

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

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

## Pacific Region

**401 - 1230 Government Street**

**Victoria, B.C.**

**V8W 3X4**

**Bid Fax: (250) 363-3344**

## 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 - Pacific Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

<b>Title - Sujet</b> WINDOW CLEANING	
<b>Solicitation No. - N° de l'invitation</b> W0133-14S002/A	<b>Date</b> 2015-10-14
<b>Client Reference No. - N° de référence du client</b> W0133-14S002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-249-6821
<b>File No. - N° de dossier</b> VIC-5-38091 (249)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-11-02</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cress, Christine	<b>Buyer Id - Id de l'acheteur</b> vic249
<b>Telephone No. - N° de téléphone</b> (250)363-8442 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE WING CONSTRUCTION & ENGINEERING ATTN: CONTRACTS BLDG 171 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO BRITISH COLUMBIA V0R2K0 CANADA	
<b>Security - Sécurité</b> 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

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Buyer ID - Id de l'acheteur

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

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“THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT.”

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## 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, if applicable, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided;  |
| Part 6 | Security Requirements: includes specific requirements to 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, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### 1.2 Summary

For the provision "as and when requested" of cleaning of interior and exterior windows and doors of buildings located at 19 Wing Comox and HMCS Quadra located at Comox, BC.

The period of Standing Offer is from date of issuance of Standing Offer to 30 November 2018.

The requirement is limited to Canadian goods and/or services.

### 1.3 Security Requirement

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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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## 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>) 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.

#### 2.1.1 Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

#### 2.1.2 Prices – Items

Offerors must submit firm prices for all items listed in Annex "B".

### 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.

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## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 questions 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.

## 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 British Columbia.

## 2.6 Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at the Canex located at 1625 Military Way, Lazo, British Columbia V0R 2K0 on Thursday 22 October 2015. The site visit will begin at 09:00AM (PDT), in front of Canex, 1625 Military Way.

Bidders are requested to communicate with the following Site Authority:

Stewart Hayes  
Contracts Inspector, Detachment Comox  
[stewart.hayes@forces.gc.ca](mailto:stewart.hayes@forces.gc.ca) /  
Tel: 250-339-8211 ext 8185  
Cell: 250-218-1917

no later than 20 October 2015 at 02:00PM (PDT) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



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## 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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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.

#### 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.

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## 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 - Refer to Annex A.

#### 4.1.2 Financial Evaluation

The total evaluated bid price will be determined using the rates provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) Firm unit prices for items in Table 1 will be multiplied by the corresponding estimated usage for each of the 3 years in the Basis of Payment, Annex "B";
- (b) The resulting amounts will be added together to obtain the total evaluated bid price.

##### 4.1.2.1 SACC Manual Clause M0220T (2014-06-26), 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 AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, 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>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to the 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" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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### 5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

#### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

(\_\_\_\_) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

##### 5.2.1.3.1.1 SACC Manual clause A3050T (2014-11-27), Canadian Content Definition

#### 5.2.3.2 Price Certification

C0002T (2010-01-11), Price Certification - Canadian-based Suppliers (other than agency and resale outlets)

## PART 6 - SECURITY 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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirement

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

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

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide, 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>) issued by Public Works and Government Services Canada.

##### 7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services apply to and form part of this 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 semi-annual basis to the Standing Offer Authority.

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The semi-annual reporting periods are defined as follows:

- 1st period: October 1 to March 31;
- 2<sup>nd</sup> period: April 1 to September 30.

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 Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issuance of standing offer to 30 November 2018 inclusive.

#### 7.5 Authorities

##### 7.5.1 Standing Offer Authority

The Standing Offer Authority for the Standing Offer is:

Christine Cress  
Supply Officer  
Public Works and Government Services Canada  
Pacific Region, Acquisitions  
401-1230 Government St  
Victoria, BC V8W 3X4

Telephone: 250-363-8442  
E-mail address: christine.cress@pwgsc.gc.ca

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

##### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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 (PLEASE FILL IN)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

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## 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 User

The Identified User authority to make call-ups against the Standing Offer is:

National Defence  
Real Property Operations Unit (Pacific)  
19 Wing Comox Lazo, BC, Canada V0R 2K0

## 7.8 Call-up Procedures

The Identified User will provide the Offeror with a statement of the work required and the Offeror, within 3 business days, must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer in Annex B.

The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## 7.9 Call-up Instrument

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

## 7.10 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$15,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 7.11 Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$60,000.00 (applicable taxes 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 four (4) 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.

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## 7.12 Priority of Documents

If there is a discrepancy between the wording of any documents which appear on the list, the wording of the document which first appears on the list has priority over the wording of any document which 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 (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Standing Offer Usage Report;
- j) the Offeror's offer dated \_\_\_\_\_.

## 7.13 Certifications

### 7.13.1 Compliance

Compliance with the certifications 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 or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## 7.14 Applicable Laws

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

## 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 - Services

2010C (2015-09-03), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of general conditions 2010C (2015-09-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.



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### 7.3 Term of Contract

#### 7.3.1 Period of Contract

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

### 7.4 Payment

#### 7.4.1 BASIS OF PAYMENT – CALL-UPS

One of the following types of basis of payment will form part of the approved call-up. The total price must be determined in accordance with the Basis of Payment as specified in the authorized call-up.

(a) Firm Unit Price(s) or Firm Lot Price Call-up *(use this clause in firm price contracts when all the work is subject to firm lot price(s))*:

1. In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Call-up, the Contractor will be paid the firm lot price(s), as specified in Annex B for a cost of \$\_\_\_\_\_ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.
2. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

(b) Call-up subject to a Limitation of Expenditure *(use this clause when the price of the work is subject to a limitation of expenditure)*:

1. The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work under the authorized Call-up, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$\_\_\_\_\_ (insert the amount at contract award). 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.

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#### 7.4.2 METHOD OF PAYMENT – CALL-UPS

Canada will make payments in accordance with the payment provisions of the Contract, no more than once a month.

Depending on the method of payment specified in the applicable Call-up, one of the following clauses will be used in contracts:

(a) Single Payment (*when a single payment will be made upon completion of all work and deliverables*):

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

(b) Multiple Payments (*for contracts with multiple deliveries when payment will be made on completion of each delivery*):

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

#### 7.4.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C0100C (2010-01-11), Discretionary Audit - Commercial Goods and/or Services

#### 7.5. Invoicing Instructions

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

2. Invoices must be distributed as follows:

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

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## 7.6 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.

## 7.7 SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

## ANNEX A - STATEMENT OF WORK

### 1. SCOPE OF WORK

#### 1. General

The work under this contract comprises the provision of "as and when requested", cleaning of interior and exterior windows and doors of various buildings on airport premises at or near an operational aviation zone located at 19 Wing Comox, and HMCS Quadra located at Comox, BC.

The Work includes but is not limited to:

- i. Removal, and reinstallation of storm window, screens, and blinds as required.
- ii. Cleaning of Mylar blinds in control tower as required.
- iii. Where obstructions other than those listed above, prevent the cleaning of window surfaces, the Contractor shall inform the Engineer who will arrange for the removal and replacement of the obstruction to be done by others.
- iv. Window sills and jambs shall be cleaned and wiped dry at the time each glass surface is cleaned.

#### 2. Work Excluded

Encased surfaces of solidly fixed, or hermetically sealed windows.

#### 3. Schedule of Work

The B239 Control Tower Observation Platform will be cleaned once per month, or as required by the user.

The B239 Air Traffic Control Tower Other Windows and Q70 Galley will be cleaned twice per year, or as required by the user.

Other buildings as listed in Annex "B" on an "as and when requested" basis only.

NOTE: Contractors are responsible for verifying the actual quantities, dimensions, etc.

### 2. DEFINITIONS

The 'Engineer' is defined as the Wing Construction Engineering Officer or the delegated representative.

### 3. CONTRACTOR'S RESPONSIBILITIES.

#### 1. Security Clearance

Some of the buildings are located within restricted areas that can include but not be limited to: roads, control tower, hangars, and related buildings. In order to work within restricted areas, both your Company and your employees will require Reliability Status Clearance.

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These are obtainable through your Company Security Officer (CSO) from :

Canadian Industrial Security Directorate  
Public Works and Government Services Canada  
Ottawa, Ontario  
Phone 613-948-1618; Fax 613-954-4171  
Call Centre: 1-866-368-4646;  
Email: [ssi-iss@tpsgc-pwgsc.gc.ca](mailto:ssi-iss@tpsgc-pwgsc.gc.ca)  
Web site: <http://ssi-iss.tpsgc-pwgsc.gc.ca>

Those employees not having this security clearance will require escorting by DND personnel.

2. Construction Safety

The Contractor shall ensure the safety of workers and carry out the work in a diligent and efficient manner in accordance with established industrial practice and laws for the health and safety of workers related to the performance of the work.

The Contractor shall comply with Part 8, Construction Safety Measures, of the National Building Code of Canada, 1996, and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work

3. Contractor's On-Site Supervisor

The Contractor shall provide at the job site a full-time, experienced and competent foreman, having authority to speak on behalf of day-to-day routine matters.

4. Commencing Work

The Contractor shall be prepared to commence work within 7 days of issuance of a Standing Offer.

5. Temporary Structures

- i. The Contractor shall furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, etc., as required to perform work safely.
- ii. Temporary structures erected by the Contractor shall remain his property and shall be removed by him from the site on completion of each days work.

6. Storage and Handling

The Contractor shall be responsible for storage of his materials and equipment. If a portable storage building or other facility is utilized, site approval must be obtained in advance from the Engineer.

7. Hours of Work

The Contractor shall comply with the hours of work in effect at the site during the period of this contract. The Engineer, prior to inception, shall approve any deviation from these stipulated hours of work in writing.

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8. Stoppage of Work

If the Contractor is denied access to the site or told to leave the site during 19 Wing Exercises, he shall immediately contact the Engineer informing him of this fact and his intent, if warranted, to charge standby or waiting time.

9. Inspection

The Engineer shall be given ample notice and opportunity to inspect each completed phase of work. The Contractor shall have on the site at all times a copy of the specification, and related drawings.

10. Workmanship and Material

All workmanship and materials shall be of a high standard and in accordance with good building practice. The Contractor shall make good inferior workmanship and replace defective materials at his own expense. All work covered in this contract shall be performed by skilled tradesmen. It is the Contractor's responsibility to produce an acceptable end result regardless of labour or quantity of material required.

11. Reporting Deterioration or Damage

Any damage or deterioration discovered during the contract, but not included in the scope of work, shall be reported to the Engineer.

12. Codes, Standards and Regulations

It shall be the Contractor's responsibility to abide by all codes, standards and regulations that may govern and/or restrict the manner in which the contract is completed.

13. Making Good

It shall be the responsibility of the Contractor to make good any damage to the Department of National Defence or private property resulting from, or attributable to his work, at his own expense.

14. Protection

The Contractor shall provide continual protection to personnel, vehicles, equipment or other surrounding facilities by using drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the Engineer.

15. Clean Up

All work areas shall be left clean and tidy at the completion of each day's work.

16. Termination

Defects in material, unsatisfactory workmanship and unauthorized departure from specifications may result in termination of the contract.

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17. Completion of Work

All work under this contract shall be on an as required basis unless otherwise Stated under this SOA. On completion of work, the Contractor shall notify the Engineer who shall inspect work. All inefficiencies shall be listed and the Contractor shall be given ample time to make corrections.

18. Scheduling of Work

The Contractor shall schedule the work with the Engineer in order to prevent disturbance to the building occupants. The engineer shall be kept fully informed of the time and date the Contractor intends to start work. Work must complete within 3 weeks of the call-up.

19. W.H.M.I.S.

- i. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
- ii. Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

4. TEMPORARY SERVICES

Temporary electric power and water shall be supplied free of charge at existing points of delivery subject to the discretion and approval of the Engineer.

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## ANNEX B – BASIS OF PAYMENT

Basis of Pricing - Payment shall be all-inclusive lot prices per cleaning as follows:

The estimated usages are provided for evaluation purposes only; actual usage rates will vary.

The firm lot prices are in Canadian dollars, the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) excluded, delivered Incoterms 2000 Delivered Duty Paid (DDP) to the site of work, Customs duties and Excise taxes included.

The firm rates shall be inclusive of all direct and indirect expenses incurred in providing the services including all labour, fringe benefits, overhead, supervision, tools, equipment, materials, parts, manuals, travel time, transportation, reports, photocopying, courier charges, telephone/facsimile charges, clerical support, general and administrative costs, and profit required to do the Work. No other costs will be allowable under the Contract unless written authorization of the Contracting Authority is received.

Item	Building	Est. Annual Usage (A)	Unit of issue	Firm Lot Price - Contract Period YEAR 1 (B)	Firm Lot Price - Contract Period YEAR 2 (C)	Firm Lot Price - Contract Period YEAR 3 (D)	Extended Price
1a	B239 Control Tower, Observation Platform	12	Per cleaning	\$	\$	\$	\$
1b	B239 Control Tower Observation Platform Blinds	1	Per cleaning	\$	\$	\$	\$
1c	B239 Control Tower Other Windows	4	Per cleaning	\$	\$	\$	\$
1d	B239 Control Tower Vacuum Ceiling	1	Per cleaning	\$	\$	\$	\$
2	Q70 Galley	4	Per cleaning	\$	\$	\$	\$
3	H7 Hanger 7	1	Per cleaning	\$	\$	\$	\$



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4	H12 Hanger 12	1	Per cleaning	\$	\$	\$	\$	\$
5	H14 Hanger 14-442 SAR	1	Per cleaning	\$	\$	\$	\$	\$
6	H15 Hanger 15-RCA Ops	1	Per cleaning	\$	\$	\$	\$	\$
7	H7 Top Floor of Wing Photo DIAC	1	Per cleaning	\$	\$	\$	\$	\$
8	B23 Barracks	1	Per cleaning	\$	\$	\$	\$	\$
9	B24 Barracks	1	Per cleaning	\$	\$	\$	\$	\$
10	B25 Barracks	1	Per cleaning	\$	\$	\$	\$	\$
11	B26 Barracks	1	Per cleaning	\$	\$	\$	\$	\$
12	B6 Barracks	1	Per cleaning	\$	\$	\$	\$	\$
13	B34 Telecom & 19 AMS	1	Per cleaning	\$	\$	\$	\$	\$
14	B64 19 AMS ETO/QM	1	Per cleaning	\$	\$	\$	\$	\$
15	B121 CE AEF Workshop	1	Per cleaning	\$	\$	\$	\$	\$
16	B126 Ground Servicing Equip.	1	Per cleaning	\$	\$	\$	\$	\$
17	B195 Guardhouse - Gate 24	1	Per cleaning	\$	\$	\$	\$	\$
18	B238 SAR School	1	Per cleaning	\$	\$	\$	\$	\$
19	B293 MSU Officer Trailer	1	Per cleaning	\$	\$	\$	\$	\$
20	Q38 Sea Survival School	1	Per cleaning	\$	\$	\$	\$	\$

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21	Q91 Tyee Hall Accommodation	1	Per cleaning	\$	\$	\$	\$
22	Quadra Light	1	Per cleaning	\$	\$	\$	\$
23	B163 Garage Doors	1	Per cleaning	\$	\$	\$	\$
24	Q73 Administration	1	Per cleaning	\$	\$	\$	\$
25	Q82 Ships Office	1	Per cleaning	\$	\$	\$	\$
26	B101 Transport	1	Per cleaning	\$	\$	\$	\$
27	B163 Fire Hall	1	Per cleaning	\$	\$	\$	\$
28	B109 CE	1	Per cleaning	\$	\$	\$	\$
29	B224 Steam Plant	1	Per cleaning	\$	\$	\$	\$
30	B259 Armament	1	Per cleaning	\$	\$	\$	\$
31	B194 MP	1	Per cleaning	\$	\$	\$	\$
32	B11 Museum	1	Per cleaning	\$	\$	\$	\$
33	B22 Base Training	1	Per cleaning	\$	\$	\$	\$
34	B88 Protestant Chapel	1	Per cleaning	\$	\$	\$	\$
35	B45 Headquarters	1	Per cleaning	\$	\$	\$	\$
36	B3 Officers Mess	1	Per cleaning	\$	\$	\$	\$
37	B27 Hospital	1	Per cleaning	\$	\$	\$	\$

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38	B10 Parish Hall	1	Per cleaning	\$	\$	\$	\$	\$
39	B31 Engineering	1	Per cleaning	\$	\$	\$	\$	\$
40	B52 Roman Chapel	1	Per cleaning	\$	\$	\$	\$	\$
41	B174 IFRCC	1	Per cleaning	\$	\$	\$	\$	\$
42	B35 Tele & Wood Hobby	1	Per cleaning	\$	\$	\$	\$	\$
43	B46 Servicing	1	Per cleaning	\$	\$	\$	\$	\$
44	B100 Refueling	1	Per cleaning	\$	\$	\$	\$	\$
45	B108a CE Plumbing Shop	1	Per cleaning	\$	\$	\$	\$	\$
46	B105 Combined Mess	1	Per cleaning	\$	\$	\$	\$	\$
47	B244 Rec. Centre	1	Per cleaning	\$	\$	\$	\$	\$
48	All inclusive hourly rate for any buildings not listed above	1	Per cleaning	\$	\$	\$	\$	\$
Total Evaluated Bid Price, GST/HST extra:								\$

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ANNEX C - SECURITY REQUIREMENTS CHECK LIST
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See attached document.

## ANNEX D – INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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- 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.

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## ANNEX E – STANDING OFFER USAGE REPORT

Return to:  
ATTN.: CHRISTINE CRESS  
Public Works and Government Services Canada  
Pacific Region, Acquisitions  
Facsimile: 250-363-0395  
Telephone: 250-363-8442  
Email: christine.cress@pwgsc-tpsgc.gc.ca

Semi-annual Usage Report Schedule:  
1st period: October 1 to March 31;  
2nd period: April 1 to September 30.

### REPORT ON VOLUME OF BUSINESS

SUPPLIER:  
STANDING OFFER NO: W0133-14S002/xxx/VIC

#### REPORTING PERIOD:

Item No.	Call-Up/contract No. 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:

ANNEX "F" – Information Requested with the Bid

Instruction to Bidders:

*The following is a checklist of content to include with your Bid. This list is not exhaustive. It remains the responsibility of the Bidder to follow the instructions contained in the Request for Standing Offer, and provide a comprehensive and sufficiently detailed bid complete with supporting documentation and firm pricing that will allow a complete and timely evaluation of the bid in accordance with all the requirements of the solicitation. The Standing Offer shall have no force and effect until all the matters below have been completed to the satisfaction of Canada.*

Submitted (Y/N)	Description
	A completed and signed copy of the front page of this RFP to demonstrate that you have read and understood the terms and conditions in the solicitation.
	A Procurement Business Number (Canadian companies only) in accordance with Standard Instructions 2006 (02) referenced herein.
	A completed Clause 2.3 Former Public Servant certification.
	Under 2.5, Bidders may substitute the applicable laws of a Canadian province or territory on their choice in their bid.
	Under 2.6, it is beneficial, but not mandatory, for bidders to view the site where the work will be performed to improve their understanding of the requirement. Bidders are requested to communicate with the Site Authority named therein to confirm attendance.
	Provision of documentation demonstrating adherence to the Mandatory Technical Criteria as set out in 4.1.1.1 and Annex A, complete with a ref# or pg no. where in their bid the information can be found.
	A complete list of directors and officers of the Bidder in accordance with 5.2.1 - Integrity Provisions. More information can be found at Standard Instructions 2006 (01).
	A completed and signed copy of the Canadian Content certifications as included in 5.2.3.1.
	1. Provide confirmation that the Bidder currently holds a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
	2. Provide confirmation that the Contractor/Offeror personnel requiring access to restricted access areas must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
	Identify Contractor's representative(s) under Clause 7.5.3.
	Bidders must submit firm lot prices for all items listed in Annex "B".
	A Certificate of Insurance containing detail of the insurance coverage, exclusion, deductibles and conditions applying to such insurance policies and confirming that the insurance is in force to meet the insurance requirements identified in Annex D.





Government  
of Canada

Gouvernement  
du Canada

RECEIVED

DEC 05 2015

Contract Number / Numéro du contrat

WO133 - 14 - S002

Security Classification / Classification de sécurité

UNCLAS

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES ESIGENCIES RELATIVES À LA SÉCURITÉ

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization /  
Ministère ou organisme gouvernemental d'origine DEPARTMENT of NATIONAL DEFENCE 2. Branch or Directorate / Direction générale ou  
WING CONSTRUCTION ENGINEERING

3. a) Subcontract Number / Numéro du contrat de sous-traitance

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail

Window Cleaning

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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)

☒ No ☐ Yes  
Non 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.

☐ No ☒ Yes  
Non 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 ☐

NATO / OTAN ☐

Foreign / Étranger ☐

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions

Aucune restriction relative à  
la diffusion

Not releasable

À ne pas diffuser

Restricted to: / Limite à:

Specify country(ies): / Préciser le(s) pays:

All NATO countries

Tous les pays de l'OTAN

Restricted to: / Limite à:

Specify country(ies): / Préciser le(s) pays:

No release restrictions

Aucune restriction relative à la  
diffusion

Restricted to: / Limite à:

Specify country(ies): / Préciser le(s) pays:

7. c) Level of Information / Niveau d'information

PROTECTED A  
PROTÉGÉ A

PROTECTED B  
PROTÉGÉ B

PROTECTED C  
PROTÉGÉ C

CONFIDENTIAL  
CONFIDENTIEL

SECRET

TOP SECRET  
TRÈS SECRET

TOP SECRET (SIGINT)  
TRÈS SECRET (SIGINT)

NATO UNCLASSIFIED  
OTAN NON CLASSIFIÉ

NATO RESTRICTED  
NATO DIFFUSION  
RESTREINTE

NATO CONFIDENTIAL  
NATO CONFIDENTIEL

NATO SECRET  
NATO SECRET

COSMIC TOP SECRET  
COSMIC TRÈS SECRET

PROTECTED A  
PROTÉGÉ A

PROTECTED B  
PROTÉGÉ B

PROTECTED C  
PROTÉGÉ C

CONFIDENTIAL  
CONFIDENTIEL

SECRET

TOP SECRET  
TRÈS SECRET

TOP SECRET (SIGINT)  
TRÈS SECRET (SIGINT)



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

WO133 - 14 - S002

Security Classification / Classification de sécurité

UNCLAS

**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:

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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

☒ RELIABILITY STATUS  
COTE DE FIABILITÉ  
☐ TOP SECRET (SIGINT)  
TRÈS SECRET (SIGINT)

☐ CONFIDENTIAL  
CONFIDENTIEL  
☐ NATO  
CONFIDENTIAL  
NATO  
CONFIDENTIEL

☐ SECRET  
SECRET  
☐ NATO SECRET  
NATO SECRET

☐ TOP SECRET  
TRÈS SECRET  
☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ 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?

☐ No ☒ Yes  
Non Oui

☒ No ☐ Yes  
Non Oui

*work outside operational zone*

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (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?

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non 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?

☒ No ☐ Yes  
Non Oui



**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 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 response 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 PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO			COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assess Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description de travail visé par la présente LVERS est-elle de nature PROTÉGÉ et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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 LVERS sera-t-elle PROTÉGÉ et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non 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).