



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

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

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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

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

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> Locksmith Services	
<b>Solicitation No. - N° de l'invitation</b> W4M00-16C646/A	<b>Date</b> 2016-01-11
<b>Client Reference No. - N° de référence du client</b> W4M00-16C646	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-006-9728
<b>File No. - N° de dossier</b> WPG-5-38230 (006)	<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 2016-02-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Gauthier, Danielle	<b>Buyer Id - Id de l'acheteur</b> wpg006
<b>Telephone No. - N° de téléphone</b> (204)292-2872 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 17 WING WCEO CONTRACTS/SUPPLY BLDG 100 WESTWIN Manitoba R3J0T0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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: includes specific requirements that must be addressed by Offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirement Checklist, Insurance Requirement and Periodic Usage Reporting Form.

### **1.2 Summary**

To provide all labour, materials, tools, equipment, and supervision necessary to perform complete Locksmith Services at various locations on behalf of Department of National Defence (DND), Winnipeg, Manitoba on an "as and when" requested basis. The period of the Standing Offer is 2 years from date of issuance of the Standing Offer Agreement (approximately April 1 2016) with Canada retaining an irrevocable option to extend the Standing Offer Agreement for a period of 3 additional consecutive 12 month periods.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

#### 2.1.1 SACC Manual Clauses

M0019T	Firm Price and/or Rates	2007-05-25
M1004T	Condition of Material	2011-05-16

### 2.2 Submission of Offers

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

### 2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;

- 
- c. date of termination of employment;
  - d. amount of lump sum payment;
  - e. rate of pay on which lump sum payment is based;
  - f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4. Enquiries - Request for Standing Offers**

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

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

## **2.5. Applicable Laws**

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

#### **Section I: Technical Offer**

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

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Payment by Credit Card**

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_

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

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

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.



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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

- 1) Ability to perform the full scope of work described in Annex A
- 2) Provision of pricing as requested in Annex B, Basis of Payment
- 3) The Bidder must provide a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account.
- 4) The Bidder must be a bonded locksmith with proof of bonding and registration with civic authorities.
- 5) The Bidder must be registered and licensed with the City of Winnipeg and the Province of Manitoba.

#### **4.1.2 Financial Evaluation**

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

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

*SACC Manual* Clause M0069T (2007-05-25), Basis of Selection

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

## 5.1 Certifications Required with the Offer

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

### 5.1.1 Declaration of Convicted Offences

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

### 5.1.2 Additional Certifications Required with the Offer

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 – SECURITY

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

- 7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;

(b) Industrial Security Manual (Latest Edition).

### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

[2005](#) (2015-09-03) 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 E. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is two years from date of issuance.

#### 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 a period of two (2) additional consecutive twelve (12) month periods 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 15 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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Buyer ID - Id de l'acheteur  
wpg006  
CCC No./N° CCC - FMS No./N° VME

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## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Danielle Gauthier  
Title: A/ Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 100-167 Lombard Ave  
Winnipeg MB R3B 0T6

Telephone: 204-292-2872  
Facsimile: 204-983-7796  
E-mail address: danielle.gauthier@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is: TBD

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: 17 Wing Construction Engineering Officer or his delegated representative.

## 7.8 Call-up Instrument

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

## 7.9 Limitation of Call-ups

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

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ **TBD** (*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 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 Priority of Documents

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

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

## 7.12 Certifications

### 7.12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional 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 additional 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.

### 7.12.3 SACC Manual Clauses

M3000C	Price Lists	2006-08-15
M3800C	Estimates	2006-08-15

## 7.13 Applicable Laws

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

## B. RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

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

Section 12 Interest on Overdue Accounts, of [2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

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

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

#### 7.5.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$\_\_\_\_\_ ( *insert amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

#### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **TBD at time of call up**. Customs duties are *included* and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
  
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 7.5.2 Method of Payment

H1000C          Single Payment          2008-05-12

#### 7.5.3 SACC Manual Clauses

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

#### 7.5.4 Payment by Credit Card

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

#### 7.6 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.

Each invoice must be supported by:

- a. All invoices submitted for payment shall be accompanied by a copy of the MSS/DSS 942 (Call up Requisition).
- b. Invoices are to include a breakdown as follows:
  - i. Rates of pay and hours of work for each tradesperson.
  - ii. An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - iii. Extended total.
  - iv. Goods and Services Tax (GST) to be shown as a separate item.
  - v. Where subcontracting is involved a copy of subcontractor's paid invoice shall accompany the invoice against the requisition.
  - vi. Where discount or markup is applicable, please indicate separately.
- c. Invoices submitted for payment against this contract that are not properly identified will be returned to the contractor for proper annotation before certification for payment is made. No late fees shall apply.



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2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

17 WCE Contracts Bldg 100  
PO Box 17000 Stn Forces  
Winnipeg MB R3J 3Y5  
Attn: MS B. Lillico

## **7.7 Insurance Requirements**

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

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

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

## **7.8 SACC Manual Clauses**

A9062C	Canadian Forces Site Regulation	2011-05-16
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## ANNEX A

### STATEMENT OF WORK

DEPARTMENT OF NATIONAL DEFENCE

SPECIFICATION

STANDING OFFER AGREEMENT

FOR LOCKSMITH SERVICES AT  
17 WING Winnipeg

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#### 1 SITE OF WORK

17 Wing Winnipeg;

1. North Site - Base buildings,
2. Satellites:

1. McGregor Armory - 551 Machray Ave, Winnipeg, MB
2. Minto Armory - 969 St Matthews Ave, Winnipeg, MB
3. HMCS Chippawa - 51 Navy Way, Winnipeg, MB
4. Portage Armory - Portage la Prairie, MB
5. St. Charles Range 4044 Saskatchewan Ave
6. Springer Lake Training Area- Nopiming Provincial Park

#### 2 WORK INCLUDED

The Offeror shall provide, on an "as and when" requested basis, all labour, material, tools, equipment, transportation and supervision necessary to carry out the following on site operations of:

1. Cutting duplicate keys from a pattern.
2. Recoding locks and cutting keys for new code. Supplying new code to Architectural Coordinator.
3. Repairing or replacing damaged and non-serviceable locks and lock sets.
4. Opening locks for which keys are misplaced and cutting new keys for the locks.
5. Installing, repairing or replacing hydraulic door closers, fire exit hardware, Handi-Cap openers, swipe card systems and components, and Electronic locking systems and components.
6. Developing and installing a Master Key/Swipe Card Systems. Supplying records of new system to Architectural Coordinator.

7. Carrying a stock of various key blanks.
8. Locksmith must be bonded to gain access to restricted areas.
9. Locksmith must be trained to open locks without keys.
10. Supply and installation of new locks to metal/wood doors and frames.

3 SECURITY REQUIREMENT

1. The Offeror upon request will supply the names of all personnel that will require access to 17 Wing and its associated units to the Engineer upon award of contract and on a regular basis as employees change or as requested by the Engineer.
2. This requirement is in place to ensure quick access to 17 Wing and associated Units. If an Offeror's employee name is not provided in advance, the Offeror's employee may experience delays in getting access. Any time lost while the Offeror's employees are waiting for access due to names not being forwarded to the Engineer, will be the responsibility of the Offeror.

4 LICENCE AND REGISTRATION

1. Locksmith Offeror shall be a bonded locksmith with proof of bonding and registration with civil authorities.
2. Locksmith Offeror shall be registered and licensed with the City of Winnipeg and the Province of Manitoba.
3. Locksmith to be fully bonded to work on components of electronic locking systems.

5 REPLACEMENT MATERIALS

1. Materials, keys and lock parts shall be those specified by the manufacturer.
2. If in an emergency, the Offeror installs parts other than those specified by manufacture, the Offeror shall replace them with specified parts before claiming payment.

6 CALLOUTS AND REPAIRS

Callouts are to be made on an "as and when required basis".

1. The Offeror shall accept callouts only from the Wing Construction

Engineering Officer or his delegated representative. Callouts will be confirmed in writing by a form DSS 942 (Requisition on SOA) issued by Engineer.

2. Non-Emergency callouts shall be acknowledged within four (4) hours of receipt of the call via phone, e-mail or fax.
3. Offeror shall report back to inspector (not later than the next working day), any work that has been performed as a result of being called out.
4. Offeror will provide a phone number where the offeror can be contacted on a 24 hour 7 days a week basis. Answering service is not acceptable. Where calls are deemed "URGENT or EMERGENCY" the offeror shall visit the site within 2 hrs. of receipt. "URGENT or EMERGENCY" call service standard will not be applicable to the Nopiming Provincial Park, Springer Lake location.
5. The Offeror shall submit with the Offeror's invoice a written report on the conditions and recommended repairs and/or replacement for each piece of equipment for which the offeror receives a service call.

7 WORK ESTIMATES

1. The Engineer's contracts Inspectors will normally request an approximate cost for call-ups, in which case a verbal estimate is acceptable.
2. If a "Quote" is requested, a written quote shall be faxed/ e-mail to the Engineer's Contracts Inspector requesting it.

8 REMOVAL OF MATERIAL AND EQUIPMENT

The Offeror shall not remove any salvageable material and equipment from the job site without written permission of the Engineer.

9 SAFETY REQUIREMENTS

1. **General.** The Offeror will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.
2. **Construction Safety Measures.** Observe and enforce construction safety measures required by the most recent edition of the National Building Code of Canada Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.
  1. In event of conflict between any provisions of above authorities, the authority having jurisdiction shall prevail.

**3. Work procedures and Equipment.**

1. All work procedures and equipment will be in accordance with legislated standards.
2. A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot Work permits are issued and controlled by the Wing Fire Chief.

11 SAFETY REQUIREMENTS (Con't)

4. **Barricades.** Barricade dangerous work sites, trenches and excavations.
5. **Unguarded Work Sites.** When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.
6. **Lockout Procedure.** When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) trades people although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.
7. **Safety Personnel and Responsibility:**
  1. The Offeror shall ensure that their resources are able to comply with the DND and provincial safety and health standards.
  2. DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
  3. The offeror will report to the contract supervisor and jurisdictional authorities any accident or incident involving offeror, DND or public personnel and/or property arising from the offeror's execution of work.
8. **Delay Due to Health and Safety Regulation Infractions:**
  1. The Offeror will include all provisions of the contract in any agreement with sub-contractor and hold all sub-contractor equally responsible for safe work performance.
  2. If the offeror is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Offeror will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as deemed necessary in the

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opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.

9. **Fire Safety Requirements.** Comply with requirements of fire Orders and Precautions for Civilian Offerors as issued by the Wing Fire Chief.
10. **Overloading.** No part of the work shall be loaded to the point, which will endanger its safety.
11. **False work.** False work shall conform to CSA S269.1-1975, National, Provincial and /or Local codes and by-laws, governing this type of work.
12. **Solvent and Adhesives.** Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc., in storm or sanitary sewers.

#### 10 **HAZARDOUS MATERIALS**

1. Material Safety Data Sheets must be provided to the Wing Construction Engineering Officer for any controlled product being brought onto 17 Wing.
2. Offeror personnel will have been trained in Workplace hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.

#### 11 RESPONSIBILITIES

All offerors shall provide work sheets showing time of start and time of finish of all invoices when requested by Engineer.

#### 12 CLEAN UP

The Offeror shall keep the premises clean at all times and, on completion of the work day, on each building, shall remove all surplus materials, tools, equipment, and debris, and leave the site in a clean and tidy condition to the complete satisfaction of the Engineer.

#### 13 INSPECTION

The Offeror shall notify the Engineer at the completion of each building so that the Engineer may inspect the completed work.

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## **ANNEX B**

### **BASIS OF PAYMENT**

It is **MANDATORY** that offerors submit firm prices/rates for the period of the proposed Standing Offer Agreement for **all** items listed hereafter. **This section, when completed, will be considered as the offeror's Financial Proposal.**

Offerors shall provide offers as per unit of issue requested. It is the responsibility of the offeror to provide conversion to the unit of issue requested. Failure to do so will render the offer non-responsive without further consideration.

Should there be an error in the extended pricing of the offeror's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the offeror's proposal shall be changed to reflect the quantities stated in the RISO.

The estimated quantities provided below are based on previous history and forecasted usage of this proposed Standing Offer. The quantity of goods and the level of services specified herein are only an approximation of the requirements given in good faith and does represent an agreement by the Crown.

Rates quoted must remain firm for the period of the Standing Offer. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice.

**Payment will be paid in accordance with the following pricing:**

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Standing Offer Agreement															
Initial contract period of 24 months from date of issuance and 3 x 12 month option periods															
Item No.	Description	Est'd Annual Qty.	Unit	Period 1			Option 1			Option 2			Option 3		
				24 months Unit Price	24 months Extended Price	12 months Unit Price	12 months Extended Price	12 months Unit Price	12 months Extended Price	12 months Unit Price	12 months Extended Price				
<b>I LOCKSMITH SERVICES</b>															
1	Key Cutting with sample provided	25	cut	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2	Key Cutting without sample provided	25	cut	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
3	Retumble lock cylinders (combination changes) and supply keys	30	cut	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
4	Cutting specialized keys: Medeco 00 (standard & biaxial), Alboy (standard & pro), Miwa (EC & EX), Foreign keys	10	cut	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
5	Master Locks to/with Master Keys	20	cut	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
6	Repairing/Replacing damaged and non-serviceable locks and lock sets	50	lock / set	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
7	Opening locks for which keys are misplaced	10	lock	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>II SERVICE CALL (Price per Call-Out) – All inclusive rates, including first hour of on-site productive labour shall be charged at:</b>															
<b>(Note: no additional charges will be allowed for travel to the site)</b>															
<b>A1 JOURNEYMAN LOCKSMITH CALL OUT – WINNIPEG, MB</b>															
8	During regular hours (Monday – Friday, 07:30 – 16:00)	20	call	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
9	Outside regular hours (Monday – Friday)	10	call	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
10	Outside regular hours (Weekends & Statutory Holidays)	5	call	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	



Item No.	Description	Est'd Annual Qty.	Unit	Period 1 24 months Unit Price	Period 1 24 months Extended Price	Option 1 12 months Unit Price	Option 1 12 months Extended Price	Option 2 12 months Unit Price	Option 2 12 months Extended Price	Option 3 12 months Unit Price	Option 3 12 months Extended Price	
<b>A2</b>	<b>JOURNEYMAN LOCKSMITH CALL OUT – PORTAGE LA PRAIRIE, MB</b>											
11	During regular hours (Monday – Friday, 07:30 – 16:00)	5	call	\$	\$	\$	\$	\$	\$	\$	\$	
12	Outside regular hours (Monday – Friday)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
13	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
<b>A3</b>	<b>JOURNEYMAN LOCKSMITH CALL OUT – SPRINGER LAKE FACILITIES, NOPIMING PROVINCIAL PARK, MB</b>											
14	During regular hours (Monday – Friday, 07:30 – 16:00)	5	call	\$	\$	\$	\$	\$	\$	\$	\$	
15	Outside regular hours (Monday – Friday)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
16	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
<b>B1</b>	<b>HELPER CALL OUT - WINNIPEG, MB</b>											
17	During regular hours (Monday – Friday, 07:30 – 16:00)	5	call	\$	\$	\$	\$	\$	\$	\$	\$	
18	Outside regular hours (Monday – Friday)	5	call	\$	\$	\$	\$	\$	\$	\$	\$	
19	Outside regular hours (Weekends & Statutory Holidays)	5	call	\$	\$	\$	\$	\$	\$	\$	\$	
<b>B2</b>	<b>HELPER CALL OUT – PORTAGE LA PRAIRIE, MB</b>											
20	During regular hours (Monday – Friday, 07:30 – 16:00)	3	call	\$	\$	\$	\$	\$	\$	\$	\$	
21	Outside regular hours (Monday – Friday)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
22	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	

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Item No.	Description	Est'd Annual Qty.	Unit	Period 1 24 months Unit Price	Period 1 24 months Extended Price	Option 1 12 months Unit Price	Option 1 12 months Extended Price	Option 2 12 months Unit Price	Option 2 12 months Extended Price	Option 3 12 months Unit Price	Option 3 12 months Extended Price	
<b>B3</b>	<b>HELPER CALL OUT – SPRINGER LAKE FACILITIES, NOPIMING PROVINCIAL PARK, MB</b>											
23	During regular hours (Monday – Friday, 07:30 – 16:00)	3	call	\$	\$	\$	\$	\$	\$	\$	\$	
24	Outside regular hours (Monday – Friday)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
25	Outside regular hours (Weekends & Statutory Holidays)	2	call	\$	\$	\$	\$	\$	\$	\$	\$	
<b>III</b>	<b>LABOUR ONLY – In addition to Service Call above (Price per Hour)</b>											
<b>A</b>	<b>JOURNEYMAN LOCKSMITH ON-SITE LABOUR</b>											
26	During regular hours (Monday – Friday, 07:30 – 16:00)	20	hour	\$	\$	\$	\$	\$	\$	\$	\$	
27	Outside regular hours (Monday – Friday)	10	hour	\$	\$	\$	\$	\$	\$	\$	\$	
28	Outside regular hours (Weekends & Statutory Holidays)	5	hour	\$	\$	\$	\$	\$	\$	\$	\$	
<b>B</b>	<b>HELPER ON-SITE LABOUR</b>											
29	During regular hours (Monday – Friday, 07:30 – 16:00)	5	hour	\$	\$	\$	\$	\$	\$	\$	\$	
30	Outside regular hours (Monday – Friday)	5	hour	\$	\$	\$	\$	\$	\$	\$	\$	
31	Outside regular hours (Weekends & Statutory Holidays)	5	hour	\$	\$	\$	\$	\$	\$	\$	\$	

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Item No.	Description	Est'd Annual Qty.	Unit	Period 1 24 months Unit Price	Period 1 24 months Extended Price	Option 1 12 months Unit Price	Option 1 12 months Extended Price	Option 2 12 months Unit Price	Option 2 12 months Extended Price	Option 3 12 months Unit Price	Option 3 12 months Extended Price
<b>IV</b>	<b>MATERIAL AND REPLACEMENT PARTS</b>										
32	Material and Replacement Parts (except free issue) shall be charged at the Offeror's laid-down cost, plus a mark-up of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Offeror's paid invoices being submitted with invoice to DND.	4000	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>SUBTOTALS:</b>				Extended Price (i):	\$	Extended Price (ii):	\$	Extended Price (iii):	\$	Extended Price (iv):	\$

**Extended Total (i) + (ii) + (iii) + (iv) = \$** \_\_\_\_\_

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## **ANNEX C**

### **SECURITY REQUIREMENTS CHECK LIST**

(Attached)

## ANNEX D

### INSURANCE REQUIREMENTS

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

Solicitation No. - N° de l'invitation  
W4M00-16C646/A  
Client Ref. No. - N° de réf. du client  
W4M00-16C646

Amd. No. - N° de la modif.  
File No. - N° du dossier  
wpg-5-38230

Buyer ID - Id de l'acheteur  
wpg006  
CCC No./N° CCC - FMS No./N° VME

**ANNEX E**

**STANDING OFFER USAGE REPORT**

Return to:  
ATTN.: Danielle Gauthier  
Public Works and Government Services Canada, Acquisitions Branch  
Facsimile: (204) 983-7796  
Telephone: (204) 292-2873  
Email: [danielle.gauthier@pwgsc-tpsgc.gc.ca](mailto:danielle.gauthier@pwgsc-tpsgc.gc.ca)

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

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

**NIL REPORT:** We have not done any business with the federal government for this period [   ]

PREPARED BY:

NAME:  
TELEPHONE NO.:  
SIGNATURE:

DATE:



Government of Canada

Gouvernement du Canada

OCT 23 2015

Contract Number / Numéro du contrat

WHMCC No - C 646

Security Classification / Classification de sécurité

N/A

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

Form with sections: PART A - CONTRACT INFORMATION, 1. Originating Government Department, 2. Branch or Directorate, 3. Subcontract Number, 3. b) Name and Address of Subcontractor, 4. Brief Description of Work, 5. a) Will the supplier require access to Controlled Goods?, 5. b) Will the supplier require access to unclassified military technical data..., 6. Indicate the type of access required..., 7. a) Indicate the type of information that the supplier will be required to access..., 7. b) Release restrictions..., 7. c) Level of information...

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



**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 / Non  Yes / 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 / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui





Contract Number / Numéro du contrat <b>W4M0016-SC46</b>
Security Classification / Classification de sécurité <b>N/A</b>

**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 CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).