



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

**Pacific Region  
401 - 1230 Government Street  
Victoria, B.C.  
V8W 3X4**

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

**Request For a Standing Offer  
Demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Fibreglass Floats	
<b>Solicitation No. - N° de l'invitation</b> F1571-15700F/A	<b>Date</b> 2015-12-21
<b>Client Reference No. - N° de référence du client</b> F1571-15700F	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$XLV-211-6883
<b>File No. - N° de dossier</b> XLV-5-38185 (211)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-02-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Buchan, Torrey	<b>Buyer Id - Id de l'acheteur</b> xlv211
<b>Telephone No. - N° de téléphone</b> (250)363-3249 ( )	<b>FAX No. - N° de FAX</b> (250)363-3960
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Multiple Delivery Locations, BC	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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, 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 Requirement, the Basis of Payment, Insurance Requirements, and any other annexes.

### 1.2 Summary

The Department of Fisheries and Oceans - Small Craft Harbours (SCH) has a requirement for the establishment of a regional individual standing offer (RISO) for the supply and delivery of fibreglass pontoons to multiple locations across BC. Pontoons must be fabricated in accordance with the Requirement at Annex A.

The period of the requirement is for one year, with two (2) option years to extend. The expected value of the Standing Offer is \$ 500,000.00 for the first one year period, with an expected value of \$ 250,000.00 for each of the two, one-year option periods.

as per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.

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).

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### **1.3 Debriefings**

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

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The [2006 \(2015-07-03\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **2.2 Submission of Offers**

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

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **2.4 Applicable Laws**

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

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 – two hard copies;  
Section II: Financial Offer – one hard copy;  
Section III: Certifications - one hard copy

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

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

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

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

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

#### 3.1.1 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.

#### 3.1.2 Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Financial Offer Presentation Sheet at Annex F. The total amount of Applicable Taxes must be shown separately.

##### 3.1.2.1 Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

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

The Offeror is not obligated to accept payment by credit card.  
Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

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

**Section III: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Financial Evaluation**

Refer to Annex E, Financial Offer Presentation Sheet.

##### **4.1.2.1 Evaluation of Price**

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

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers 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

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](#), to be given further consideration in the procurement process.

### **5.2 Certifications Precedent to Issuance of a Standing Offer**

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

#### **5.2.1 Integrity Provisions - Associated Information**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

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

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Financial Capability**

SACC Manual clause [M9033T](#) (2011-05-16), Financial Capability

### **6.2 Insurance Requirements**

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

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

### **6.3 Workers Compensation Certification – Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within *forty-eight (48) hours* following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex A.

#### 7.2 Security Requirements

There is no security requirement applicable to this Standing Offer.

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a *quarterly basis* to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: \_\_\_\_\_
- 2nd quarter: \_\_\_\_\_
- 3rd quarter: \_\_\_\_\_
- 4th quarter: \_\_\_\_\_

The data must be submitted to the Standing Offer Authority no later than *thirty (30)* calendar days after the end of the reporting period.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

##### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2), one-year periods, from \_\_\_\_\_ to \_\_\_\_\_, and \_\_\_\_\_ to \_\_\_\_\_, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority *thirty (30)* days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Torrey Buchan  
Title: Supply Specialist  
Public Works and Government Services Canada  
Directorate: Marine Acquisitions – Pacific Region  
Address: Suite 401, 1230 Government Street  
Victoria, BC  
Canada V8X 4S4  
  
Telephone: 250-216-2092  
Facsimile: 250-363-3960  
E-mail address: torrey.buchan2@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Technical Authority for the Standing Offer is provided upon issuance.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Standing Offer and associated Call-ups and is responsible for all matters concerning the technical content of the Work under associated Call-ups. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a Standing Offer revision issued by the Standing Offer Authority.

### 7.5.3 Inspection Authority

The Inspection Authority for the Standing Offer is the Technical Authority.

The Inspection Authority is the representative of the department or agency for whom the Work is being performed under the Standing Offer and is responsible for inspection of the Work and acceptance of the finished work. The Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada inspector who may from time to time be assigned in support of the designated Inspector.

#### 7.5.4 Offeror's Representative

The Offeror is to complete table below and submit with their bid.

Contact for:	Name	Telephone	Email
Contracting / Standing Offer issues			
Technical issues			
Invoicing issues			

#### 7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Small Craft Harbours Branch, Fisheries & Oceans Canada.

#### 7.7 Call-up Instrument

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

#### 7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 200,000.00 (Applicable Taxes included).

Individual call-ups against the Standing Offer exceeding \$ 200,000.00 (Applicable Taxes included), must be authorized in writing by the Standing Offer Authority.

#### 7.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or *three (3)* months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

#### 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010A (2015-09-03), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Reporting Requirements;
- i) the Offeror's offer dated \_\_\_\_\_.

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## **7.11 Certifications**

### **7.11.1 Compliance**

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

### **7.12 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 \_\_\_\_\_.

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

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

Section 16, Interest on Overdue Accounts, of 2010A (2015-09-03), General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Delivery Date**

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

### **7.4 Payment**

#### **7.4.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, *as specified in Annex B for a cost of \$ \_\_\_\_\_*. Customs duties are *included* and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **7.4.2 Single Payment**

SACC Manual clause H1000C (2008-05-12), Single Payment.

#### **7.4.3 Payment by Credit Card (if applicable)**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **7.5 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **7.6 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.7 Trade Qualifications**

The Contractor must use qualified, certificated (if applicable) and competent tradespeople and supervision to ensure a uniform high level of workmanship. The Technical Authority may request to view and record details of the certification and/or qualifications held by the Contractor's tradespeople. This request should not be unduly exercised but only to ensure qualified tradespeople are on the job

## ANNEX A REQUIREMENT

### SECTION 00 20 00 – SUMMARY OF WORK

#### 1. GENERAL

##### 1.1. RELATED REQUIREMENTS

- .1 Section 00 10 00 – Schedule of Quantities and Prices
- .2 Section 35 51 23 – Pontoons

##### 1.2. DEFINITIONS

- .1 Throughout contract documents, the words “Owner,” “Contracting Authority,” “Harbour Authority,” “Contractor,” “Engineer,” or “Department,” shall be defined as follows:
  - .1 Owner and Contracting Authority  
Small Craft Harbours Program of the Department of Fisheries and Oceans, 200-401 Burrard Street Vancouver B.C. V6C 3S4
  - .2 Engineer/Departmental Representative  
An employee of the Owner or Engineer assigned by the Owner as the Engineer for this project, or the Engineer’s representative assigned by the Engineer as his representative for the project.
  - .3 Contractor  
The party accepted by the Owner with whom a formal contract is entered to complete the work of this project.
  - .4 Department  
The Department of Fisheries and Oceans, Canada.

##### 1.3. DRAWINGS

- .1 Full Size Fiberglass Pontoon Frame
- .2 Half Size Fiberglass Pontoon Frame

##### 1.4. LOCATION

- .1 Throughout BC

#### 1.5. WORK COVERED BY CONTRACT DOCUMENTS

- .1 Work covered in this section comprises of the supply and fabrication of fiberglass pontoons. Pontoons are to be supplied FOB the contractor's yard.
- .2 Delivery of work shall be no later than 3 weeks for the minimum order of 25 units, and 1 additional week for every additional 25 units ordered on single call-up.
- .3 All materials shall be new and supplied by the contractor.
- .4 The work generally consists of, but is not limited to the following, as itemized in the Section 00 10 00 - SCHEDULE OF QUANTITIES AND PRICES.

#### 1.6. SCOPE OF WORK

- .1 Supply and Fabricate Fiberglass Pontoons  
The work to be carried out under this item includes all labour, materials and equipment for the supply of fiberglass pontoons. The work generally consists of, but is not limited to the following:
  - .1 The unit cost for this item shall include the supply of materials, equipment, tools, services, labour and all things necessary to complete the following:
    - .1 Fabricate Full Size Pontoon Frame units as per drawing in the following quantities:
      - .1 Twenty five (25)
      - .2 Fifty (50)
      - .3 One Hundred (100)
    - .2 Apply fiberglass coating to Full Size Pontoon Frame units as per Section 35 51 23 - SPECIFICATIONS
    - .3 Pontoon units shall be supplied FOB contractor's yard.
  - .2 The unit cost for this item shall include the supply of materials, equipment, tools, services, labour and all things necessary to complete the following:
    - .1 Fabricate Half Size Pontoon Frame units as per drawing in the following quantities.
      - .1 Ten (10)
      - .2 Twenty (20)
      - .3 Fifty (50)
    - .2 Apply fiberglass coating to Half Size Pontoon Frame units as per Section 35 51 23 - SPECIFICATIONS
    - .3 Pontoon units shall be supplied FOB contractor's yard.

- .2 Delivery of pontoons to French Creek Harbour  
The work to be carried out under this item includes all labour, materials and equipment for the delivery of fiberglass pontoons. The work generally consists of, but is not limited to the following:
- .1 The unit cost for this item shall include the supply of materials, equipment, tools, services, labour and all things necessary to complete the following:
- .1 Deliver twenty-five (25) Full Size or fifty (50) Half Size Fiberglass Pontoons to the following site:  
Harbour Authority of French Creek  
1055 Lee Road  
Parksville, BC V9P 2E1
- .3 Delivery of pontoons to secondary sites.
- .1 Quote for freight of pontoons to secondary sites to be provided prior to call-up.
- .2 Cost to be included in individual call-ups, and shall not exceed the call-up financial limitation.

#### 1.7. DOCUMENTS REQUIRED

- .1 Maintain at job site, one copy each document as follows:
- .1 Contract Drawings, Specifications and any Addenda.
- .2 Change Orders and other Modifications to Contract.
- .3 Copy of Approved Work Schedule.
- .4 Health and Safety Plan and Other Safety Related Documents.
- .5 All regulatory permits required for the work
- .6 Associated Best Management Practices documentation.

**END OF SECTION**

## **SECTION 35 51 23 - SPECIFICATIONS**

### **1. GENERAL**

#### **1.1 RELATED SECTIONS**

- .1 Section 01 11 00 – Summary of Works

#### **1.2 MEASUREMENT PROCEDURES**

- .1 Measurement will be based on number of pontoons supplied.

#### **1.3 REFERENCES**

- .1 Canadian Plywood Association (CANPLY)
  - .1 Plywood Handbook 2002.
- .2 Canadian Standards Association (CSA International)
  - .1 CSA B111 1974(R2003), Wire Nails, Spikes and Staples.
  - .2 CSA O112 Series M1977(R2006), CSA Standards for Wood Adhesives.
  - .3 CSA O121 M1978(R2003), Douglas Fir Plywood.
- .3 National Lumber Grades Authority (NLGA)
  - .1 NLGA Standard Grading Rules for Canadian Lumber (Interpretation Included) December, 2005.
- .4 The Engineered Wood Association (APA)

#### **1.4 REFERENCE DRAWINGS**

- .1 001 Full Size Fiberglass Pontoon Frame
- .2 002 Half Size Fiberglass Pontoon Frame

#### **1.5 SUBMITTALS**

- .1 Product Data: submit manufacturer's printed product literature, specifications and datasheet.
- .2 Manufacturer's Instructions: submit manufacturer's installation instructions.

## 2. PRODUCTS

### 1.1 MATERIALS

- .1 Lumber:
  - .1 Lumber to be graded and stamped in accordance with applicable grading rules and standards of associations or agencies approved to grade lumber by Canadian Lumber Standards Accreditation Board of CSA.
  - .2 Species: Douglas Fir.
  - .3 Grade: Structural No. 1 or better (kiln dried)
  - .4 Grading: authority NLGA.
  
- .2 Glue: to CSA O112 Series. Frame joints to be glued with waterproof cold setting resorcinol or phenol resorcinol resin adhesive or equivalent marine grade glue.
  
- .3 Plywood:
  - .1 Douglas Fir plywood: to CSA O121.
  - .2 Grade: solid two sides.
  - .3 Thickness: 12.5 mm.
  - .4 Grading authority: CANPLY Plywood Handbook.
  
- .4 Fasteners: Stainless steel wood screws, and hot dip galvanized spikes, staples to CSA B111.
  
- .5 Glass fibre exterior coating:
  - .1 Glass fibre cloth: 340 g/m<sup>2</sup> fabric.
  - .2 Polyester resin: general purpose, air dry type.
  - .3 Do not use colouring additives in resins.
  - .4 Final finish coat: gel coat resin.
  
- .6 Pump hole: cast bronze, stainless steel or UV stable plastic suitable for marine use.
  - .1 Deck fitting: 76 mm inside diameter.
  - .2 Plug: screw type with two key holes.
  - .3 Plug threads: to be greased before placing. Leave plugs loose during shipment.

### 1.2 FABRICATION

- .1 Overall dimensions of finished pontoon:
  - .1 Full Size Pontoon Frame: length 2400 mm x breadth 1169 mm x height 635 mm
  - .2 Half Size Pontoon Frame: length 1169 mm x breadth 1169 mm x height 635 mm

### **3. EXECUTION**

#### **1.1 CONSTRUCTION**

- .1 Manufacturer's Instructions: comply with manufacturer's written recommendations or specifications, including product technical bulletins, handling, storage and installation instructions, and datasheet.

#### **1.2 FRAME**

- .1 Construct frame in accordance with attached drawings
- .2 Secure each joint by gluing each contact surface and fastened with #8 stainless steel wood screws.

#### **1.3 SHEATHING**

- .1 Sheath frame with single sheets of 12.5 mm plywood.
- .2 Secure sheathing to frame with glue and #8 38 mm stainless steel wood screws at 152 mm centres.
- .3 Use filler as reviewed by Departmental Representative.
  - .1 Use glue and filler to fill and eliminate minor imperfections between frame and sheathing. Fill and sand smooth imperfections in surfaces.
- .4 Round edges to 16 mm radius as long as this radius is suitable for glassing the specified weight of cloth tape and sheathing.

#### **1.4 EXTERIOR COATING**

- .1 Cover exterior surfaces of pontoon with layer of glass fibre cloth impregnated with polyester resin. Chopped fibre glass will not be permitted.
- .2 Method of application of cloth and resin to ensure that bond between coating and plywood is stronger than bond between plywood layers when tested to failure.
- .3 Minimum thickness of finished coating: 1.6 mm.
- .4 Cover surfaces of cloth must be completely penetrated with resin and exceed minimum thickness where necessary to achieve full cover.
- .5 Do not apply resin when temperature is below 10 degrees C or when plywood has moisture content in excess of 8% by mass.
- .6 Overlap glass cloth at joints: 51 mm minimum.
- .7 Do not make joints in glass cloth parallel to and within 51 mm of any edge.
- .8 Use two plies of glass cloth on pontoon edges and carry extra ply at least 51 mm from edges.

- 
- .9 Work out air bubbles, cloth wrinkles, resin runs, and foreign material.
  - .10 Sand surface lightly and inspect for air bubbles, pin holes and resin runs after resin surface is thoroughly dry.
    - .1 Sand out such imperfections completely.
    - .2 Patch with glass cloth and resin to cover area two times size of imperfection.
  - .11 Apply two final coats of hard setting clear finish coat to surfaces of pontoon.
  - .12 Site Tolerances: plus or minus 25 mm on overall dimensions.

## **1.5 INTERIOR FINISHING**

- .1 Prior to installing the top plywood plate, apply one coat of resin in the interior of the pontoon.
- .2 Install one piece of polystyrene foam minimum 300mm x 300mm x 300mm, inside the pontoon prior to attaching the top plywood plate.

## **1.6 FIELD QUALITY CONTROL**

- .1 Site Tests/Inspections:
  - .1 Provide Departmental Representative with minimum of 5 days' notice of date of beginning Work on pontoons and provide access to Work for inspection.
  - .2 Pontoons constructed in whole or in part without inspection will not be accepted.
  - .3 Final inspection of pontoon will be made in place.
  - .4 Evidence of water in pontoon regardless of amount will be cause for rejection.

**END OF SECTION**

## **APPENDIX 1 TO ANNEX A**

### **DRAWINGS**

For a copy of the drawings, please contact the Contracting Authority, Torrey Buchan, at:

torrey.buchan2@pwgsc-tpsgc.gc.ca

**ANNEX B**

**BASIS OF PAYMENT**

**Offeror's Instructions**  
 The blank basis of payment schedule below is for example purposes only. The Offeror must submit their Financial Offer in accordance with Annex E, Financial Offer Presentation Sheet.

Upon request and at an extra charge, the Offeror must offer delivery to Small Craft Harbour site locations within British Columbia.

Delivery of all lots of units herein will be extra to the pricing listed below. For delivery to French Creek Harbour, delivery will be priced in accordance with line items 4 and 8 or the schedules herein.

**B1. Year 1**

Item	Description	Price per Unit	Lot Price
<b>Fabrication and supply of full size Fibreglass Pontoon:</b>			
1.	Lot of 25 units	\$	\$
2.	Lot of 50 units	\$	\$
3.	Lot of 100 units	\$	\$
4.	Delivery to French Creek Harbour – Price for delivery of 25 units		\$
<b>Fabrication and supply of half size Fibreglass Pontoon:</b>			
5.	Lot of 10 units	\$	\$
6.	Lot of 20 units	\$	\$
7.	Lot of 30 units	\$	\$
8.	Delivery to French Creek Harbour – Price for delivery of 10 units		\$

**B2. Option Year 1**

Same format as section B1.

**B3. Option Year 2**

Same format as section B1.

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**ANNEX C**  
**INSURANCE REQUIREMENTS**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer, in an amount usual for a Standing Offer 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 Contracts. 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 Standing Offer, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer 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 Standing Offer.
  - 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.

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 File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
 xlv211  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX D**

**REPORTING REQUIREMENTS**

<b>PERIOD:</b> _____		<b>Number of Call-ups:</b> _____	
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY PURCHASED</b>	<b>Extended Total</b>
<b>Fabrication and supply of full size Fibreglass Pontoon:</b>			
1	Lot of 25 units		
2	Lot of 50 units		
3	Lot of 100 units		
4	Delivery to French Creek Harbour – Price for delivery of 25 units		
<b>Fabrication and supply of half size Fibreglass Pontoon:</b>			
5	Lot of 10 units		
6	Lot of 20 units		
7	Lot of 30 units		
8	Delivery to French Creek Harbour – Price for delivery of 10 units		
<b>Total Spend for Period:</b>			\$ _____

GST is extra.

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**ANNEX E**

**FINANCIAL OFFER PRESENTATION SHEET**

**Offeror's Instructions**

The Offeror must fill out the pricing schedule below and include it in their Financial Offer. The aggregate total of all the extended prices provided in the schedule below will form the price that will be evaluated. GST is extra.

The Pricing provided in the Offer will be incorporated into the resulting Basis of Payment of the Standing Offer. The estimated usage quantities used herein are included for the purpose of evaluation only, and are not a guarantee of work.

Upon request and at an extra charge, the Offeror must offer delivery to Small Craft Harbour site locations within British Columbia.

Delivery of all lots of units will be extra to the pricing listed below. For delivery to French Creek Harbour, delivery will be priced in accordance with line items 4 and 8 or the schedules herein.

**E1. Year 1**

Item	Description	Price per Unit	Lot Price (A)	Estimated Usage for Period (B)	Extended Totals (A) x (B)
<b>Fabrication and supply of full size Fibreglass Pontoon:</b>					
1.	Lot of 25 units	\$ _____ per unit	\$ _____ for lot of 25	1	\$ _____
2.	Lot of 50 units	\$ _____ per unit	\$ _____ for lot of 50	1	\$ _____
3.	Lot of 100 units	\$ _____ per unit	\$ _____ for lot of 100	2	\$ _____
4.	Delivery to French Creek Harbour – Price for delivery of 25 units	\$ _____	for lot of 25 units	11	\$ _____

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<b>Fabrication and supply of half size Fibreglass Pontoon:</b>			
5.	Lot of 10 units	\$ _____ per unit	\$ _____ for lot of 10
6.	Lot of 20 units	\$ _____ per unit	\$ _____ for lot of 20
7.	Lot of 30 units	\$ _____ per unit	\$ _____ for lot of 30
8.	Delivery to French Creek Harbour – Price for delivery of 10 units	\$ _____	for lot of 10 units
			<b>Evaluated Total – Year 1</b>
			\$ _____

**E2. Option Year 1**

Item	Description	Price per Unit	Lot Price (A)	Estimated Usage for Period (B)	Extended Totals (A) x (B)
<b>Fabrication and supply of full size Fibreglass Pontoon:</b>					
1.	Lot of 25 units	\$ _____ per unit	\$ _____ for lot of 25	1	\$ _____
2.	Lot of 50 units	\$ _____ per unit	\$ _____ for lot of 50	1	\$ _____
3.	Lot of 100 units	\$ _____ per unit	\$ _____ for lot of 100	1	\$ _____
4.	Delivery to French Creek Harbour – Price for delivery of 25 units	\$ _____	for lot of 25 units	7	\$ _____

**Fabrication and supply of half size Fibreglass Pontoon:**

5.	Lot of 10 units	\$ _____ per unit	\$ _____ for lot of 10	1	\$ _____
6.	Lot of 20 units	\$ _____ per unit	\$ _____ for lot of 20	1	\$ _____

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7.	Lot of 30 units	\$ _____ per unit	\$ _____ for lot of 30	1	\$ _____
8.	Delivery to French Creek Harbour – Price for delivery of 10 units	\$ _____	for lot of 10 units	6	\$ _____
<b>Evaluated Total – Option Year 1</b>					\$ _____

**E3. Option Year 2**

Item	Description	Price per Unit	Lot Price (A)	Estimated Usage for Period (B)	Extended Totals (A) x (B)
<b>Fabrication and supply of full size Fibreglass Pontoon:</b>					
1.	Lot of 25 units	\$ _____ per unit	\$ _____ for lot of 25	1	\$ _____
2.	Lot of 50 units	\$ _____ per unit	\$ _____ for lot of 50	1	\$ _____
3.	Lot of 100 units	\$ _____ per unit	\$ _____ for lot of 100	1	\$ _____
4.	Delivery to French Creek Harbour – Price for delivery of 25 units	\$ _____	for lot of 25 units	7	\$ _____

**Fabrication and supply of half size Fibreglass Pontoon:**

5.	Lot of 10 units	\$ _____ per unit	\$ _____ for lot of 10	1	\$ _____
6.	Lot of 20 units	\$ _____ per unit	\$ _____ for lot of 20	1	\$ _____
7.	Lot of 30 units	\$ _____ per unit	\$ _____ for lot of 30	1	\$ _____
8.	Delivery to French Creek Harbour – Price for delivery of 10 units	\$ _____	for lot of 10 units	6	\$ _____
<b>Evaluated Total – Option Year 2</b>					\$ _____

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**E4. Evaluated Total**

Total – Year 1	\$
Total – Option Year 1	\$
Total – Option Year 2	\$
<b>EVALUATED TOTAL</b>	\$

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**ANNEX F**

***INTEGRITY PROVISIONS – LIST OF NAMES***

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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**ANNEX G**  
**OFFER PACKAGE CHECKLIST**

**G1.1 Mandatory Tender Deliverable Check List**

Notwithstanding deliverable requirements specified anywhere else within this offer solicitation and its associated Requirement (Annex A), mandatory deliverables that must be submitted with the Offeror's tender to be responsive are summarized below.

The Offeror must submit a completed Annex G1 –Deliverable / Certifications

The following are mandatory and the Offeror's submission will be evaluated against the requirement as defined herein. The Offeror must be determined to be compliant on each item to be considered responsive.

No	Reference to Solicitation	Description	Condition	Document provided	Reference to Offer (Section, Page no., etc.)
1	Front page	Request for Standing Offer document part 1 page 1 completed and signed;	Mandatory with the offer	<input type="checkbox"/>	
2	Article 3.1.1	Technical Offer	Mandatory with the offer	<input type="checkbox"/>	
3	Article 6.2 / Annex C	Either a letter substantiating that the required insurance coverage will be provided, as per article 6.2 <b>OR</b> proof of insurance coverage, as required by Annex C,	Mandatory with the offer	<input type="checkbox"/>	
4	Annex E	Financial Offer Presentation Sheet, completed;	Mandatory with the offer	<input type="checkbox"/>	

## G1.2 Supporting Deliverable Requirements

If the following information which supports the offer is not submitted with the offer; it may be requested by the Standing Offer Authority, and it must be provided within 48 hours of the written request:

No	Reference to Solicitation	Description	Condition	Document provided	Reference to Offer (Section, Page no., etc.)
1	Article 3.1.2.1	Payment by Credit Card, completed	48 hrs of written request	<input type="checkbox"/>	
2	Article 6.1	Financial Statements and information	48 hrs of written request	<input type="checkbox"/>	
3	Article 6.3	Workers' Compensation Certification	48 hrs of written request	<input type="checkbox"/>	
4	Article 7.5.4	Contractor's Representatives, table completed	48 hrs of written request	<input type="checkbox"/>	
5	Annex F. article 5.2.1	Integrity Provisions – List of Names, completed and signed	48 hrs of written request	<input type="checkbox"/>	

## G1.3 Deliverables after Standing Offer issuance

The following information, which supports the offer, may be requested by the Standing Offer Authority, and it must be provided within the conditions stated in the table below of the written request:

No.	Article	Description	Condition
1	7.6	Insurance certificate	10 days after Standing Offer issuance.