

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Pest Control Services	
Solicitation No. - N° de l'invitation W4M00-15C516/A	Date 2015-07-14
Client Reference No. - N° de référence du client W4M00-15C516	GETS Ref. No. - N° de réf. de SEAG PW-\$WPG-013-9525
File No. - N° de dossier WPG-4-37317 (013)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-08-24	Time Zone Fuseau horaire Central Daylight Saving Time CDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Bellec, Monique	Buyer Id - Id de l'acheteur wpg013
Telephone No. - N° de téléphone (204)983-6107 ()	FAX No. - N° de FAX (204)983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 17 WING WCEO CONTRACTS/SUPPLY BLDG 100 WESTWIN Manitoba R3J0T0 Canada	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W4M00-15C516/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg013

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

W4M00-15C516

File No. - N° du dossier

WPG-4-37317

CCC No./N° CCC - FMS No/ N° VME

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TITLE – PEST CONTROL

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, 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, Security Requirement Check List, Insurance Requirements and Standing Offer Usage Report.

1.2 Summary

This is a request for a Regional Individual Standing Offer to provide all labour, materials, equipment, tools, transportation and supervision necessary to provide miscellaneous pest control (does not include mosquito pest control) on an if required basis for the Department of National Defence, North Site – 17 Wing and Satellites in Winnipeg and Portage la Prairie, Manitoba. The Standing Offer period will be from date of authorization to 30 November 2017, with three (3) one-year option periods. Work will be completed in accordance with the Statement of Work and terms and conditions specified herein.

"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](#) (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.2 Submission of Offers

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

2.3. 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 Manitoba

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 (one (1) hard copy)

Section II: Financial Offer (one (1) hard copies)

Section III: Certifications (one (1) hard copies)

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

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

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

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

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. 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

- a) Ability to meet all requirements as identified in Annex A – Statement of Work
- b) Offeror must be licensed by the appropriate government agency to provide pest control services in Manitoba. Proof of license must be submitted with return bid.

4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause

M0220T (2013-04-25), Evaluation of Price

4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis 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 Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names

5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" 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 Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, 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 D .

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

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 Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

3. Subcontractors 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 Requirement 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 (2015-07-03) 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** to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 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 against the Standing Offer is from date of authorization to 0 November 2017.

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 three (3) periods, from 01 December 2017 to 30 November 2018, 01 December 2018 to 30 November 2019 and 01 December 2019 to 30 November 2020 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 fifteen (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:

Monique Bellec
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Western Region
100 – 167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: 204-983-6107

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WPG013
CCC No./N° CCC - FMS No./N° VME

Facsimile: 204-983-7796

E-mail address: monique.bellec@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

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: _____

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 is: Department of National Defence, 17 Wing.

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

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

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ To Be Determined (GST Included) 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.

7.11 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 (2015-07-03), General Conditions - Standing Offers - Goods or Services
- e) the general conditions 2010C (2015-07-03), General Conditions – Services (Medium Complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) the Offeror's offer dated _____ (*insert date of offer*).

7.12 Certifications

7.12.1 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.

7.13 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 Manitoba.

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](#) (2015-07-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2015-07-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

7.5 Payment

7.5.1 Basis of Payment – Limitation of Expenditure

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 \$ **To be determined**. Customs duties are included and Applicable Taxes are extra.

7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **To be determined**. Customs duties are included and Applicable Taxes are extra.
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.

7.5.3 SACC Manual Clauses

H1000C (2008-05-12) Single Payment

7.5.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department
C0711C (2008-05-12) Time Verification

7.5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.6 Invoicing Instructions

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

7.7 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.

7.8 SACC Manual Clauses

A9039C	2008-05-12	Salvage
A9062C	2011-05-16	Canadian Forces Site Regulations
B1505C	2006-06-16	Shipment of Hazardous Materials
B7500C	2006-06-16	Excess Goods
D3010C	2014-06-26	Delivery of Dangerous Goods/Hazardous Products
M3800C	2006-08-15	Estimates

Annex A - Statement of Work

1. Scope of Work:

To provide all labour, materials, tools, equipment, transportation and supervision necessary to perform complete pest control services on behalf of the Department of National Defence (DND), 17 Wing, in Winnipeg, Manitoba. The period of the Standing Offer is from date of authorization to 30 November 2017 with Canada retaining an irrevocable option to extend the Standing Offer for a period of three (3) additional consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

2. Work Site(s):

- .1 North Site – 17 Wing, Winnipeg Manitoba is located on Whytefold Road, Winnipeg, Manitoba.
- .2 Satellites, including:
 - .1 McGregor Armoury, 551 Machray Avenue, Winnipeg, Manitoba
 - .2 Minto Armoury, 969 St. Matthews Avenue, Winnipeg, Manitoba
 - .3 HMCS CHIPPAWA, 51 Navy Way, Winnipeg, Manitoba
 - .4 St. Charles Range, St. Charles, Manitoba
 - .5 Portage la Prairie Armoury, Portage La Prairie, Manitoba

3. Offeror's Personnel :

- 3.1 The Offeror must supply trained and certified personnel to do the work.
- 3.2 The Offeror, upon request, will be required to supply the names of all personnel that will require access to the site to the Technical Authority upon receipt of a call-up. If the Offeror's personnel name is not provided in advance, the Offeror's personnel may experience delays in receiving access to the site. Any time lost while the Offerors' personnel are waiting for access due to names not being forwarded to the Technical Authority will be the responsibility of the Offeror. This time lost will not be billable time.

4. Department of National Defence (DND) Signing In/out:

In regards to DND call-ups, a sign-in/out register will be maintained at the Contracts Office of Engineering Services Section. Offerors MUST ensure a responsible member from each crew signs in at the commencement of each work day and signs out at the end of each work day. In the event the Contracts Officer is not accessible, outside of normal working hours, all contractors will report to the Military Police where signing in and out will take place.

5. Response Times:

- 5.1 The Offeror must be available on a 24 hour, 7 days per week basis.
- 5.2 The Offeror must provide estimates when requested within two (2) days.
- 5.3 The Offeror must be on-site within 2 hours for Emergency calls.
- 5.4 The Offeror must be able to provide 24/7 emergency consultation.

6. Estimates:

- 6.1 At no additional cost, an quote of the cost of each call-up, must be provided to the Technical Authority.
- 6.2 Prior to preparing a estimate for the various sites, an examination of each site may be required

- 6.3 The Project Authority will normally request and approximate cost for call-ups. A verbal estimate may be required for urgent cases

8. **Pest Control**

- 8.1. Pest control includes gophers, skunks, mice, birds, insects (excluding mosquitoes), bed bugs, etc.
- 8.2 The Offeror must provide on-site service within two (2) calendar days of the call-up being issued.
- 8.3 All designated areas that will be treated with pest control chemicals must be used with the mixture and application as directed by the manufacturer's written instruction.
- 8.4 Treatments must be carried out by technically trained personnel with a minimum crew of two (2) persons
- 8.5 The Offeror must supply, maintain and enforce the use of all safety equipment required for handling, mixing, application, storage and disposal of chemical products in accordance with the "The Environment Act, Pesticide Regulation and the Provincial Pesticide and Fertilizers Control Act".
- 8.6 The Offeror must comply with manufacturer's instruction on storage, transport and application of insecticide.
- 8.7 Chemicals must only be handled and transported by the Offeror's licensed personnel.
- 8.8 The Offeror must be a Manitoba licensed pest control operator.
- 8.9 Chemicals must not be stored on DND's site.
- 8.10 Empty pesticide product containers must not be disposed on DND's property.
- 8.11 **Skunk Control:** May be requested to be trapped and removed live from the site for disposal. Under no conditions will skunks be killed or disposed of on-site.
- 8.12 **Mice Control:** Treatment may be requested by the use of traps only. No chemical should be used that will cause a disposal problem. All dead animals must be removed and disposal of off-site.
- 8.13 **Hanger Bird Control:** Pest birds (pigeons) must be culled if required after normal working hours. The pest management will be performed by the Offeror's trained personnel using a .177 caliber air rifle, having a velocity not exceed 495 feet per second.(FPS)
- 8.14 **Bed Bugs:** Inspections and monitoring may also be requested. A report must be provided detailing the finding of the inspection/monitoring. Chemical or heat treatment may be required.
- 8.15 **Dead Animal Removal:** If required, dead animal will be removed and disposed of off-site.

6. **Additional Conditions:**

- 6.1 The Offeror must supply reports to the Technical Authority with details of the particular services offered, chemical applied, detailed sanitation and structural recommendation to avoid pests and recommended corrective action.
- 6.2 The Offeror must supply trained personnel, implement the Offeror's safety program and ensure that all Government health and Safety Standards are complied with.
- 6.3 The Offeror must take all necessary steps to protect personnel, workers, visitors, general public and property from harm during the course of the call-up as work is being performed.
- 6.4 All work procedures and equipment must be in accordance with legislated standards.
- 6.5 The Offeror will report to the Project Authority and/or Jurisdictional Authority any accident or incident involving Offerors personnel and/or property arising from the Offeror's execution of the work.
- 6.6 The Offeror must adhere to the Health and Safety Regulations for the Province of Manitoba.

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- 6.7 A copy of the Material Safety Data Sheets (MSDS) must be provided to the Technical Authority for any controlled products being brought on site and used, prior to the commencement of work.
- 6.8 The Offerors personnel must have been trained in Workplace Hazardous Material Information System (WHMIS) legislation as contained in Occupation Health and Safety Regulations of the Canada Labour Code.

Annex B – Basis of Payment

1. INSTRUCTIONS

1.1 It is MANDATORY that Offerors submit firm all inclusive prices/rates for the period of the proposed Standing Offer and for all option periods for items listed in the following pricing schedules. This section, when completed, will be considered as the Offeror's Financial Proposal.

1.2 Should there be an error in the extended pricing of the Offeror's proposal, the unit pricing will prevail and the extended pricing will be corrected in the evaluation.

1.3 Rates MUST include ALL costs associated with providing the services in accordance with the Statement of Work, Annex A. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

1.4 The quantities specified herein are provided for evaluation purposes only.

2.0 EVALUATED PRICE

Step 1: For Items 1 through 6: Unit Price X Estimated Quantity = Extended Price

Step 2: For Item 7: Estimated Usage - % discount = Extended Price

Step 3: Aggregate of Extended Prices = Evaluated Price

3.0 PRICING SCHEDULES:

Table 1:

Period of Standing Offer - Date of Authorization to 30 November 2017 Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Call-Out – including travel expenses and non-productive labour	call-out	\$	24	\$
2	Rodent Pest Control – all inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rats)				
a	During regular working hours (Monday to Friday, 0730 to 1600)	hour	\$	320	\$
b	Outside of regular hours	hour	\$	60	\$
3	Bird Pest Control – all inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required				
a	During regular working hours (Monday to Friday, 0730 to 1600)	hour	\$	160	\$
b	Outside of regular hours	hour	\$	40	\$
4	Insect Pest Control – all inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
a	During regular working hours (Monday to Friday, 0730 to 1600)	hour	\$	200	\$
b	Outside of regular working hours	hour	\$	60	\$
5	Bed Bug Pest Control				
a	Inspection and/or monitoring – all inclusive hourly rate for productive labour	hour	\$	160	\$
b	Treatment – all inclusive hourly rate for productive labour for the treatment, baiting or	hour	\$	80	\$

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	spraying				
c	Heat Treatment – all inclusive hourly rate for productive labour including cost of equipment as required	hour	\$	20	\$
6	Additional Pest Control Services – all inclusive rates				
a	Treatment of trees for insects such as canker worms	tree	\$	20	\$
b	Emergency Consultation	hour	\$	40	\$
7	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____. (Estimated usage \$2,000.00.)				

Table 2 :

Option Period 1 - . 01 December 2017 to 30 November 2018 Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Call-Out – including travel expenses and non-productive labour	call-out	\$	12	\$
2	Rodent Pest Control – all inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rates)				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	160	\$
b	Outside of regular hours	hour	\$	30	\$
3	Bird Pest Control – all inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	80	\$
b	Outside of regular hours	hour	\$	20	\$
4	Insect Pest Control – all inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	100	\$
b	Outside of regular working hours	hour	\$	30	\$
5	Bed Bug Pest Control				
a	Inspection and/or monitoring – all inclusive hourly rate for productive labour	hour	\$	80	\$
b	Treatment – all inclusive hourly rate for productive labour for the treatment, baiting or spraying	hour	\$	40	\$
c	Heat Treatment – all inclusive hourly rate for productive labour including cost of equipment as required	hour	\$	10	\$
6	Additional Pest Control Services – all inclusive rates				
a	Treatment of trees for insects such as canker worms	tree	\$	10	\$
b	Emergency Consultation	hour	\$	20	\$
7	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____. (Estimated usage \$1,000.00.)				

Table 3:

Option Period 2 - 01 December 2018 to 30 November 2019 Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Call-Out – including travel expenses and non-productive labour	call-out	\$	12	\$
2	Rodent Pest Control – all inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rates)				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	160	\$
b	Outside of regular hours	hour	\$	30	\$
3	Bird Pest Control – all inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	80	\$
b	Outside of regular hours	hour	\$	20	\$
4	Insect Pest Control – all inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	100	\$
b	Outside of regular working hours	hour	\$	30	\$
5	Bed Bug Pest Control				
a	Inspection and/or monitoring – all inclusive hourly rate for productive labour	hour	\$	80	\$
b	Treatment – all inclusive hourly rate for productive labour for the treatment, baiting or spraying	hour	\$	40	\$
c	Heat Treatment – all inclusive hourly rate for productive labour including cost of equipment as required	hour	\$	10	\$
6	Additional Pest Control Services – all inclusive rates				
a	Treatment of trees for insects such as canker worms	tree	\$	10	\$
b	Emergency Consultation	hour	\$	20	\$
7	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____. (Estimated usage \$1,000.00.)				

Table 4:

Option Period 3 - 01 December 2019 to 30 November 2020 Firm All-Inclusive Unit Prices, FOB Destination, GST Extra					
Item	Description	Unit of Issue	Unit Price	Est. Qty	Ext'd Price
1	Call-Out – including travel expenses and non-productive labour	call-out	\$	12	\$
2	Rodent Pest Control – all inclusive hourly rate for productive labour to bait, capture and remove from site, including cost of borrowed traps/equipment (i.e. gophers, skunks, mice, rates)				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	160	\$

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b	Outside of regular hours	hour	\$	30	\$
3	Bird Pest Control – all inclusive hourly rate for productive labour to net or bait, capture and remove from site, including cost of borrowed trap or other equipment as required				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	80	\$
b	Outside of regular hours	hour	\$	20	\$
4	Insect Pest Control – all inclusive hourly rate for productive labour for the treatment, baiting or spraying of insects (such as ants, bees, wasps, flies) including cost of equipment as required				
a	During regular working hours (Monday to Friday, 7:00 am to 5:00 pm)	hour	\$	100	\$
b	Outside of regular working hours	hour	\$	30	\$
5	Bed Bug Pest Control				
a	Inspection and/or monitoring – all inclusive hourly rate for productive labour	hour	\$	80	\$
b	Treatment – all inclusive hourly rate for productive labour for the treatment, baiting or spraying	hour	\$	40	\$
c	Heat Treatment – all inclusive hourly rate for productive labour including cost of equipment as required	hour	\$	10	\$
6	Additional Pest Control Services – all inclusive rates				
a	Treatment of trees for insects such as canker worms	tree	\$	10	\$
b	Emergency Consultation	hour	\$	20	\$
7	Miscellaneous consumable products used in the above applications – Manufacturer's suggested retail price less a discount of _____. (Estimated usage \$1,000.00.)				

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ANNEX C - SECURITY REQUIREMENTS CHECK LIST

Refer to end of document.

ANNEX D - INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1.1 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.

1.2 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. 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.

2. Automobile Liability Insurance

2.1 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.

2.2 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.

3. Environment Impairment Liability Insurance

3.1 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.

3.2 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.

3.3 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.

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- 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.

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ANNEX E – STANDING OFFER USAGE REPORT

Return to:

ATTN.: Monique Bellec, Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, MB R3B 0T6
Email: monique.bellec@pwgsc-tpsgc.gc.ca

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

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

Item No.	Call-Up/contract No. (Including Amendments) Description	Value of the Call- Up/Contract	GST/HST
(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 for this period []

PREPARED BY: _____

NAME: _____

TELEPHONE NO.: _____

SIGNATURE: _____ DATE: _____

SEND REPORT TO: wst-pa-mb@pwgsc-tpsgc.gc.ca **OR Facsimile:** (204) 983-7796

RECEIVED

FEB 05 2015



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du Canada

Contract Number / Numéro du contrat

0041000-15 CS16

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Original Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
DND		7 Wing WPC	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
N/A		N/A	
4. Brief Description of Work / Brève description du travail			
PEST CONTROL SERVICE TO 7 Wing FACILITIES			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis:			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(3004/12)

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W4100-15 C516

Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui		
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:			
PART B: PERSONNEL (SUPPLIER) / PARTIE B: PERSONNEL (FOURNISSEUR)			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
Special comments: Commentaires spéciaux:			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
PART C: SAFEGUARDS (SUPPLIER) / PARTIE C: MESURES DE PROTECTION (FOURNISSEUR)			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
PRODUCTION			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	

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PART C (continued) PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			SECRET SECRET			COSMIC COSMIC			COMSEC			
	CONFIDENTIAL CONFIDENTIEL			SECRET SECRET			TOP SECRET TRÈS SECRET			TOP SECRET COSMIC TRÈS SECRET			CONFIDENTIAL CONFIDENTIEL			
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	TOP SECRET TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par le présent LVERG est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERG sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée
« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART 1: AUTHORIZATION / PARTIE 1: AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme		Signature	
Name (print) - Nom (en lettres imprimées)	Title - Titre		
D.H. Graham	Contract Officer		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
204-983-9333	204-983-7796	monique.bellec@pwgsc.gc.ca	2015-02-26
14. Organization Security Authority / Responsable de la sécurité de l'organisme		Signature	
Name (print) - Nom (en lettres imprimées)	Title - Titre		
Tippy Graham - DDSO - Industrial Security			
Tel: 613-996-0283		03 Feb 2015	
E-mail: tippy.graham@forces.gc.ca			
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement		Signature	
Name (print) - Nom (en lettres imprimées)	Title - Titre		
Monique Bellec	Supply Specialist		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
204-983-6107	204-983-7796	monique.bellec@pwgsc-tpsgc.gc.ca	14 July 2015
17. Contracting Security Authority / Autorité contractante en matière de sécurité		Signature	
Name (print) - Nom (en lettres imprimées)	Title - Titre		
Rebecca Van Dyk	Registration Analyst		
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-960-9242		rebecca.vandyk@tpsgc-pwgsc.gc.ca	2015/02/10