverture doit être valide pour une période minimale de douze (12) mois suivant la fin ou la résiliation du contrat.
- l. Responsabilité civile indirecte du propriétaire ou de l'entrepreneur : Couvre les dommages découlant des activités d'un sous-traitant que l'entrepreneur est juridiquement responsable de payer.
- m. Assurance automobile des non-propriétaires : Couvre les poursuites contre l'entrepreneur du fait de l'utilisation de véhicules de location ou n'appartenant pas à l'entrepreneur.
- n. Préjudices découlant de la publicité : L'avenant doit notamment inclure le piratage ou l'appropriation illicite d'idées, ou la violation de droits d'auteur, de marques de commerce, de titres ou de slogans.



- o. Assurance tous risques de responsabilité civile des locataires : Pour protéger l'entrepreneur à l'égard des responsabilités découlant de l'occupation d'installations louées.
- p. Modification de l'exclusion sur les engins nautiques, pour inclure les activités de réparation accessoires effectuées à bord des engins nautiques.
- q. Pollution subite et accidentelle (minimum 120 heures) : Pour protéger l'entrepreneur à l'égard des responsabilités découlant de dommages causés par la pollution accidentelle.
- r. Droits de poursuite : Conformément à l'alinéa 5 d) de la Loi sur le ministère de la Justice, L.R.C. 1993, ch. J-2, art. 1, si une poursuite est intentée par ou contre le Canada et que, indépendamment de la présente clause, l'assureur a le droit d'intervenir en poursuite ou en défense au nom du Canada à titre d'assuré additionnel désigné en vertu de la police d'assurance, l'assureur doit communiquer promptement avec le Procureur général du Canada, par lettre recommandée ou par service de messagerie, avec accusé de réception, pour s'entendre sur les stratégies juridiques.

Pour la province de Québec, envoyer à l'adresse suivante : Directeur
Direction du droit des affaires
Bureau régional du Québec (Ottawa)
Ministère de la Justice
284, rue Wellington, pièce SAT-6042
Ottawa (Ontario) K1A 0H8

Pour les autres provinces et territoires, envoyer à l'adresse suivante : Avocat général principal
Section du contentieux des affaires civiles
Ministère de la Justice
234, rue Wellington, Tour de l'Est
Ottawa (Ontario) K1A 0H8

Une copie de cette lettre doit être envoyée à l'autorité contractante à titre d'information. Le Canada se réserve le droit d'intervenir en codéfense dans toute poursuite intentée contre le Canada. Le Canada assumera tous les frais liés à cette codéfense. Si le Canada décide de participer à sa défense en cas de poursuite intentée contre lui et qu'il n'est pas d'accord avec un règlement proposé et accepté par l'assureur de l'entrepreneur et les plaignants qui aurait pour effet de donner lieu à un règlement ou au rejet de l'action intentée contre le Canada, ce dernier sera responsable envers l'assureur de l'entrepreneur pour toute différence entre le montant du règlement proposé et la somme adjugée ou payée en fin de compte (coûts et intérêts compris) au nom du Canada.



ANNEX D - EVALUATION CRITERIA

1.0 Technical Evaluation:

1.1 The following elements of the offer will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the offer **address each of these criteria** to demonstrate that the requirements are met.

1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

1.5 References must be provided for each project/employment experience.

- I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
- II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
- III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available.

1.6 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerers' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Furthermore, Offerers are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.



IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.

MANDATORY TECHNICAL CRITERIA – _____

#	Mandatory Technical Criteria	Met/Not Met
#1	The Offeror must provide proof that he is a member in good standing of the Corporation des maîtres mécaniciens en tuyauterie du Québec (CMMTQ) (<i>Provide proof to the bid submission.</i>)	