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Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

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

This document contains a security requirement.

Ce document contient une condition de sécurité.

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

| | |
|--|---|
| Title - Sujet Potable Water, Wastewater effluent, | |
| Solicitation No. - N° de l'invitation EP914-152143/A | Date 2015-12-16 |
| Client Reference No. - N° de référence du client 20152143 | GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-289-68647 |
| File No. - N° de dossier fk289.EP914-152143 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-01-26 | Time Zone Fuseau horaire Eastern Standard Time EST |
| Delivery Required - Livraison exigée See Herein | |
| Address Enquiries to: - Adresser toutes questions à: Maquiling(fk div), Amalia O. | Buyer Id - Id de l'acheteur fk289 |
| Telephone No. - N° de téléphone (819)956-5978 () | FAX No. - N° de FAX (819)956-3600 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA NCA 11 LAURIER ST Gatineau Quebec K1A0S5 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 |

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IMPORTANT NOTICE TO OFFERORS

Security

This notice is to advise ALL interested offerors that in order to be awarded a standing offer which contains a security requirement, all offerors MUST hold a valid Security Clearance granted or approved by PWGSC Canadian Industrial Security Directorate (CISD) at the level indicated in this solicitation document. Should the offeror not currently hold a valid Security Clearance or require the level to be upgraded, PWGSC will sponsor the offeror. Please submit your written request with the following information to Amalia Maquiling by facsimile 819-956-3600 or by e-mail to Amalia Maquiling@tpsgc-pwgsc.gc.ca.

- Legal Company Name
- Mailing address
- Surname and given name of contact person
- Telephone number of contact person
- Title of contact person
- Facsimile number
- E-mail address of contact person
- Procurement Business Number
- Preferred Language of correspondence
- Level of Security Required

Additional information on PWGSC security can be found on the following website:
<http://ssi-iss.tpsgc-pwgsc.gc.ca> or by dialing 1-866-368-4646(Toll free).

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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, 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 Financial Offer, the Security Requirements Checklist, Form to provide Complete List of names of all individuals who are currently directors of the Offeror and Quarterly Usage Report Form.

1.2 Summary

1.2.1 This is a solicitation to request Standing Offers (SO). A SO is not a contract and does not commit PWGSC to procure or contract for any services. Any resulting SO constitutes an Offer made by an Offeror for the provision of certain Services to Canada at prearranged prices or a prearranged pricing basis, under set terms and conditions, that is open for acceptance by Identified User on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of Services is made against a SO. Canada's liability will be limited to the actual value of the call-ups made by the duly authorized Identified User within the period specified in the call-up.

1.2.2 Requirement: Public Works and Government Services Canada (PWGSC) invites interested Offerors to respond to this RFSO for the provision of professional consulting services on potable water, wastewater effluent, surface water and *Legionella*.

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The Offeror offers to fulfill the requirement of professional consulting services on potable water, wastewater effluent, surface water and *Legionella* assessment services within the National Capital Region (NCR) and other locations in proximity to the NCR. The services will be provided on as and when required basis.

The reports must be consistent with Quality Management Systems (QMS) procedures in use by the Professional and Technical Services Directorate (PTS), PWGSC. PTS's QMS is an ISO 9001: 2008 certified management system that involves the review and quality assurance of all reports.

While the majority of the services and deliverables will be delivered in English language, there may be a requirement to provide services and deliverables in French language.

1.2.2.1 Response Time

The Contractor is required to respond to individual call-ups (as determined at the time of each individual call-up) according to the following:

- For a normal requirement, the contractor must respond by electronic mail within 3 business days
- For urgent requirements, the contractor must respond by electronic mail within 1 business days
- Respond means that the contractor is required to acknowledge receipt of the request and indicate time frame to conduct the work. Urgent requests will be conducted according to the operational urgency as mutually agreed between the Crown and the contractor.

1.2.3 This RFSO will result in one (1) Regional Individual Standing Offer (RISO) valid for five (5) years.

1.2.4 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 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.

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.

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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.

- The text under Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: One Hundred and Eighty (180) days

2.2 Submission of Offers

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

Due to the nature of the solicitation, transmission of offers by facsimile to Public Works and Government Services Canada is not considered to be practical and therefore will not be accepted.

2.3 Former Public Servant

Contracts with 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

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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 the 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

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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 the province or territory where the work is performed.

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.

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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 - (3 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications - (3 hard copies)

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

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

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B – Financial Offer. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

Section IV: Additional Information

1.1 Bidder' Proposed Site or Premises Requiring Safeguard Measures

As indicated in Part 6 under Security Requirement, the Bidder must provide the required information below, on the Bidder' proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code

Country

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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 Offer 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

Submission of Evidence

Submission of Evidence as described at **4.1.1.1 to 4.1.1.3** must be included with the Offeror's offer at time of solicitation closing. Failure by the offeror to provide the required evidence will result in the offer being disqualified and no further consideration will be given to the offeror and the offer will be deemed non responsive.

The evidence provided by the offeror may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where any of the information cannot be confirmed by the client contacts named in the offer, the offer will be considered non-responsive and no further consideration will be given to the offeror.

Mandatory Technical Criteria required at solicitation closing date

Each offer will be reviewed for compliance with the Mandatory Technical Criteria. Offers that do not meet the mandatory requirements will be deemed non-responsive and will be given no further consideration.

4.1.1.1 Offeror's Experience and Past Performance

The Offeror must provide evidence of its recent years experience and past performance by referencing two (2) recent, completed or ongoing project references for each of the work streams identified at 4.1.1.1.1, 4.1.1.1.2 and 4.1.1.1.3 and one (1) recent completed or ongoing project reference for 4.1.1.1.4. **The Offeror must complete the following grid in order to demonstrate that it has the required experience. Failure to complete the grid below with the required information will render the offer non-responsive.**

- Recent, completed or ongoing project reference is defined as project reference rendered from January 2010 up to solicitation closing date.

4.1.1.1.1 Potable Water

| | | |
|--|--|--|
| Name of client organization or client Company | Project Reference #1: _____ | Project Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |

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| | | |
|---|---|---|
| Performance period of the project <i>(indicate year, month, day)</i> | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |
| Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i> | _____ _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ _____ |

4.1.1.1.2 Wastewater Effluent

| | | |
|---|---|---|
| Name of client organization or client Company | Project Reference #1: _____ | Project Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project <i>(indicate year, month, day)</i> | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |
| Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i> | _____ _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ _____ |

4.1.1.1.3 Surface Water

| | | |
|--|--------------------------------------|--------------------------------------|
| Name of client organization or client Company | Project Reference #1: _____ | Project Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |

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| | | |
|---|---|---|
| Performance period of the project <i>(indicate year, month, day)</i> | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |
| Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i> | _____ _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ _____ |

4.1.1.1.4 Legionella

| | |
|---|---|
| Name of client organization or client Compa Name of client organization or client Company | Project Reference #1: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ |
| Performance period of the project <i>(indicate year, month, day)</i> | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |
| Scope of service(s) rendered <i>(use additional sheet (s) if space provided is not enough)</i> | _____ _____ _____ _____ |

4.1.1.2 Resource Experience and Past Performance

To carry out the work on this requirement, the contractor must have a **minimum resource of two (2) Senior, two (2) Intermediate and three (3) Junior Field Technicians.**

The Offeror must provide evidence to demonstrate that proposed resources have the required experience and past performance by referencing at least two (2) project(s)/contract(s) satisfactorily completed within the past five (5) years wherein the employees have performed satisfactorily. The project(s)/contract(s) must be of comparable size, scope and complexity to the work described in Annex A, Scope of Work of this RFSO. The Offeror must complete the following grid, for each employee who will be performing work on this requirement, in order to demonstrate that each proposed employee has the necessary specified experience with projects directly related to potable water, waste water effluent monitoring, surface water and Legionella.

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The Offeror must provide evidence to demonstrate that all seven (7) proposed resources to perform the required work have the necessary specified experience **by completing the following grid and by providing comprehensive and verifiable CV. Failure to complete the grid below with the required information and failure to submit verifiable CV will render the offer non-responsive.**

4.1.1.2.1 Senior Resources

The Offeror must complete the following grids for Senior Resources that will be performing work on this requirement in order to demonstrate that Senior Resources have experience in the field of Potable Water, Wastewater effluent, surface water and Legionella by providing two (2) project references.

| | | |
|--|---|---|
| Name of Senior Resource (1) with minimum 3 years experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project (indicate year, month, day) | Start date: _____(year/month/day) Completion date: _____(year/month/day) | Start date: _____(year/month/day) Completion date: _____(year/month/day) |

| | | |
|--|---|---|
| Name of Senior Resource (2) with minimum 3 years experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |

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| | | |
|---|---|---|
| Performance period of the project <i>(indicate year, month, day)</i> | Start date: _____ <i>(year/month/day)</i> | Start date: _____ <i>(year/month/day)</i> |
| | Completion date: _____ <i>(year/month/day)</i> | Completion date: _____ <i>(year/month/day)</i> |

In order to ascertain that Senior Resources have combined experience in all 4 aspects of the requirement, place an X in the box for each of the aspects in which each manager has experience.

| | Senior Resource 1 | Senior Resource 2 |
|---------------------|-------------------|-------------------|
| Potable Water | | |
| Wastewater effluent | | |
| Surface water | | |
| Legionella | | |

4.1.1.2.2 Intermediate Resources

The Offeror must complete the following grids for Intermediate Resources that will be performing work on this requirement in order to demonstrate that Intermediate Resources have experience in the field of Potable Water, Wastewater effluent, surface water and Legionella by providing two (2) project references.

| | | |
|--|---|---|
| Name of Intermediate Resource (1) with minimum 2 years experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ | Name: _____ |
| | Title: _____ | Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project <i>(indicate year, month, day)</i> | Start date: _____ <i>(year/month/day)</i> | Start date: _____ <i>(year/month/day)</i> |
| | Completion date: _____ <i>(year/month/day)</i> | Completion date: _____ <i>(year/month/day)</i> |

| | | |
|--|--------------------------------------|--------------------------------------|
| Name of Intermediate Resource (2) with minimum 2 years experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |

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| | | |
|--|---|---|
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project (indicate year, month, day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |

4.1.1.2.3 Junior Field Technicians

The Offeror must complete the following grids for Junior Field Technicians that will be performing work on this requirement in order to demonstrate that Junior Field Technicians have experience in the field of Potable Water, Wastewater effluent, surface water and Legionella by providing two (2) project references.

| | | |
|---|---|---|
| Name of Junior Field Technician (1) with minimum 1 year experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project (indicate year, month, day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |

| | | |
|---|--------------------------------------|--------------------------------------|
| Name of Junior Field Technician (2) with minimum 1 year experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |

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| | | |
|--|---|---|
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project (indicate year, month, day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |

| | | |
|---|---|---|
| Name of Junior Field Technician (3) with minimum 1 year experience acquired from January 2010 up to solicitation closing date: _____ | | |
| Number of years of experience in the field of Potable Water, Wastewater effluent, surface water or Legionella: _____ | | |
| Name of client organization or client Company | Project/Contract Reference #1: _____ | Project/Contract Reference #2: _____ |
| Name and title of client contact who can confirm the information presented in the proposal | Name: _____ Title: _____ | Name: _____ Title: _____ |
| Telephone and e-mail address of client contact | Phone Number: _____ E-mail: _____ | Phone Number: _____ E-mail: _____ |
| Performance period of the project (indicate year, month, day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) | Start date: _____ (year/month/day) Completion date: _____ (year/month/day) |

4.1.1.3 Additional requirements

Valid copies of training certificates, degrees and diplomas identified below **must** be submitted with the offer. **Failure by the offeror to provide the required documentation with the offer will result in the offer being disqualified and no further consideration will be given to the offeror and the offer will be deemed non responsive.**

The personnel proposed as Senior, Intermediate, and Junior resources must have the following qualifications:

4.1.1.3.1 Two (2) Senior Resources

4.1.1.3.1.1 Must have graduated with a degree from a recognized university with a Bachelor of Science in Environmental Sciences, earth sciences, or a Bachelor of Engineering in fields related to water quality and/or wastewater effluent monitoring.

4.1.1.3.2 Two (2) Intermediate Resources

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4.1.1.3.2.1 Must have graduated with a degree from a recognized university with a Bachelor of Science in a science discipline or Environmental Studies or a Bachelor of Engineering in fields related to water quality and/or waste water effluent monitoring.

4.1.1.3.3 Three (3) **Junior Field Technicians**

4.1.1.3.3 .1 Must have a Bachelor of Science in a Science discipline or B.A in Environmental Studies or a diploma in Environmental Technology or a Bachelor of Engineering in fields related to water quality and/or waste water effluent monitoring.

4.1.1.3.3 .2 Must have WHMIS training

4.1.1.3.3 .3 At least one (1) Junior Field Technician must have confined space entry training for the purpose of wastewater sampling equipment installation.

4.1.2 Financial Evaluation

Offerors must complete and submit a Financial Offer attached at Annex B in response to this RFSO. Upon completion of the technical evaluation, financial offers of all responsive offers will be evaluated.

4.2 Basis of Selection

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

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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, 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, 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) 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 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

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PART 6 – SECURITY REQUIREMENTS

6.1 Security Requirement

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 requirement as indicated in Part 7A - Standing Offer;
 - © the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
 - (d) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 – Resulting Contract Clauses;
 - (e) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.
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 Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Employee Information for Security

The Offeror should specify the following information regarding employees proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

| | | LEGAL NAME (First and Last) (Please Print) | DATE OF BIRTH (Day/Month/Year) |
|---|---------------------------|---|---|
| 1 | Senior Resource 1 | | |
| 2 | Senior Resource 2 | | |
| 3 | Intermediate Resource 1 | | |
| 4 | Intermediate Resource 2 | | |
| 5 | Junior Field Technician 1 | | |
| 6 | Junior Field Technician 2 | | |
| 7 | Junior Field Technician 3 | | |

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PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A STANDING OFFER

7A.1 Offer

7A.1.1 *The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".*

7A.2 Security Requirement

7A.2.1 The following security requirement (SRCL and related clauses) applies 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)** with approved **Document Safeguarding at the level of PROTECTED B** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED information, assets or sensitive work site(s)** must **EACH** hold a **valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor **MUST NOT** utilize **its Information Technology systems** to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at **the level of PROTECTED B**.
4. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
6. The Contractor/Offeror must comply with the provisions of the:

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

7A.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.

7A.3.1 General Conditions

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services apply to and form part of this Standing Offer.

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7A.3.2 Standing Offer 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: *(to be revised prior to issuance of Standing Offer)*

1st quarter: January 1 to March 31;

2nd quarter: April 1 to June 30;

3rd quarter: July 1 to September 30;

4th quarter: October 1 to December 31.

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

7A.4 Term of Standing Offer

7A.4.1 Period of Standing Offer

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

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority is:

Amalia Maquiling
Supply Team Leader
Facility Maintenance Services Division
Public Works and Government Services Canada
Place du Portage, Phase III, 3C2, Stn: 21
11 rue Laurier, Gatineau, Quebec K1A 0S5
Telephone: **819-956-5978**
Facsimile : **819-956-3600**
e-mail: amalia.maquiling@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.

7A.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

_____ (Name of Technical Authority)

_____ (Title)

_____ (Fill in Organization)

_____ (Fill in Address)

Telephone: (____)

Facsimile: (____)

E-mail address:

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The Technical 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.

7A.5.3 Offeror's Representative

Name: () _____
Telephone: () _____
Facsimile: () _____
E-mail address: _____

***Remark to Standing Offer Authority:** Insert in full text SACC Manual clause [A3025C](#), if applicable, to assist client departments in identifying call-ups against a standing offer with former public servants and reporting this information in their Proactive Disclosure of Contracts.*

7A.6 Proactive Disclosure of Contracts with Former Public Servants

7A.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Environmental Services of Professional and Technical Services Directorate (PTSD), Real Property Branch, Public Works and Government Services Canada (PWGSC).

7A.8 Call-up Procedures

The PWGSC Technical Authority will establish the Scope of Services to be performed under each individual Call-up based on the pre-established rates identified in the Basis of Payment.

7A.9 Call-up Instrument

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

7A.10 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

7A.11 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.

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions 2005 (2015-07-03), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Work;
6. Annex "B" - Financial Offer;
7. Annex "C" - Security Requirements Check List
8. the Offeror's offer _____ (*insert date of offer*), **as amended** _____. (*insert date(s) of amendment(s)- if applicable*)

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7A.12 Certifications

7A.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 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.

7A.12.2 SACC Manual Clauses

M3020C (2010-01-11) Status and Availability of Resources

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

Names of qualified resources

The offeror must provide the names of the qualified resources who will be assigned to work on this Standing Offer. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

| | |
|--|--|
| Senior Resource No 1 (first & last name) | |
| Senior Resource No 2 (first & last name) | |
| Intermediate Resource No 1 (first & last name) | |
| Intermediate Resource No 2 (first & last name) | |
| Junior Field Technician No 1 (first & last name) | |
| Junior Field Technician No 2 (first & last name) | |
| Junior Field Technician No 3 (first & last name) | |

7A.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 the province or territory where the work is performed.

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7B. 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.

7B.1 Statement of Work

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

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions - Services

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

7B.3 Term of Contract

7B.3.1 Period of Contract

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

***Remark to Standing Offer Authority:** If the successful offeror has identified himself as a former public servant, insert in full text SACC Manual clause [A3025C](#), to assist client departments in identifying call-ups with former public servants and reporting this information in their Proactive Disclosure of Contracts.*

7B.4 Proactive Disclosure of Contracts with Former Public Servants

7B.5 Payment

7B.5.1 Basis of Payment

The Contractor will be paid firm rates specified at Annex B, Financial Offer for work performed in accordance with the Contract. Applicable Taxes are extra.

7B.5.2 Method of Payment

- a) Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.
- b) Invoices must be submitted in accordance with the instructions contained in the article entitled "Invoicing Instructions".
- c) Travel and Living Expenses - Travel and Living Expenses must be included in the base fee. No travel outside the National Capital Region is anticipated for this requirement.
- d) Payment to the Contractor
 - (i) **Where delivery of services under a call-up will be less than 60 days**, two invoices will be accepted; one at seventy-five (75) percent completion represented by submission of the draft final report and one for the remainder twenty-five (25) per cent upon completion and receipt of the final report.

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(ii) **Where delivery of services under a call-up will be more than 60 days**, the Contractor shall be entitled to receive progress payments at monthly or other agreed intervals. Such payments shall be made not later than the due date. The due date shall be the 30th day following receipt of Invoice.

The monthly progress payment shall be calculated based on percentage task completion and/or productive hours performed times the appropriate hourly rate indicated in Pricing Schedule 1 - Financial Offer. The sum total of progress payments against any call-up shall not exceed 90% of the fixed lump sum established for the call-up.

Upon the satisfactory completion of all Services, the amount due, less any payments already made, shall be paid to the Contractor not later than 30 days after receipt of Invoice.

(iii) **Invoice Submission** - invoice shall be delivered to the Project Authority in the agreed format with sufficient detail and information to permit verification and substantiation as requested from time to time. The invoice shall also identify, as separate items:

- (a) the amount of the payment being claimed for Services satisfactorily performed;
- (b) the amount for any tax calculated in accordance with the applicable federal legislation, and
- (c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the payment for Services satisfactorily performed.

7B.5.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

7B.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the Section 12, entitled "Invoice Submission" of the 2035 General Conditions - Services. Invoices cannot be submitted until all work identified in the invoice is completed.

1. Each invoice must be supported by:
 - a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:

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

7B.7 Insurance – Specific Requirements

7B.7.1 The Contractor must comply with the insurance requirements specified in the following **article** 7B.7.2 Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer

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licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

The Contractor must comply with the insurance requirements specified in the following **article 7B.7.1**. 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.

7B.7.2 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.

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- 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7B.7.3 Environmental Impairment Liability Insurance

- 1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
- 2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The Contractors Pollution Liability policy must include the following:

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- 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 Standing Offer Authority thirty (30) days written notice of policy cancellation.
- c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

7B.7.4 Automobile Liability Insurance

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

7B.8 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7B.9 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7B.10 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting shall be taken. The time and place of this meeting will be determined by the Departmental Representative.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

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ANNEX A
STATEMENT OF WORK
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ANNEX B

Financial Offer

(See Attached Financial Grid- Cost of Service Schedule)

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Offeror Name and Address:

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates in accordance with the fixed rates (excluding H.S.T.) in accordance with the information provided in the attached Cost of Service Schedule grid.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

Name
Title

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST
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Annex D
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**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
OFFEROR**

NOTE TO OFFERORS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

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ANNEX E
QUARTERLY USAGE REPORT FORM
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1. Objective

- 1.1 To provide professional consulting services on potable water, wastewater effluent, surface water and *Legionella* assessment services within the National Capital Area (NCA). Work will consist primarily of duties within the NCA, however, projects may occur outside of the NCA but within the National Capital Region (NCR). The services will be provided on an as and when required basis which will include but is not limited to the following:
- 1.1.1 Potable Water Quality Assessments
 - 1.1.2 Preparation of protocols, guidance and specification documents using National Master Specification (NMS) format as per the document *Doing Business in NCA*, and project plans for potable water and wastewater projects which may include engineer stamped Computer-Aided Design (CAD) drawings.
 - 1.1.3 Potable Water Quality Risk assessments, including completion of plumbing profiles, vulnerability assessments and sanitary surveys.
 - 1.1.4. Surface Water Quality Assessments.
 - 1.1.5 Wastewater Effluent Management.
 - 1.1.6 Assessment for *Legionella* bacteria in potable and non-potable water systems.
- 1.2 Another objective of this requirement is to provide timely project reports for the above-noted services, which are consistent with Quality Management System (QMS) procedures in use by the Professional and Technical Services Directorate (PTSD) PWGSC. PTSD's QMS is an ISO 9001: 2008 certified management system that involves the review and quality assurance of all reports. The QMS may require that reports be prepared in a standard format, the templates for which will be provided by PWGSC, or by the Contractor, for review and acceptance by PWGSC. The templates will be reviewed at a frequency of once per year. The QMS procedure includes the review for technical content, grammar, recommendations, scope of work met, as well as a review for the consistency between chain of custody, lab results and reports.

2. Definition of Terms

- 2.1 "Sanitary survey" An on-site review, from intake to tap, of a water utility's raw water quality, facilities, equipment, operations, and maintenance records for the purpose of evaluating the utility's ability to adequately treat source water in order to produce and deliver safe drinking water. Sanitary surveys vary depending on the type and complexity of the system. A sanitary survey, in combination with a vulnerability assessment and baseline chemical analysis, provides the information required to develop an appropriate monitoring program and treatment regime.
- 2.2 "Call-up" against a Standing Offer (SO) is an order issued under the authority of a duly authorized user against a particular SO. Communication of a call-up against a SO to the Contractor constitutes acceptance of the SO to the extent of the services being ordered and causes a contract to come into effect. The parties to the contract that comes into effect when a call-up against a SO is made are Canada, as represented by PWGSC and the Contractor.
- 2.3 "Vulnerability assessment" is a comprehensive assessment of the vulnerability of the source water in the environment. It includes three elements:
- 2.3.1 Delineation of watersheds, aquifers and their protection areas;
 - 2.3.2 Identification of hazards, including contaminants of concern and their sources (where possible to determine);
 - 2.3.3 Assessment of susceptibility to contamination and ranking of the hazards.

- 2.4 "Plumbing profile" is a profile of a building's plumbing including inventory of pipe and solder materials as well as detailed information on dead-ends, point-of-entry and longest-residence-time (LRT) fixtures.
- 2.5 "Non-peak hours" refers to times when building occupancy loads are minimal, typically during evenings and weekends. Evening hours are considered by PWGSC to be between 6:00 p.m. and 6:00 am.
- 2.6 "Emergency Response" refers to a request for services called-up against the Standing Offer where there is a stated high risk to human health and safety or significant damage to a building likely to occur if rapid response and corrective action are not undertaken within a 4 hour time frame, 24 hours, 7 days a week including holidays.
- 2.7 "Rapid Response" PWGSC understands the term rapid response to mean within 24 hours the service provider would respond to a call-up request made against the Standing Offer. In this case, the response would be the provision of cost estimates, and a schedule for work to be implemented in the shortest possible time within a 24 hour time frame, including weekends and holidays.
- 2.8 "Junior Field Technician" are expected to be capable of independently providing services for smaller and relatively simple projects.
- 2.9 "Intermediate resources" are expected to be able to respond to most typical projects and lead small teams. Intermediate resources may be required to carry out duties related to appropriate QMS procedures.
- 2.10 "Senior resources" are expected to be required for larger or more complex projects or where there is a need to lead a larger team. They are responsible for implementing appropriate QMS procedures.
- 2.11 The National Capital Area (NCA) boundary for PWGSC is recognized as the Regional Municipality of Ottawa-Carleton boundary on the Ontario side and the Outaouais Regional Community on the Québec side.
- 2.12 National Capital Region (NCR) - Bounded on the west by a north-south line running from Petawawa to Kingston, as far north as Maniwaki, Québec, on the east by the Ontario-Québec border on the south by the St. Lawrence River (includes Gatineau-Maniwaki and Masson-Angers areas).
- 2.13 "Terms of Reference" show how the scope will be defined, developed, and verified. They should also provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders.
- 2.14 "Scope of Work" (SOW) is the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a time line for all deliverables.

3. Sampling Parameters

- 3.1 For potable water quality assessments, parameters that may be requested for analysis include, but are not limited to:
- bacteriological (e.g. total coliforms, *Escherichia coli* (*E. coli*));
 - metals (e.g. Guidelines for Canadian Drinking Water Quality (GCDWQ) metals, including but not limited to, aluminum, arsenic, barium, boron, cadmium, chromium, copper, iron, lead, manganese, mercury, selenium, zinc and uranium);
 - general chemistry parameters (including, but not limited to, pH, alkalinity, hardness, total suspended solids, specific conductivity, sulphate, chloride, fluoride, ammonia, nitrate, nitrite, total Kjeldahl nitrogen, calcium, magnesium, sodium, potassium, total dissolved solids, and ion balance); and
 - turbidity, hydrogen sulphide, radiological parameters, haloacetic acids, and trihalomethanes. On site pH measurements as well as free and total chlorine residuals may also be required. The equipment used for field measurements must have adequate accuracy and range of measurement to allow for comparison with the applicable federal and provincial guidelines and standards for these parameters. The field equipment proposed for use will be submitted for approval by the PWGSC Authorized Representative.

- 3.2 For surface water assessments, parameters that may be requested for analysis include, but are not limited to:
- Temperature and pH;
 - Bacteria (*E. coli* and Total coliforms);
 - Alkalinity as CaCO₃;
 - Hardness as CaCO₃;
 - Total Dissolved Solids;
 - Total Suspended Solids;
 - Turbidity;
 - Chloride, Fluoride, Sulphate;
 - Total Ammonia, Nitrate, Nitrite, Total Kjeldahl Nitrogen; and
 - Metals (Al, Sb, As, Ba, B, Cd, Cr Total, Cu, Fe, Pb, Mn, Hg, Se, U, Zn).

Surface water samples will be collected with a Van Dorn Sampler.

- 3.3 For wastewater assessments, parameters that may be requested for analysis include, but are not limited to:
- Carbonaceous Biochemical Oxygen Demand (CBOD₅);
 - Total Suspended Solids;
 - Total Kjeldahl Nitrogen;
 - Total Phosphorus;
 - Metals (Al, Sb, B, Cd, Cr, Co, Cu, Pb, Mn, Hg, Mo, Ni, Se, Ag, Sn, Ti, Zn)
 - Oil and Grease (animal and vegetable matter); and
 - Oil and Grease (mineral and synthetic matter).

Wastewater effluent samples will be collected with a multi-gas analyzer (including but not limited to Carbon Monoxide, Oxygen, Methane and Hydrogen Sulphide).

- 3.4 For the assessment of *Legionella* bacteria in both potable and non-potable water systems, as described in the PWGSC MD 15161 Directive - Control of *Legionella* in Mechanical Systems, parameters and analytical methods that may be requested include, but are not limited to:
- Dip-slide test;
 - *Legionella* bacteria culture test;

- Quantitative Polymerase chain reaction (qPCR) test; and
- chlorine and oxidant residual analysis.

4. Sampling Locations

- 4.1 For the potable water quality assessments, the sampling and analytical requirements will generally include: identification of the facility(ies) to be sampled; the sampling locations within the designated facility(ies); and the parameters to be examined. In certain cases, the Contractor may be requested to complete an initial site visit to determine the locations to be tested in the facility. Typically, the specific details associated with the proposed water quality assessment will be provided to the Contractor in writing approximately 2 weeks in advance of the proposed work with the exception of rush cases where 24 hour turnaround time may be required. The Contractor will be paid for actual hours rendered in accordance with the basis of payment.
- 4.2 For the wastewater effluent assessments, sampling locations will be specified at the time of the request for services and may include, but are not limited to, the following: sanitary or storm sewer manholes; storm drains and outlets.
- 4.3 For surface water assessments, sampling locations may include, but are not limited to, the following: creeks; streams; ditches; culverts; and rivers.

5 Laboratory Services

Obtaining analytical services for water samples collected during the course of work is the sole responsibility of the Contractor. Samples must be analyzed by a laboratory holding current, valid accreditation from the Canadian Association of Laboratory Accreditation Inc. (CALA), the Standards Council of Canada (SCC) and/or equivalent, in accordance with the International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17025, and the analytical parameters must be within the Laboratory's scope of testing for the matrices specified. Any additional accreditation bodies will be reviewed by PWGSC to evaluate equivalency. PWGSC reserves the right to request a second, third and fourth estimate for services if the initial estimates are not found to be fair and reasonable.

PWGSC will pay such laboratory services based on the actual cost charged by the accredited laboratory. Contractor must submit invoice from the accredited laboratory in order to claim for payment of the identified laboratory services.

6. Potable Water Sample Collection Protocol

- 6.1 In completing potable water sample collection and coordination of sample analyses described in Public Works Government Services Canada, Drinking Water Sampling Procedures Manual, the Contractor must follow the procedures outlined in the Potable Water Sampling Procedures DVD developed by the Interdepartmental Water Quality Training Board (Copies of the DVD will be provided), unless otherwise specified in the description of work of the call-up. Copies of these procedures will be made available upon award of the Standing Offer. Specific sampling protocol outlined in the aforementioned documents includes, but is not limited to, the following:
- 6.1.1 Collection of lead and/or metals samples in one litre bottles with the appropriate preservative at zero minutes of flushing.
- 6.1.2 Collection of lead and/or metals samples in 125 millilitre bottles with the appropriate preservative following five minutes of flushing.

- 6.1.3 Collection of bacteria samples in 250 millilitre bottles with the appropriate preservative. The outlet must first be disinfected for a minimum of 15-20 seconds by immersion into a sterile cup containing a hypochlorite solution (see DVD for procedures), or approved alternative method. Following disinfection, the outlet must be flushed for two minutes prior to collecting a sample for bacteriological analysis.

6.2 In addition to the procedures identified above, the Contractor must also ensure that:

- 6.2.1 All sample containers are appropriately labeled to ensure positive identification of the sample. The following information must be included on each label: site name, sample number, sample location, date and time of sampling, and the name of the individual who is collecting the samples.
- 6.2.2 Detailed field notes for each project must be prepared and must include, but are not limited to: the sample identification, the flushing time (i.e. 0-minute, 2-minute, 5-minute), the parameter(s) to be tested for, a detailed description of the sampled location (e.g. drinking water fountain, ground floor, adjacent to room 123), observations (colour, flow, temperature), and the name of the individual who is collecting the samples.
- 6.2.3 All samples are to be taken using laboratory gloves (e.g. latex, rubber, nitrile) to avoid contaminating the samples.
- 6.2.4 All samples are to be packed in a cooler with an ice pack(s) during sample collection and transportation to the accredited third-party laboratory in order to keep samples at a constant temperature. Samples should not be allowed to freeze.
- 6.2.5 All samples are to be transported to the accredited third-party laboratory facility within twenty-four (24) hours of sample collection (if not the same day), unless otherwise specified by the TA, as per the Potable Water Sampling Procedures DVD developed by the Interdepartmental Water Quality Training Board.
- 6.2.6 All samples must be submitted to the accredited third-party laboratory with a completed Chain of Custody form including the following information: site/project name, sample identification number, required analyses, turnaround time, date, name and address of the Contractor, and the e-mail addresses of both the Contractor and Technical Authority (TA) for the purpose of transmitting reports.
- 6.2.7 Appropriate numbers of duplicates, blind duplicates, field blanks, etc. are to be collected and tested for quality assurance purposes; the TA will specify the number and types of duplicate samples to be collected in the description of work under each individual call-up. See Section 7.1.3.

6.3 Any cost(s) resulting from re-testing as a result of Contractor damage or alteration to samples during handling, storage and delivery will be the responsibility of the Contractor.

7. Scope of Work

Language Capability: Unless specified otherwise in the call-up, the Contractor must conduct the work and prepare all study documentation, drafts and final copies of the service report in the English language. The Contractor may be required to translate documents, correspond or liaise with other government authorities or private sector representatives in English and/or French, as specified in the call-up. The Contractor must meet any and all language requirements as necessary.

Responsibilities of the Contractor must include:

7.1 Potable Water Quality Assessments

- 7.1.1 It is estimated that the project duration under any resultant call-up will be three (3) to four (4) weeks for potable water quality assessments. All tasks must be completed within the time period designated within each call-up. There may be a need for a "rush turnaround". This means that following notification by the TA, the Contractor must collect and deliver the samples to the accredited third-party laboratory within twenty-four (24) hours. Preliminary reporting of analytical results must be completed immediately upon receipt of the laboratory reports.
- 7.1.2 Collection of water samples from the locations specified in the project specific description of work under each call-up. In addition, the Contractor will notify the TA of any fixtures encountered (drinking fountains, kitchen and cafeteria sinks, washroom basins, showers, etc.) that are not referred to in the description of work. Should sampling be required at the additional locations, the TA can instruct the Contractor to conduct the work while still on-site. The sampling must be conducted according to established sampling protocols, as detailed in the most recent version of the Public Works Government Services Canada, Drinking Water Sampling Procedures Manual. This task may include arranging for pickup or delivery of the necessary containers from the accredited third-party laboratory facility prior to collection, and scheduling the time for sample collection with on-site personnel (contact person to be provided by the TA) at the designated facility(ies).
- 7.1.3 Coordinate the analyses of the samples collected. The TA will specify all parameters to be analyzed for each individual call-up. The samples collected are to be sent to the accredited third-party laboratory for analysis within twenty-four (24) hours of sample collection (if not the same day), unless otherwise specified. The samples are to be sent to the accredited third-party laboratory, as per the instructions in Public Works Government Services Canada, Drinking Water Sampling Procedures Manual. This task includes arranging for prompt receipt of the results from the accredited third-party laboratory and ensuring that the results are provided to the Contractor and TA concurrently.
- 7.1.4 Analytical results are to be promptly reviewed upon receipt (within 24 hours of receipt for bacteriological parameters and 36 hours for metals and general chemistry parameters). Review the results of the laboratory analyses immediately upon receipt and perform an evaluation of these results by comparing them to the most recent versions of the following drinking water guidelines and standards, where applicable:
 - 7.1.4.1 Guidelines for Canadian Drinking Water Quality (GCDWQ)
 - 7.1.4.2 Ontario Drinking Water Quality Standards (ODWQS)
 - 7.1.4.3 Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines
 - 7.1.4.4 Regulations Respecting the Quality of Drinking Water in Québec (RRQDW)

Any results that exceed the applicable limits as per the guidelines/standards must be immediately reported to the TA.

- 7.1.5 Summarize all activities performed (7.1.2 and 7.1.3) and results obtained (7.1.4) in a report and submit an electronic copy of the draft report to the TA for approval within ten (10) days of receipt of the final analytical reports from the accredited third party laboratory. Refer to Section 8 of this SOW (Reporting Requirements) for specific instructions regarding the content and submission of this report.

7.2 Potable Water Quality Risk Assessments

7.2.1 Overview

Potable water risk assessment services will include, but not be limited to, the following:

- Evaluation of the source water - a hazard assessment
- Evaluation of the current treatment and distribution system
- Plumbing profile
- Sanitary survey
- Vulnerability assessment
- Additional potable water sampling
- Develop and/or recommend a monitoring program
- Risk mitigation and/or remediation plans

7.2.2 General tasks related to Potable Water Risk Assessments

It is estimated that the project duration under any resultant Call-up will be eight (8) to twelve (12) weeks for potable water risk assessments. All tasks must be completed within the time period designated in each Call-up.

In general, the requirements for potable water risk assessments will include the following tasks:

- 7.2.2.1 Provide an evaluation of the source water for the specified facility. This evaluation will include, but not be limited to, the delineation, geology, and associated land uses of the watershed surrounding the facility, evaluation of historical source water quality data, evaluation of the watershed vulnerability to contamination, as well as any environmental issue that may form part of the evaluation.
- 7.2.2.2 Provide an evaluation of the current treatment and distribution system within the facility. This part of the risk assessment will include, but not be limited to, the evaluation of existing pumps, disinfection systems, booster/pressure tanks, operation and maintenance of equipment, as well as logging of backflow preventers and any cross-connected distribution system piping.
- 7.2.2.3 Additional baseline potable water and/or source water sampling must be conducted during the risk assessment for analysis as per the procedures outlined in the Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction to establish typical water quality.
- 7.2.2.4 The development and/or recommendation of a site-specific water quality monitoring program must be completed. Using the results from 7.2.2.1, 7.2.2.2 and 7.2.2.3, coupled with all pertinent legislation (federal and provincial), a monitoring program must be created that specifies the sampling location, parameters to be analyzed, and the frequency of sampling (including a rough cost estimate to perform the suggested

monitoring program). The monitoring program must be reflective of the size of the facility and the estimated number of consumers it could serve.

7.2.2.5 A range of recommendations must be presented to appropriately manage the potential contaminant sources that could include, but not be limited to, the presentation of water quality treatment options, as well as all associated cost estimates for the system.

7.2.2.6 Summarize all activities performed (Tasks 7.2.2.1 to 7.2.2.5) in a report and submit an electronic copy of the draft report to the TA for approval. Refer to Reporting Requirements for specific instructions regarding the content and submission of this report.

7.3 Preparation of Protocols, Guidance Documents and National Master Specifications

7.3.1 Preparation of protocols and guidance documents, as and when directed by PWGSC.

7.3.2 Preparation of specifications according to most recent version of National Master Specification (NMS) format.

7.3.3 Preparation of site plan drawings (CAD) according to PWGSC approved format, stamped by engineer which meets PWGSC format (NMS).

7.4 Surface Water Quality Assessments

On an as requested basis, surface water quality assessments may be required. These assessments are to be completed in accordance with the appropriate federal and provincial sampling protocol, with comparison of analytical results to the appropriate federal and provincial (i.e. Ontario and Québec) water quality objectives. The specific tasks are similar, but not limited to, those outlined in Section 7.1 of this SOW.

7.5 Wastewater Effluent Management

Wastewater effluent management may include an assessment of the facility's discharge compliance or due diligence using a phased approach. Wastewater effluent management may, therefore, range from the development of a Facility Specific Inventory of Substances (FSIS) and a Facility Specific Substances of Concern List (FSSCL), to extensive wastewater effluent sampling and reporting. The TA will specify the components to be included in these evaluations, as well as identify the type of facility to be evaluated and existing information that will be available (chemical inventories, waste disposal practices, site plans, previous sampling results, etc.) for the development of the FSIS, FSSCL, or wastewater sampling plan.

Overview

Wastewater effluent management services will include, but not be limited to, the following:

- Wastewater characterization audits (refer to Section 7.7)
- Wastewater effluent (storm and sanitary sewer) monitoring/sampling
- Coordination of effluent sample analyses
- Reporting of analytical results

All tasks must be completed within the time period designated in each call-up. There may be a need for a "rush turnaround". This means that following notification by the TA, the Contractor must collect and

deliver the samples to the accredited third-party laboratory within twenty-four (24) hours. Preliminary reporting of analytical results must be completed immediately upon receipt of the laboratory reports.

7.6 Wastewater Effluent Audits

- 7.6.1 The tasks associated with the completion of a wastewater characterization audit will vary depending on the site. The first task will typically be the development of the Facility Specific Inventory of Substances (FSIS) and the Facility Specific Substances of Concern List (FSSCL) for the site. The methods outlined in *An Approach for Assessing and Managing Wastewater Effluent Quality for Federal Facilities*, must be followed throughout the completion of this task.

The tasks to be completed in the development of the FSIS will vary depending on the existing documents for the facility, however, they will generally include compilation of a complete inventory of potentially hazardous substances as well as non-hazardous substances which are regulated by the relevant sewer use discharge by-laws.

Development of the FSSCL will include comparison of the list of parameters in the FSIS with all applicable guidelines, regulations and by-laws (e.g. Municipal Sewer Use By-Law, Federal Discharge Guidelines including Canadian Environmental Protection Act (CEPA) Schedule 1, Action on the Release and Elimination of Toxic Substances (ARET), etc.). In general, parameters that are listed on the FSIS and in any guidelines, regulations and/or by-laws that have a medium to high probability of entering the waste stream of the facility, will be included on the FSSCL.

- 7.6.2 In the event that the FSSCL demonstrates the need to conduct wastewater effluent monitoring in a facility, the Contractor will be requested to prepare a wastewater sampling plan. The plan must be based on the final list of parameters on the FSSCL and will recommend the appropriate sampling locations, parameters, sample collection frequency, sampling protocol, and other details relevant to an effluent monitoring program.

As per the PWGSC Wastewater Management Guide and the *Approach for Assessing and Managing Wastewater Effluent Quality for Federal Facilities* document, the sampling must be conducted according to established sampling protocols, such as those described in *Standard Methods for the Examination of Water and Wastewater* or the *Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater* (Ontario Ministry of the Environment).

- 7.6.3 Based on the wastewater effluent sampling plan, the Contractor may be requested to conduct wastewater effluent sampling and compliance reporting for the facility. If so, a detailed sampling methodology will be established in the description of work at the time of the Call-up. Samples obtained during the completion of the program must be submitted to the accredited third-party laboratory. Coordination with the laboratory must be conducted as per section 5 of this SOW, and handling of the samples is to be conducted as per section 6 of this SOW.
- 7.6.4 Results of the wastewater effluent monitoring must be compared with the applicable guidelines, by-laws and regulations to assess the status of the facility's wastewater compliance and a detailed report must be provided summarizing the results of the evaluation. In the event that the results of the compliance evaluation indicate that the

concentration of a given parameter is above the limits specified, recommendations, including an action plan, to address the exceedences must be prepared.

7.7 Assessment for *Legionella* Bacteria in Potable and Non-Potable Water Systems

- 7.7.1. Dip-slide test as and when required, as described in the PWGSC MD 15161 Directive – Control of *Legionella* in Mechanical Systems.
- 7.7.2. Legionella bacteria culture test as and when required, as described in the PWGSC MD 15161 Directive – Control of *Legionella* in Mechanical Systems and in conformance with ISO 11731-1998 and ISO/TS 11731-2-2004. Laboratory analysis is to be conducted at a laboratory with a third-party accreditation, as outlined in Section 5.
- 7.7.3. qPCR test as and when required, as described in the PWGSC MD 15161 Directive – Control of *Legionella* in Mechanical Systems and in conformance with ISO/TS 12869. Laboratory analysis is to be conducted at a laboratory with a third-party accreditation, as outlined in Section 5.
- 7.7.4. Monitoring of chlorine or oxidant residual in water systems in accordance with PWGSC MD 15161 Directive – Control of *Legionella* in Mechanical Systems.

8. REPORTING REQUIREMENTS

- 8.1 Reporting requirements will be provided in the Project Terms of Reference
- 8.2 Reporting requirements may vary according to the specific Project Terms of Reference and will be identified in the individual call-ups. However, all reports generated for resulting services under Sections 7.1 to 7.8 (of the SOW) may be required to include any of the following factors:
 - 8.2.1 Description of project history/background;
 - 8.2.2 Description of project activities/project scope, including the description of the facility and overall organization of the report;
 - 8.2.3 Description of all methodologies and/or processes used in the project/study;
 - 8.2.4 Description/Presentation of all results, sketches, diagrams, and field notes where applicable;
 - 8.2.5 An evaluation or discussion of all results showing trends and/or anomalies;
 - 8.2.6 Concrete conclusions and/or recommendations regarding all results presented;
 - 8.2.7 Inclusion of all supporting laboratory data/reports as an appendix to relevant reports;
 - 8.2.8 Supporting information, including a summary and interpretation of technical and environmental studies, maps, or other information relevant to the project;
 - 8.2.9 A fully detailed annotated bibliography for any references cited and/or used in the report/project; and
 - 8.2.10 A statement of closure.

9. CONTRACTOR RESPONSIBILITIES

Contractor responsibilities will vary according to the TA's Terms of Reference for the particular project.

10. GENERAL REQUIREMENTS

10.1 Progress Reporting and Meetings

a) Progress Reports:

Project Specific Reporting

Written progress reports in the form of 1 to 4 page emails must be provided to the departmental TA every two weeks and should include a synopsis of work completed during the latest reporting period and the projected work plan for the following period. The Contractor must be prepared to meet with the TA and discuss any matters concerning the progress and findings of the site investigation, consultations or analysis. Any concerns regarding project timing or budget must be raised in these reports.

Monthly Financial Reporting

Every month the Contractor must send the TA a spreadsheet report detailing financial updates, and percentage complete for all projects.

b) **Meetings**

The Contractor must attend meetings as requested by the TA. Personnel in attendance must include the Contractor's project leader and representative(s) familiar with all technical aspects of the project. The Contractor will be paid for actual hours rendered in accordance with the basis of payment. The Contractor must prepare minutes of the meetings with a draft sent to the TA for review and approval prior to their dissemination for action. At the discretion of the TA, the Contractor may be required to maintain an action item list.

10.2 Quality Assurance and Quality Control:

QA/QC measures must be explicitly identified in the Contractor's work plans and project reports. The Contractor is expected to identify and adhere to acceptable quality assurance and quality control (QA/QC) procedures throughout the project.

To ensure the quality of the services being performed, periodic quality control checks may be undertaken by the TA through such means as accompanying the Contractor during sample collection or using a third party for confirmation of analytical results.

The Contractor must ensure appropriate care during collection, handling, storage, and transportation of samples.

10.3 Health and Safety Program:

Where necessary, a detailed health and safety plan must be maintained on site at all times. Adherence to the health and safety measures specified in that plan must be mandatory for all onsite personnel and all site visitors.

The Contractor must ensure that the services required under each individual call-up are conducted in accordance with all applicable occupational health and safety legislation and regulations. The Contractor's field staff are responsible for familiarizing themselves with the emergency/security procedures specific to each PWGSC work site. If the PWGSC site contact (established by the TA in the description of work of an individual Call-up) does not, upon request of the Contractor's field staff, furnish directions concerning emergency/security procedures, the TA is to be notified.

10.4 Responsibilities and Communication:

All formal communication (e.g. letters of direction, approvals, etc.) will be between the TA and the Contractor. Communications on behalf of the client will first be approved by the PWGSC TA.

10.5 Deliverables:

All documented deliverables should be provided to the TA in an electronic draft format for comment prior to delivery of final product. Final reports should be double sided and bound, with colour graphics as appropriate.

10.5.1 Specific Deliverables for Section 8

As per Section 8, all reports to be submitted to the TA must include the following:

- (1) Standing Offer number, requisition number (call-up number), project name and number (if assigned), TA name;
- (2) Executive summary;
- (3) Description of procedures and methodology used;
- (4) Presentation and discussion of the results obtained including tabulation of all analytical results;
- (5) Conclusions and recommendations;
- (6) Complete analytical results received from the laboratory facility;
- (7) Copies of records pertaining to sampled locations such as field notes;
- (8) Copies of the Chain of Custody forms.

One electronic copy of the "draft" report is to be submitted to the TA within ten (10) working days following receipt of the final analytical report from the laboratory, or otherwise specified by the TA in the individual Call-up. The electronic copy is to be provided in Microsoft Word format, with the appendices provided in the associated original electronic format (e.g. Microsoft Excel, etc.). The TA will review the draft report and will provide comments and/or request changes if necessary. The Contractor must "finalize" the report and submit one hard copy and one electronic copy of the final report to the TA within five (5) working days following receipt of the TA's comments.

The method of delivery of the report may be requested in any of the formats listed below and will be stated in the description of work for the Call-up.

- (i) hard copy and electronic copy (USB) by mail
- (ii) electronic copy by e-mail

11. Travel

When travel is required, the Contractor is responsible for all travel arrangements to perform the work at no additional cost to each call-up. Travel outside of NCA will be paid in accordance with the "Basis of Payment".

12. REFERENCES

The following references are listed as guidance documents. This list is not complete and therefore, the Contractor must ensure that all applicable references are used. References for specific topics will be required on a case by case basis. Should more current versions become available during the life of the Standing Offer, the newer versions will take precedence and be referred to in subsequent work/reports.

Guiding Documents

PWGSC Departmental Policy 074 - PWGSC Environmental Policy
PWGSC Real Property Branch Policy - Good Neighbour Policy
Guidelines for Canadian Drinking Water Quality (GCDWQ)
Ontario Drinking Water Quality Standards (ODWQS)
Technical Support Document for Ontario Drinking Water Standards, Objectives and Guidelines
Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction - Interdepartmental Working Group on Drinking Water (IWGDW)
Water Sampling DVD - Interdepartmental Water Quality Training Board
Procedures for Conducting Water Sampling in Federal Facilities - Interdepartmental Water Quality Training Board
PWGSC Drinking Water Sampling Procedures Manual
Current Sustainable Development Strategies of Departments and Associated Policies
PWGSC Wastewater Management Guide

An Approach for Assessing and Managing Wastewater Effluent Quality for Federal Facilities - Wastewater Working Group of the Federal Committee on Environmental Management Systems
Municipal Sewer-Use By-Laws
PWGSC MD 15161 Directive - Control of *Legionella* in Mechanical Systems

Federal Regulatory Requirements

Fisheries Act
Canada Environmental Protection Act
Wastewater Systems Effluent Regulations
Canada Labour Code
Canada Occupational Health and Safety Regulations

Ontario Regulatory Requirements

Ontario Occupational Health and Safety Act
Ontario Environmental Protection Act
Ontario Water Resources Act
Ontario Safe Drinking Water Act
Ontario Regulation 169, Drinking Water Quality Standards
Ontario Regulation 170, Drinking Water Systems
Ontario Regulation 243, Schools, Private Schools and Day Nurseries
Health Protection and Promotion Act
Ontario Regulation 319, Small Drinking Water Systems

Québec Regulatory Requirements

Regulations Respecting the Quality of Drinking Water in Quebec (RRQDW)
Loi sur la santé et la sécurité au travail (Québec)
Loi sur la qualité de l'environnement (Québec)
Loi sur la conservation et la mise en valeur de la faune (Québec)
Règlement sur les matières dangereuses (Québec)

Annex B
EP914-152143
Financial Offer

1. Firm Hourly Rates

In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: offerors must provide an hourly rate for each listed position. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. Hourly rates in sections (ii) and (iii) must be equal to or greater than the corresponding resource hourly rates at section (i). Hourly rates in subsequent years must be equal to or greater than the resource hourly rates from previous year/s. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.

Submit Firm All-inclusive Hourly Rate (including profit, overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, office supplies, other operating costs and travel within NCA) in Canadian funds. Firm All-inclusive Hourly Rate will be used as the basis of payment for each call-up. Weighted rate is for financial evaluation purposes only. The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Applicable Taxes are extra.

For the purpose of calculating the Weighted (W'ted) Rate, the Hourly Rate for each resource is multiplied by each allocated weight factor (%). See sample calculation below and apply the same principle to i, ii and iii. Example: If hourly is \$60 with a weighted factor of 20%, then weighted rate is \$60 x 20% = \$12

| i) Regular Hours 8:00 to 16:00, Monday to Friday | Weight Factor (%) | Year 1 | | Year 2 | | Year 3 | | Year 4 | | Year 5 | |
|---|-------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| | | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate |
| (A) Senior Resource | 20% | | | | | | | | | | |
| (B) Intermediate Resource | 20% | | | | | | | | | | |
| (C) Junior Field Technician | 60% | | | | | | | | | | |
| Combined weighted rate (A+B+C) per year | | | | | | | | | | | |
| Total combined weighted rate for Year 1 to 5 (i) x 75% | | | | | | | | | | | |

| ii) Outside regular hours Monday to Friday and all day Saturday | Weight Factor (%) | Year 1 | | Year 2 | | Year 3 | | Year 4 | | Year 5 | |
|---|-------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| | | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate |
| (A) Senior Resource | 20% | | | | | | | | | | |
| (B) Intermediate Resource | 20% | | | | | | | | | | |
| (C) Junior Field Technician | 60% | | | | | | | | | | |
| Combined weighted rate (A+B+C) per year | | | | | | | | | | | |
| Total combined weighted rate for Year 1 to 5 (ii) x 20% | | | | | | | | | | | |

| iii) Sunday & Statutory Holidays | Weight Factor (%) | Year 1 | | Year 2 | | Year 3 | | Year 4 | | Year 5 | |
|--|-------------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|-------------|------------|
| | | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate | Hourly Rate | W'ted rate |
| (A) Senior Resource | 20% | | | | | | | | | | |
| (B) Intermediate Resource | 20% | | | | | | | | | | |
| (C) Junior Field Technician | 60% | | | | | | | | | | |
| Combined weighted rate (A+B+C) per year | | | | | | | | | | | |
| Total combined weighted rate for Year 1 to 5 (iii) x 5% | | | | | | | | | | | |
| Grand total combined weighted rate for 5 years (i+ii+iii) | | | | | | | | | | | |

2. Travel

When travel is required, the Contractor is responsible for all travel arrangements to perform the work at no additional cost to each call-up.

Travel outside of National Capital Area (NCA) will be paid in accordance with the following:

For Work to be performed at a **work location** outside of NCA.

1. The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".
2. Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
3. All travel must have the prior authorization of the Identified User. All payments are subject to government audit.

Travel Time:

The Contractor will not be paid any firm hourly rates for travel time.

*Travel Status Time will be limited to 50% of the hourly rate.

Time spent by a contracted individual travelling to and from specific pre-authorized work assignments (not commuting) that are outside of NCA may be billed at 50% of the firm hourly rate.

3. Laboratory testing/analysis

The contractor must complete all required laboratory testing/analysis through a third party accredited laboratory. PWGSC will pay such testing/analysis based on the actual cost charged by the accredited laboratory. Contractor must submit invoice from the accredited laboratory in order to claim for payment of the identified laboratory services.



Government
of Canada

Gouvernement
du Canada

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DEC 15 2015

Contract Number / Numéro du contrat

EP914-152143

Security Classification / Classification de sécurité,
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

| | | | | |
|---|--|--|---|--|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | | Public Works and Government Services Canada | 2. Branch or Directorate / Direction générale ou Direction RPB | |
| 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 Standing Offer for Potable Water, Wastewater Effluent, Surface Water and Legionella Consulting Services | | | | |
| 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 type="checkbox"/> No Non | <input checked="" 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 checked="" type="checkbox"/> No Non | <input 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 checked="" 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"/> | | No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable À ne pas diffuser <input type="checkbox"/> | | | | |
| Restricted to: / Limité à: <input checked="" type="checkbox"/> | | Restricted to: / Limité à: <input type="checkbox"/> | | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: CANADA, | | 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 A PROTÉGÉ A <input type="checkbox"/> |
| PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/> | | NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> | | PROTECTED B PROTÉGÉ B <input type="checkbox"/> |
| PROTECTED C PROTÉGÉ C <input type="checkbox"/> | | NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> | | PROTECTED C PROTÉGÉ C <input type="checkbox"/> |
| CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> | | NATO SECRET NATO SECRET <input type="checkbox"/> | | CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> |
| SECRET SECRET <input type="checkbox"/> | | COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/> | | SECRET SECRET <input type="checkbox"/> |
| TOP SECRET TRÈS SECRET <input type="checkbox"/> | | | | TOP SECRET TRÈS SECRET <input type="checkbox"/> |
| TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> | | | | TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/> |



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? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input checked="" 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 :

Only security screened personnel must be utilized.

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? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No ☐ Yes
Non 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? ☐ 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 et/ou CLASSIFIÉ? ☒ 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 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 PROTÉGÉ | | | CLASSIFIED CLASSIFIÉ | | NATO | | | | COMSEC | | | | | | |
|--|----------------------|---|---|------------------------------|--------|---------------------------|--|-------------------|-------------|---|----------------------|---|---|------------------------------|--------|---------------------------|
| | A | B | C | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET | NATO RESTRICTED NATO DIFFUSION RESTREINTE | NATO CONFIDENTIAL | NATO SECRET | COSMIC TOP SECRET COSMIC TRÈS SECRET | PROTECTED PROTÉGÉ | | | CONFIDENTIAL CONFIDENTIEL | SECRET | TOP SECRET TRÈS SECRET |
| | | | | | | | | | | | A | B | C | | | |
| 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 la présente LVERS 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 LVERS 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).

Annex D
(EP914-152143)

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE
OFFEROR**

NOTE TO OFFERORS
WRITE DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

Quarterly Usage Report - Annex E
EP914-152143
GENERAL INSTRUCTIONS

Introduction

The Government of Canada (GC) requires the Contractor to provide the following Periodic Usage Report to the Standing Offer (SO) Authority on a quarterly basis.

Response Due Date

Your cooperation in returning the completed report by the appropriate date is **MANDATORY**.

| Quarter | Period to be Covered (to be revised prior to issuance of Standing Offer) | Due on or before (to be revised prior to issuance of Standing Offer) |
|---------|--|--|
| 1st | January 1 to March 31 | April 15 |
| 2nd | April 1 to June 30 | July 15 |
| 3rd | July 1 to September 30 | October 15 |
| 4th | October 1 to December 31 | January 15 |

Returning the Completed Report

Please e-mail the completed report to amalia.maquiling@tpsgc-pwgsc.gc.ca

Please don't forget to use the title "Quarterly Usage Report" and the reporting period in the subject line of your e-mail. Contractor is encourage to attach worksheet "2", "Information Sheet and Summary" when submitting quarterly usage report.

Complete All Questions

Contractor must complete all applicable portions of the report.

Currency

Please state all monetary values in Canadian dollars (CDN).

Changing the Format

Contractor must not modify the format of this report. Should you have any suggestions about the format, please forward it by e-mail to amalia.maquiling@tpsgc-pwgsc.gc.ca.

Questions

Should you need further clarification, please forward your question by e-mail to amalia.maquiling@tpsgc-pwgsc.gc.ca

Summary of Table

| Field | Description |
|---------------------------------------|--|
| Call-up number | Unique number for the contract, as identified on page 1 of the contract. |
| Call-up Amendment number | The number of the call-up amendment, such as: amendment 1, amendment 2, etc. |
| Issuance date of the Call-up | Date that the Call-up/amendment is issued to the supplier. |
| Start date | Date the resource/services started engagement |
| End date | Date the resource/services ended (or will end) engagement/completion date |
| Project Description | Brief description of the work contracted. |
| Client Department/Contact Information | Information should include the contact name, e-mail and telephone number |
| Call-up Value (or amendment value) | The value of the call-up (Applicable Taxes inc), as identified on page 1 of the call-up. Or the increase or decrease value for the amendment |
| Notes | Indicate any comments or notes, if necessary |

Annex E
Quarterly Usage Report
EP914-152143

| SO N°: EP914-152143 | | | | | | Period to be covered: _____ | | | |
|--|-------------|---------------------|--|--|--------------------------------------|---|------------------------|--|---|
| SO Title : Hazardous Waste Removal and Disposal Services | | | | | | PWGSC SO Authority: Amalia Maquiling | | | |
| | Call-up No. | Call-up amend't no. | Issuance date of the Call-up or Amend't (YYYY-MM-DD) | Start date of the Call-up (YYYY-MM-DD) | End date of the Call-up (YYYY-MM-DD) | Project Description | Location/Building Name | Client contact information (name, e-mail and tel#) | Call-up Value or amend't value (taxes included) |
| 1 | | | | | | | | | \$ |
| 2 | | | | | | | | | \$ |
| 3 | | | | | | | | | \$ |
| 4 | | | | | | | | | \$ |
| 5 | | | | | | | | | \$ |
| 6 | | | | | | | | | \$ |
| 7 | | | | | | | | | \$ |
| 8 | | | | | | | | | \$ |
| 9 | | | | | | | | | \$ |
| 10 | | | | | | | | | \$ |
| 11 | | | | | | | | | \$ |
| 12 | | | | | | | | | \$ |
| 13 | | | | | | | | | \$ |
| 14 | | | | | | | | | \$ |
| 15 | | | | | | | | | \$ |
| 16 | | | | | | | | | \$ |
| 17 | | | | | | | | | \$ |
| 18 | | | | | | | | | \$ |
| 19 | | | | | | | | | \$ |
| 20 | | | | | | | | | \$ |
| 21 | | | | | | | | | \$ |
| 22 | | | | | | | | | \$ |
| 23 | | | | | | | | | \$ |
| 24 | | | | | | | | | \$ |
| 25 | | | | | | | | | \$ |
| 26 | | | | | | | | | \$ |
| | | | | | | Total value of call-up for this quarter (i) | | \$ | |
| | | | | | | Cumulative call-ups for previous periods (ii) | | \$ | |
| | | | | | | Total value of call-up to date = (i) + (ii) | | \$ | |

Prepared by: *(insert company name and individual's name preparing this report)*