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

**Room 1650, 635 8th Ave. S.W.**

## Calgary

## Alberta

**T2P 3M3**

**Bid Fax: (403) 292-5786**

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

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

This document contains a security requirement.

**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/Travaux  
publics et Services gouvernementaux Canada  
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

<b>Title - Sujet</b> Appliance Repair	
<b>Solicitation No. - N° de l'invitation</b> W0142-16X022/A	<b>Date</b> 2016-03-10
<b>Client Reference No. - N° de référence du client</b> W0142-16X022	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$CAL-138-6441
<b>File No. - N° de dossier</b> CAL-5-38053 (138)	<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 2016-03-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Suchodolski, Laurie	<b>Buyer Id - Id de l'acheteur</b> cal138
<b>Telephone No. - N° de téléphone</b> (403)389-6365 ( )	<b>FAX No. - N° de FAX</b> (403)292-5786
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE RALSTON AB P.O.BOX 6000 MEDICINE HAT Alberta T1A8K8 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>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<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 (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>

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- |        |                                                                                                                                                                                                                                                                                                                               |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Part 1 | General Information: provides a general description of the requirement;                                                                                                                                                                                                                                                       |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;                                                                                                                                                                                                                         |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;                                                                                                                                                                               |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;                                                                                                                                       |
| Part 5 | Certifications: includes the certifications to be provided;                                                                                                                                                                                                                                                                   |
| Part 6 | Security and Insurance Requirements: includes specific requirements that must be addressed by offerors; and                                                                                                                                                                                                                   |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, Security Requirements Checklist, and the Standing Offer Usage Report

### **1.2 Summary**

Major and Minor Appliance repair and maintenance:

For the purposes of this procurement, Canada is acting as AGENT for the British Army Training Unit Suffield in accordance with the "Agreement between the government of Canada and the government of The United Kingdom of Great Britain and Northern Ireland on British Armed Forces' Training in Canada" and the "Memorandum of Understanding between The Department of National Defence of Canada and The Ministry of Defence of the United Kingdom of Great Britain and Northern Ireland concerning British Forces Training at Canadian Forces Base Suffield (the MOU)".

A Regional Individual Standing Offer is required for the supply of all labour, material, equipment, supervision, transportation and expertise necessary to provide both minor and major appliance repair services "as and when" requested basis for the Department of National Defence, on behalf of the British

Army Training Unit Suffield (BATUS), Canadian Forces Base Suffield, AB, in accordance with Annex A - Statement of Work detailed herein. The Standing Offer will be from June 10, 2016 until June 9, 2017 with two (2) additional one (1) year option periods from June 10, 2017 to June 9, 2018 and June 10, 2018 to June 09, 2019.

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

### **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: 180 days

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Price and/or Rates

### 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:

- name of former public servant;
- 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- 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 seven (7) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Solicitation No. - N° de l'invitation  
W0142-16X022/A  
Client Ref. No. - N° de réf. du client  
W0142-16X022

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38053

Buyer ID - Id de l'acheteur  
CAL138  
CCC No./N° CCC - FMS No./N° VME

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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 Alberta.

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



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

### **3.1 Offer Preparation Instructions**

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

Section I: Technical Offer (one hard copy)

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.

#### **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 option 1 or 2 below:

- 1. ( ) Electronic Payment Instruments will be accepted for payment of call-ups against the standing offer.

The following Electronic Payment Instrument(s) are accepted:

Solicitation No. - N° de l'invitation  
W0142-16X022/A  
Client Ref. No. - N° de réf. du client  
W0142-16X022

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38053

Buyer ID - Id de l'acheteur  
CAL138  
CCC No./N° CCC - FMS No./N° VME

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- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

2. ☐ Electronic Payment Instruments will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments 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**

Offeror must meet the mandatory technical criteria described in Annex A– Statement of Work

#### **4.1.2 Financial Evaluation**

The estimated quantities as shown in Annex “B” are estimated usages, are for evaluation purpose only and will not form part of the final Standing Offer. Actual usage may vary from the amounts shown.

The Firm Unit Price for each item in Annex B – Basis of Payment, for each year, will be multiplied by their respective estimated usage to arrive at a total price per item. The total price for per item for all three years will then be added together to arrive at the total Evaluated Price as follows:

(Item 1.1 year 1 x 40) + (item 1.2 year 1 x 4) + (item 1.3 year 1 x 60) + (item 1.4 year 1 x 4) + (item 1.5 year 1 x 5) + (item 1.6 year 1 x 1) + (item 2.1 year 1 x 416) + (item 2.2 year 1 x 24) = A

(Item 1.1 year 2 x 40) + (item 1.2 year 2 x 4) + (item 1.3 year 2 x 60) + (item 1.4 year 2 x 4) + (item 1.5 year 2 x 5) + (item 1.6 year 2 x 1) + (item 2.1 year 2 x 416) + (item 2.2 year 2 x 24) = B

(Item 1.1 year 3 x 40) + (item 1.2 year 3 x 4) + (item 1.3 year 3 x 60) + (item 1.4 year 3 x 4) + (item 1.5 year 3 x 5) + (item 1.6 year 3 x 1) + (item 2.1 year 3 x 416) + (item 2.2 year 3 x 24) = C

**A + B + C = Evaluated price**

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria Only**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **PART 5 - CERTIFICATIONS**

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

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

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

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

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

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

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

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

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

#### **5.2.1 Integrity Provisions – List of Names**

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

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

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

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

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list

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

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

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

#### **5.2.3.1 Canadian Content Certification (M3056T)**

This procurement is limited to Canadian services.

The Offeror certifies that:

(    ) the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the [Supply Manual](#).

**5.2.3.1.1**        *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

## PART 6 – SECURITY AND INSURANCE REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Insurance Requirements

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

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

7.2.1.1 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).

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

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

7.2.1.4 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 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 and providing services against the Standing Offer is from June 10, 2016 to June 9, 2017 inclusive.

##### **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 two (2) additional one (1) year periods, from June 10, 2017 to June 9, 2018 and June 10, 2018 to June 9, 2019 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 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Laurie Suchodolski  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch - Western Directorate  
Government of Canada Building  
1650 – 635 8<sup>th</sup> Avenue SW  
Calgary, AB  
T2P 3M3

Telephone: 403-389-6365

Facsimile: 403-292-5786

E-mail address: laurie.suchodolski@pwgsc.gc.ca

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



### 7.5.2 Project Authority

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

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

### 7.5.3 Offeror's Representative (To be completed by Bidder)

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

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

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Suffield on behalf of BATUS

### 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 \$30,000.00 (Applicable Taxes included).

### 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 2010C (2015-09-03), General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) Annex E, Standing Offer Usage Report
- j) the Offeror's offer dated \_\_\_\_\_ TBD

## **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 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.

### **7.11.2 SACC Manual Clauses**

M3060C (2008-05-12), Canadian Content Certification

M3800C (2006-08-15), Estimates

## **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 Alberta.

## **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 13 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 – Firm Unit Prices**

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 \$ TBD at call up. 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.

#### **7.5.2 Single Payment**

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

#### **7.5.3 SACC Manual Clauses**

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

C0710C (2007-11-30), Time and Contract Price Verification  
C0711C (2008-05-12), Time Verification

#### **7.5.4 Payment by Credit Card**

To be Determined

#### **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.
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.

#### **7.7 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 (2011-05-16), Canadian Forces Site Regulations  
A9039C (2008-05-12), Salvage  
D3015C (2014-09-25) Dangerous Goods/ Hazardous Products  
D5328C (2014-06-26) Delivery, Inspection and Acceptance

**ANNEX A**  
**STATEMENT OF WORK**  
**For**

*Provision of Appliance Repair for Married Quarters and Single Accommodations*

**1.0 SCOPE**

**1.1 Identification**

This Statement of Work (SOW) identifies the requirement for appliance repair for Married Quarters (MQ) and Single Living Accommodations (SLA) for the British Army Training Unit Suffield (BATUS) at Canadian Forces Base Suffield, Alberta.

*For the purposes of this procurement, Canada is acting as AGENT for the British Army- Training Unit Suffield in accordance with the "Agreement between the Government of Canada and the Government of The United Kingdom of Great Britain and Northern Ireland on British- Armed Forces' Training in Canada" and the "Memorandum of Understanding between the- Department of National Defence of Canada and the Ministry of Defence of the United- Kingdom of Great Britain and Northern Ireland Concerning British Armed Forces Training at Canadian Forces Base Suffield (the "MOU")."*

**1.2 Background**

This service supports BATUS training in Suffield which is critical for the deployment of Troops. The Canadian G4 Supply Department (Procurement Authority) is responsible for the coordination of requests for services between BATUS and the Offeror. The Quartermasters- Department (QM's) at the British Army Training Unit Suffield (BATUS) is responsible for the maintenance and support of Married Quarters (190 Houses located in Ralston, Medicine Hat, Calgary and Cochrane AB), and the Single Living Accommodation (located on Base which accommodates approximately 2000 troops), through the Canadian Supply system. The hours of operation for CFB Suffield are Monday through Thursday from 8:00 am to 16:30 pm, with Saturday, Sunday, and all Statutory holidays closed for business.

**1.3 Aim or Objective**

The aim of this project is to set up a Standing Offer Agreement for the provision of a repair service to major appliances for BATUS Married Quarters (MQ), Single Living Accommodation- (SLA), and the Accommodation Stores Warehouse at CFB Suffield.

**1.4 Security**

All Offerors including sub Offerors must possess a minimum reliability clearance for "unescorted access" at CFB Suffield.

**1.5 Scope of Work**

- a. Inspections, services and repairs for all commercial and household appliances -(as specified herein) within the Single Living Accommodation (SLA), Service Families- Accommodations (SFA), and the Accommodation Stores Warehouse and on an emergency (24 Hour call up) basis as required by the Technical Authority (QM Dept) for BATUS at CFB Suffield.
- b. Inspections, services and repairs on and when requested by the Technical- Authority (QM Dept for BATUS at CFB Suffield) and on an emergency (24 Hour call- up) basis, for all household

appliances within Service Family Accommodations (SFA) and for all commercial appliances within Camp Crowfoot Kitchen and Building 407 as specified herein.

- c. Occasional request to repair/service household appliances received into the Accommodation Stores Warehouse within the Quartermaster's Department.
- d. The Offeror must provide tools and servicing equipment
- e. If the appliance must be repaired off site, the Offeror is responsible to pickup, repair, return and install the appliance to it's original location.
- f. When houses/barracks are occupied, occupants are to be given a minimum of 24 hours notice of scheduled work to minimize inconvenience, other than where an appointment has been made.
- g. When servicing the exterior of a Refrigerator, the Offeror must clean the condenser, vacuum the coils and clean the defrost water pan.
- h. When servicing the Clothes Washers, the Contractor must disassemble to clean areas with mild soap and cloth and reassemble.
- i. When servicing the Clothes Dryer, the Contractor must disassemble to clean areas, check electrical components (heating elements, timer, motor, etc), and dryer venting.

g. **APPLIANCE LIST:**

**1. FOR SINGLE LIVING ACCOMMODATION:**

SER NO	Item	Location	Quantities
1.	Refrigerators	Forced Mobile Area (FMA)	6
		EXCON – Buildings 467 (Rooms 14, 20, &125	3
		EXCON – Buildings 444	1
		EXCON – Buildings 450	1
		EXCON – Buildings 589	1
		EXCON – Buildings 589 (Room 48)	1
		Officer's Accommodation Building 434	3
		Gibson Block Building 435	9
		Quartermaster Dept Building 407	2
		Medical Centre Building 80	1
2.	Milk Machine (Plug-In)	Camp Crowfoot Kitchen Building 241	1

3.	Cooler Bread (Plug-In)	Camp Crowfoot Kitchen Building 241	1
	Cooler Salad (Plug-In)	Camp Crowfoot Kitchen Building 241	1
4.	Clothes Washer Electrical	Rutherford Block Building 90	30
		Gibson Block Building 435	18
		Officer's Accommodation Building 434	6
5.	Clothes Dryer Electrical	Rutherford Block Building 90	30
6.	Clothes Dryer Gas	Gibson Block Building 435	18
		Officer's Accommodation Building 434	6
7.	Air Conditioners Floor Model	Building 434	12
8.	Swamp Coolers(Cooling-Unit)	Building 407	3
		Building 241 Camp Crowfoot Kitchen	3
9.	Floor Scrubbers	Building 241 Camp Crowfoot Kitchen	2
		EXCON Kitchen	1

## 2. FOR SERVICE FAMILIES MARRIED QUARTERS:

SER NO	Item	Location	Quantities
1.	Refrigerators	Ralston Village and leaseholds in Medicine Hat	160
2.	Washer Front Loaders Electrical	Ralston Village and leaseholds in Medicine Hat	160
3.	Dryers Electrical	Ralston Village and leaseholds in Medicine Hat.	160
4.	Freezers Chest Model	Ralston Village and leaseholds in Medicine Hat	160

5.	<b>Stoves: Gas- Qty:140 Electric – Qty: 20</b>	<b>Ralston Village and leaseholds in Medicine Hat.</b>	<b>160</b>
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## 1.6 Constraints

- a. Offeror shall have the appropriate and requisite workers compensation, trade license- (Appliance Service Technician Journeyman Certification) and insurance.
- b. The work can be done by an apprentice but must be checked by a Certified Technician upon completion of service to ensure unit (s) is/are serviceable and ready for use.
- c. Observe safety measures of Workers Compensation Board and municipal authority provided that in any case of conflict or discrepancy the most stringent requirements shall apply.
- d. Comply with requirement and regulations of the applicable Fire Safety Authority.
- e. Comply with Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labelling and provision of material safety data sheets acceptable to Human Resources Development- Canada's Labour Program and Health Canada.
- f. The Offeror shall ensure that all hazardous materials handled, transported and disposed of in accordance with applicable federal and provincial legislation:
  - i. Thermostats: The Offeror shall ensure that thermostats containing mercury are disposed of in accordance with applicable federal provincial regulations.
  - ii. Halocarbons: Halocarbons may be present as a refrigerant in cooling equipment and appliances. The Offeror shall ensure halocarbons are handled, transported and disposed of in accordance with best practices and applicable federal and provincial legislation.
  - iii. Mold: Mold may be encountered in some areas of the appliance. The Offeror shall carry out all mold-related activities in accordance with the Canadian Centre for Occupational Health and Safety and the Canadian Mortgage and Housing Corporation.
- g. The Offeror must provide on-site covered containers for collecting and holding of waste materials and debris. When work is completed, all garbage and Offeror's on-site containers shall be removed from the site, unless otherwise instructed by the Technical- Authority.
- h. The Offeror must dispose of waste at a site designated by the authority having jurisdiction.
- i. Upon job completion, the Offeror must clean all areas, dust and remove grease, dirt, fingerprints, debris, etc. from work area.
- j. The Offeror shall take all necessary safety precautions and protective measures upon pickup or delivery of appliances for repair to the appliances, property, buildings, paths, shrubs, lawns and gardens. All appliances shall be installed, plumb, level and with proper clearances to ensure proper function as per manufacture's recommendation.
- k. Workmanship shall be to the satisfaction of the Technical Authority, to the relevant codes, to good trade practices and to manufacturer's specification as applicable.
- l. The Offeror shall be responsible for any damage or annoyance and for any claims that may arise thereafter.
- m. Extensive repairs shall be confirmed with the Technical Authority before commencing work. This is to allow for the decision to replace the appliance rather than carry out repairs.



### **1.7 Response Time**

- a. Unless a work schedule has been established by the Project Authority, work shall start no later than one (1) working day after the request is made.
- b. If the Project Authority deems the situation an emergency, work shall start no later than three (3) hours after the request is made, regardless of day or time.
- c. Inform the Project Authority of timeframes set by the Offeror.

### **1.8 Acceptance Standard**

Upon inspection after the service/repair has been received by the Technical Authority.

### **1.9 Service Locations**

As requested on each individual call-up against the Standing offer, services required can be in any of these locations: Canadian Forces Base Suffield AB, Ralston Village AB, and Medicine- Hat AB.

## **2.0 LANGUAGE**

All work including tasks and deliverables will be completed in the English language, spoken and written.

## **3.0 ACRONYMS**

BATUS	British Army Training Unit Suffield
QM	Quartermaster Department
SLA	Single Living Accommodation
SFA	Service Family Accommodation
MQ	Married Quarters
SOW	Statement of Work

## ANNEX "B" BASIS OF PAYMENT

- \* Applicable taxes are to be excluded from the prices quoted herein \*
- \* Applicable taxes will be added as a separate item on the invoice, if applicable \*

**Special Conditions:**

1. Should the call-up take longer than one day, the Offeror will be paid the call up rate for the first hour that he/she reports to the job each day.
2. If more than one call up in the same location occurs per day, the call up rate will only apply to the first call up for that day, providing the Offeror is on site at any time of the call up.

All-inclusive FOB Destination price for the provision of all but not limited to labor, material, equipment, and transportation, supervision and expertise to perform the work in accordance with Annex "A" – Statement of Work:

Item	Description	Firm Unit Price	
1	<b>Travel:</b> Lump sum price per round trip to job site for travel time (non productive labour) and including all kilometre/mileage as follows:	<b>Year 1</b>	
		<b>Estimated Usage</b>	<b>Journeyman Helper /Apprentice</b>
	1.1 During Regular Business Hour to CFB Suffield, AB	40	\$_____/Trip
	1.2 On Emergency Basis to the Base.	4	\$_____/Trip
	<b>* The Base (CFB Suffield, AB) will be closed on all Statutory Holidays.</b>		
	1.3 During Regular Business Hour to various Married Quarters within the Village of Ralston, AB.	60	\$_____/Trip
	1.4 On Emergency Basis to the Married Quarters within the Village of Ralston, AB.	4	\$_____/Trip
	<b>* No requirement on Statutory Holidays.</b>		
	1.5 During Regular Business Hour to various Leaseholds within the City of Medicine Hat, AB.	5	\$_____/Trip
	1.6 On Emergency Basis to the Leaseholds within the City of Medicine Hat AB	1	\$_____/Trip
	<b>* No requirement on Statutory Holidays.</b>		

2	Labour - Technician / Helper: Direct or Productive used exclusively in work at CFB Suffield, Ralston Village, and Medicine Hat, AB as follows:		
	2.1 During Regular Hours	two times per week - half days max four hrs per day	\$ _____/Hour
	2.2 On Emergency Basis	one time per month minimum two hrs	\$ _____/Hour
	<b>* The Base (CFB Suffield, AB) will be closed on all Statutory Holidays.</b>		
3	<b>Material and Replacement Parts</b>		
	Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark up of _____% (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding GST.		

Item	Description	Firm Unit Price	
1	<b>Travel:</b> Lump sum price per round trip to job site for travel time (non productive labour) and including all kilometre/mileage as follows:	<b>Year 2 (Option)</b>	
		<b>Estimated Usage</b>	<b>Journeyman Helper /Apprentice</b>
	1.1 During Regular Business Hour to CFB Suffield, AB	40	\$ _____/Trip
	1.2 On Emergency Basis to the Base.	4	\$ _____/Trip
	<b>* The Base (CFB Suffield, AB) will be closed on all Statutory Holidays.</b>		
	1.3 During Regular Business Hour to various Married Quarters within the Village of Ralston, AB.	60	\$ _____/Trip
	1.4 On Emergency Basis to the Married Quarters within the Village of Ralston, AB.	4	\$ _____/Trip
<b>* No requirement on Statutory Holidays.</b>			

	1.5 During Regular Business Hour to various Leaseholds within the City of Medicine Hat, AB.	5	\$_____/Trip	\$_____/Trip
	1.6 On Emergency Basis to the Leaseholds within the City of Medicine Hat AB	1	\$_____/Trip	\$_____/Trip
	<b>* No requirement on Statutory Holidays.</b>			
<b>2</b>	<b>Labour - Technician / Helper:</b> Direct or Productive used exclusively in work at CFB Suffield, Ralston Village, and Medicine Hat, AB as follows:			
	2.1 During Regular Hours	two times per week - half days max four hrs per day	\$_____/Hour	\$_____/Hour
	2.2 On Emergency Basis	one time per month minimum two hrs	\$_____/Hour	\$_____/Hour
	<b>* The Base (CFB Suffield, AB) will be closed on all Statutory Holidays.</b>			
<b>3</b>	<b>Material and Replacement Parts:</b>			
	Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark up of _____% (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding GST.			

Item	Description	Firm Unit Price	
<b>1</b>	<b>Travel:</b> Lump sum price per round trip to job site for travel time (non productive labour) and including all kilometre/mileage as follows:	<b>Year 3 (Option)</b>	
		<b>Estimated Usage</b>	<b>Journeyman Helper /Apprentice</b>
	1.1 During Regular Business Hour to CFB Suffield, AB	40	\$_____/Trip
	1.2 On Emergency Basis to the Base.	4	\$_____/Trip
	<b>* The Base (CFB Suffield, AB) will be closed on all Statutory Holidays.</b>		

	1.3 During Regular Business Hour to various Married Quarters within the Village of Ralston, AB.	60	\$ _____/Trip	\$ _____/Trip
	1.4 On Emergency Basis to the Married Quarters within the Village of Ralston, AB.	4	\$ _____/Trip	\$ _____/Trip
	<b>* No requirement on Statutory Holidays.</b>			
	1.5 During Regular Business Hour to various Leaseholds within the City of Medicine Hat, AB.	5	\$ _____/Trip	\$ _____/Trip
	1.6 On Emergency Basis to the Leaseholds within the City of Medicine Hat AB	1	\$ _____/Trip	\$ _____/Trip
	<b>* No requirement on Statutory Holidays.</b>			
<b>2</b>	<b>Labour - Technician / Helper:</b> Direct or Productive used exclusively in work at CFB Suffield, Ralston Village, and Medicine Hat, AB as follows:			
	2.1 During Regular Hours	two times per week - half days max four hrs per day	\$ _____/Hour	\$ _____/Hour
	2.2 On Emergency Basis	one time per month minimum two hrs	\$ _____/Hour	\$ _____/Hour
	<b>* The Base (CFB Suffield, AB) will be closed on all Statutory Holidays.</b>			
<b>3</b>	<b>Material and Replacement Parts:</b>			
	Material and replacement parts (except free issue) at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges) plus a mark up of _____% (which includes purchasing expenses, internal handling, G & A expenses and profit) excluding GST.			

\*The estimated quantities listed herein are estimated usages, are for evaluation purpose only and will not form part of the final Standing Offer. Actual usage may vary from the amounts shown.

Solicitation No. - N° de l'invitation  
W0142-16X022/A  
Client Ref. No. - N° de réf. du client  
W0142-16X022

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38053

Buyer ID - Id de l'acheteur  
CAL138  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

(please see the attached document)

## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance (G2001C)

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but

for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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



Solicitation No. - N° de l'invitation  
W0142-16X022/A  
Client Ref. No. - N° de réf. du client  
W0142-16X022

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-5-38053

Buyer ID - Id de l'acheteur  
CAL138  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "E"

### STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada  
Acquisitions Branch  
Facsimile: (403) 292-5786  
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

#### Quarterly Usage Report Schedule:

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.

SUPPLIER:

STANDING OFFER NO:

W0142-16X022

DEPARTMENT OR AGENCY:

DND, CFB SUFFIELD, RALSTON AB ON BEHALF OF BATUS

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(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: \_\_\_\_\_

SIGNATURE:

DATE:



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Gouvernement du Canada

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ



CONFIDENTIAL  
CONFIDENTIEL



SECRET  
SECRET



TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL  
NATO CONFIDENTIEL



NATO SECRET  
NATO SECRET



COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area.

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☐ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes  
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes  
Non Oui



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets																
Personnel / Biais																
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).