

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services Canada**  
**ATB Place North Tower**  
**10025 Jasper Ave./10025 ave. Jaspe**  
**5th floor/5e étage**  
**Edmonton**  
**Alberta**  
**T5J 1S6**  
**Bid Fax: (780) 497-3510**

## 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  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Cleaning and decontamination service	
<b>Solicitation No. - N° de l'invitation</b> W0127-150030/B	<b>Date</b> 2016-03-21
<b>Client Reference No. - N° de référence du client</b> W0127-150030	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-015-10728
<b>File No. - N° de dossier</b> EDM-5-38260 (015)	<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 2016-04-04</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> Major, Andrea	<b>Buyer Id - Id de l'acheteur</b> edm015
<b>Telephone No. - N° de téléphone</b> (587)926-3434 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
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 bid solicitation cancels and supersedes previous bid solicitation number W0127-150030/A dated 2016-01-25 with a closing of 2016-03-02 at 14:00 MDT. A debriefing or feedback session will be provided upon request offerors/suppliers who bid on the previous solicitation.

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	3
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	4
2.2 SUBMISSION OF OFFERS .....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	6
2.5 APPLICABLE LAWS.....	6
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD .....	6
2.7 OPTIONAL SITE VISIT.....	6
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS .....</b>	<b>7</b>
3.1. OFFER PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION .....	9
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	10
<b>PART 6 - INSURANCE REQUIREMENTS .....</b>	<b>11</b>
6.1 INSURANCE REQUIREMENTS .....	11
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
<b>A. STANDING OFFER.....</b>	<b>11</b>
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS .....	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER .....	12
7.5 AUTHORITIES .....	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	13
7.7 IDENTIFIED USERS.....	13
7.8 CALL-UP PROCEDURES .....	13
7.9 CALL-UP INSTRUMENT .....	13
7.10 LIMITATION OF CALL-UPS .....	13
7.11 FINANCIAL LIMITATION .....	13
7.12 PRIORITY OF DOCUMENTS .....	14
7.13 CERTIFICATIONS .....	14

Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

---

7.14	APPLICABLE LAWS .....	14
<b>B.</b>	<b>RESULTING CONTRACT CLAUSES.....</b>	<b>15</b>
7.1	STATEMENT OF WORK.....	15
7.2	STANDARD CLAUSES AND CONDITIONS.....	15
7.3	TERM OF CONTRACT .....	15
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	15
7.5	PAYMENT .....	15
7.6	INVOICING INSTRUCTIONS .....	16
7.7	INSURANCE REQUIREMENTS .....	16
7.8	SACC <i>MANUAL</i> CLAUSES .....	17
<b>ANNEX "A"</b>	<b>.....</b>	<b>18</b>
	STATEMENT OF WORK .....	18
<b>ANNEX "B"</b>	<b>.....</b>	<b>23</b>
	BASIS OF PAYMENT .....	23
<b>ANNEX "C"</b>	<b>.....</b>	<b>26</b>
	MINIMUM MANDATORY CRITERIA .....	26
<b>ANNEX "D"</b>	<b>.....</b>	<b>28</b>
	POINT-RATED TECHNICAL CRITERIA .....	28
<b>ANNEX "E"</b>	<b>.....</b>	<b>33</b>
	INSURANCE REQUIREMENTS .....	33
<b>ANNEX "F"</b>	<b>.....</b>	<b>36</b>
	STANDING OFFER USAGE REPORT .....	36

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

The Annexes include the Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

The Department of National Defence, CFB Wainwright, has the requirement for cleaning and decontamination services for soft-wall tents, sea containers a fire hall, and a helicopter hangar and possibly other training equipment and buildings, on an as-and-when-requested basis.

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

### **1.3 Debriefings**

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

---

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

M0019T (2007-05-25), Firm Prices 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:

- 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 five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

## 2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **Building 650 in the Canteen on Friday, April 1, 2016. The site visit will begin at 9:00 a.m. MST.**

Bidders are requested to communicate with the Contracting Authority no later than **March 31, 2016 at 2:00p.m. MST** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Individual (s) who will be attending the site visit must provide their Driver's License # to the Contracting Authority to obtain a security pass from DND.**

**Individual(s) who will be attending the site visit must supply their own PPE in accordance with Annex "A"- Statement of Work, Section 6.1.2.2 Minimum PPE.**

---

## 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 (1 hard copy)

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 bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying 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 Electronic Payment of Invoices - Bid

Canada requests that Bidders complete option 1 or 2 below:

- 1. ( ) Electronic Payment Instruments will be accepted for payment of invoices.  
The following Electronic Payment Instrument(s) are accepted:
  - o ( ) VISA Acquisition Card;
  - o ( ) MasterCard Acquisition Card;
  - o ( ) Direct Deposit (Domestic and International);
  - o ( ) Electronic Data Interchange (EDI);
  - o ( ) Wire Transfer (International Only);



- ( ) Large Value Transfer System (LVTS) (Over \$25M)
- 2. ( ) Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder 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.
- (c) The evaluation team will determine first if there are two or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Ability to perform the full scope of work described in Annex "A" Statement of Work, meeting mandatory technical evaluation in accordance with Annex "C" Minimum Mandatory Criteria.

##### 4.1.1.2 Point Rated Technical Criteria

Point-rated technical evaluation criteria in accordance with Annex "D" Point-Rated Technical Criteria.

#### 4.1.2 Financial Evaluation

- 4.1.2.1 The price proposal must be submitted in accordance with Annex "B"- Basis of Payment. Price proposals will be assessed as follows:

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price

---

## 4.2 Basis of Selection

It is Canada's intention to issue up to two (2) standing offers.

If more than one (1) responsive offer has been received, the Standing Offers will be issued as follows:

- (a) the first Standing Offer authorized for use, will be issued to the responsive Offeror whose point rated technical evaluation is the highest rated within budget.
- (b) the second Standing Offer authorized for use, will be issued to the responsive Offeror whose point-rated technical evaluation is the second highest within budget.

### 4.2.1. Basis of Selection- Highest Rated Within Budget

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 70 percent of the points of the technical evaluation criteria.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest number of points will be recommended for award of a standing offer, provided that the total evaluated price does not exceed the budget available for this requirement.

## 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 standing offer.

### 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.

## **5.2 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.

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

#### **5.2.3.1 Workers Compensation Certification- Letter of Good Standing**

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

The Bidder must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

#### **5.2.3.2 Status and Availability of Resources**

SACC Manual clause M3020T (2016-01-28), Status and Availability of Resources

## PART 6 - INSURANCE REQUIREMENTS

### 6.1 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 "E".

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 There is no security requirement applicable to this Standing Offer.

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

##### 7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "F". 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;

Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

- 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 fifteen (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 against the Standing Offer is from date of Standing Offer award to 2017-03-31.

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Andrea Major  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: ATB Place North, 5<sup>th</sup> Floor 10025 Jasper Ave  
Edmonton, Alberta T5J 1S6

Telephone: 587-926-3434  
Facsimile: 780-497-3510  
E-mail address: [andrea.major@pwgsc-tpsgc.gc.ca](mailto:andrea.major@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: *(to be filled in at standing offer award)*

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

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

(to be filled in by the Offeror)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
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 Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the [Financial Administration Act](#), R.S., 1985, c. F-11.

### 7.8 Call-up Procedures

Right of first refusal basis:

- a) The call-up procedure requires that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror.
- b) When the highest-ranked offeror is unable to fulfill the need, the identified user is required to document its file appropriately. The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

### 7.9 Call-up Instrument

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

### 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$144,375.00 (Applicable Taxes included).

### 7.11 Financial Limitation

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or \_\_\_\_\_ 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.

## 7.12 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 supplemental general conditions 2010A (2015-09-03), General Conditions- Goods (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Minimum Mandatory Criteria;
- h) Annex D, Point- rated Technical Criteria;
- i) Annex E, Insurance Requirements;
- j) Annex F, Standing Offer Usage Report;
- k) the Offeror's offer dated \_\_\_\_\_ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" **or** "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable).

## 7.13 Certifications

### 7.13.1 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.

### 7.13.2 SACC Manual Clauses

M3800C (2006-08-15), Estimates

## 7.14 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (Insert the name of the province or territory as specified by the Offeror in its offer, if applicable).

## **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**

[2005 \(2015-09-03\)](#), General Conditions – Standing Offers- Goods or Services apply to and form part of the Contract.

#### **7.2.3 SACC Manual Clauses**

A9006C (2012-07-16), Defence Contract  
A9041C (2008-05-12), Salvage  
A9062C (2011-05-16), Canadian Force Site Regulations  
B7500C (2006-06-16), Excess Goods

### **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**

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 "Basis of Payment". 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  
C2000C (2007-11-30), Taxes – Foreign-based Contractor

### **7.5.4 Electronic Payment of Invoices- Contract**

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **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. a copy of time sheets to support the time claimed;
  - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
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.

### **7.7 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "E". 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

Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

---

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**

A9049C (2011-05-16), Vehicle Safety  
A9062C (2011-05-16), Canadian Forces Site Regulations  
B7500C (2006-06-16), Excessive Goods

## ANNEX "A"

### STATEMENT OF WORK

#### 1. Background

The Canadian Manoeuvre Training Centre (CMTC) located at 3rd Canadian Division Support Base Edmonton Garrison Wainwright (3CDSB Grn Wainwright) is responsible for the Free-Standing Softwall Equipment and other training equipment and buildings at 3CDSB Grn Wainwright in support of CMTC exercises. To maintain the equipment, , there is a requirement for an Inspection, Cleaning & Disinfection Program (ICDP), to be delivered by a qualified Offeror, in concert with the CMTC Technical Authority (TA).

#### 2. Objective

To decontaminate and clean all free-standing soft wall equipment, known as Big White Tents (BWT), sea container structures, a fire hall, and a helicopter hangar and possibly other training equipment and buildings, on an as-and-when-requested basis, while strictly adhering to the rules, codes, and standards listed in the references.

#### 3. Scope

The Offeror must provide all labour, materials and equipment required to deliver the ICDP to all structures on an "as and when requested" basis as stated in the specifications in this Statement of Work. The work under this Standing Offer will consist only of the decontamination and cleaning of structures listed herein. It is not inclusive of janitorial duties, emergency weather remediation or emergency spills.

#### 4. Terminology – Acronyms

BWT	Big White Tents
CA	Canadian Army
CAF	Canadian Armed Forces
CDSB	Canadian Division Support Base
CF	Canadian Forces
CMTC	Canadian Manoeuvre Training Centre
FOB	Free On Board
Grn	Garrison
GST	Goods & Services Tax
ICDP	Inspection Cleaning & Disinfection Program
MSDS	Material Safety Data Sheets
NAFTA	North American Free Trade Agreement
PMed	Preventive Medicine Technician
PPE	Personal Protection Equipment
PTA	Primary Training Audience
RTA	Range & Training Area
SOA	Standing Offer Agreement
SOW	Statement of Work
TA	Technical Authority

#### 5. Description

##### BWT are constructed as follows

- 5.1.1. A metal sub-structure covered by a pre-engineered fabric cover;
- 5.1.2. Fabric is a white vinyl-based cover;

- 5.1.3. Fabric is secured to galvanized steel poles or arches;
- 5.1.4. Clear vinyl windows are complete with a screen insert and clear window insert;
- 5.1.5. BWT are equipped with 0 to 8 windows;
- 5.1.6. Number of doors varies from 2 to 8 man-doors, and/or 1 or 2 overhead doors;  
and
- 5.1.7. Sizes are from 30' x 40' x 10' (L x W x H) to 60' x 55' x 14' to 207' x 70 x 10'.
- 5.1.8. Floors may be made of:
- 5.1.9. Dirt or turf grass; or
- 5.1.10. Wooden floorboards – wooden frames covered in plywood; or
- 5.1.11. Steel & timber rig matting.
- 5.1.12. BWT may change in quantity or size;
- 5.1.13. BWT may move from initial locations to other locations within the confines of the  
Wainwright Garrison Training Area;
- 5.1.14. BWT are typically designed and used for three (3) primary functions:
  - 5.1.14.1. Type A – Administration
  - 5.1.14.2. Type D – Dining
  - 5.1.14.3. Type M – Mechanical Shelter or Shop
- 5.2. **Sea containers are constructed as follows:**
  - 5.2.1. 20' x 8' x 8' steel container with wooden floor
  - 5.2.2. 40' x 8' x 8' steel container with wooden floor
- 5.3. **Air Field 21 Fire Hall Building is constructed as follows:**
  - 5.3.1. Steel building with a concrete floor.
- 5.4. **Airfield 21 Helicopter Hangar is constructed as follows:**
  - 5.4.1. Large, tent-like structure with 'clamshell' type overhead doors on each end and  
with a gravel floor.

## 6. Tasks

The Offeror will provide or perform all of the following:

- 6.1.** Each of the BWT in the Range Training Area (RTA) has been standing for one to five years and have become home to one or more species of wildlife including deer mice and pigeons. This occupation by animals generates hazards to health safety that need to be addressed before active use of the structures can occur.
- 6.1.1.** The TA will task the Offeror to service various structures as they are called into service for occupation by a visiting Primary Training Audience (PTA).
- 6.1.2.** The structures will be inspected, cleaned, and disinfected from all organic and inorganic waste that could potentially harm personnel who may enter the structures without the appropriate Personal Protection Equipment (PPE).
- 6.1.2.1.** Until cleaning is completed, Offeror provided PPE must always be worn by all Offeror personnel when inside a structure, as per **Sec 6.1.2.2.**
- 6.1.2.2. Minimum Mandatory PPE** includes:
- 6.1.2.2.1.** Rubber safety boots rated for the chemicals to be employed by Offeror; and
- 6.1.2.2.2.** Disposable gloves; and
- 6.1.2.2.3.** Dust-proof goggles; and
- 6.1.2.2.4.** Properly sized and test-fitted disposable N95 rated mask
- OR
- 6.1.2.2.5.** Properly sized and test-fitted HEPA Cartridge Respirator;
- OR
- 6.1.2.2.6.** The combination of goggles and a face mask can be replaced by a test-fitted full coverage facemask with a fitted shield; and
- 6.1.2.2.7.** Any additional PPE required according to MSDS of any chemical products or cleaning and collection methods being used by the cleaning crew.
- 6.1.2.3.** In addition to PPE noted in **Section 6.1.2.2**, all personnel who will be engaged in the spraying of chemicals, sweeping, scooping, dumping, scraping, or any other direct or indirect engagement with the materials inside a structure, must put on a disposable dustproof suit (coveralls) rated for those chemicals and for airborne viruses.
- 6.1.3.** The entire surface spaces on all floors, walls, furniture, and equipment will need to be sprayed with a disinfectant that must be effective in killing any viruses or bacteria harmful to humans, at the temperatures being common in each of the structures to be treated. The spray must reach the full height of any walls or support posts and must effectively cover any areas where human hands will touch.
- 6.1.4.** The areas where birds have perched must be sprayed and wiped to remove any organic hazards from the skeletal structure inside each structure before final disinfection.

- 6.1.5. All methods to be used must be provided by the Offeror and must be prior-approved by the Technical Authority (TA) and the Preventive Medicine Technician (PMed).
- 6.1.6. Material Safety Data Sheets (MSDS) must be supplied by the Offeror to the TA of all chemical materials to be applied during this tasking, prior to the application of same. The TA will forward the MSDS sheets to the PMed for approval of use during this operation.
- 6.1.7. The TA will contact the Offeror to notify the Offeror that ICDP Services are required.
- 6.1.8. The Offeror must provide a detailed quote for any labour & materials required by the TA for approval before any work commences, and within twenty-four (24) hours of receiving the request from the TA.
- 6.1.9. The Offeror must only use methods approved by the TA for waste disposal resulting from clean up services.
- 6.1.10. The TA reserves the right to refuse any estimates that are unreasonable in time to perform the services.

## **6.2. Call-Back Services**

- 6.2.1. The Offeror must provide a response to a call-back request by the TA in a period no longer than twenty-four (24) hours.
- 6.2.2. The Offeror must attend and view the structure requiring ICPD services within 24 hours of receiving the request from the TA, or designate.
- 6.2.3. The Offeror must deliver a quotation to the TA, or designate, that clearly states the services and materials required and the length of time to perform those services, including a proposed start and end time.
- 6.2.4. The TA will advise the Offeror of acceptance or refusal of the quotation, and will then discuss the start date with the Offeror.
- 6.2.5. The Offeror must begin work within (48) hours of acceptance of the estimate by the TA, unless the TA has provided a service schedule that must be adhered to due to operational requirements.
- 6.2.6. The TA will supply the Offeror with an authorized CF-942 Call-Up Form.

## **6.3. Emergency Service and Regular Service Response Times**

- 6.3.1. In an emergency situation, the Offeror must, upon verbal authorization from the TA, commence the work within four (4) hours of receiving authorization. A CF-942 will be issued as soon as it is practical to do so.

- 6.4. The Offeror, in the performing of their services, will report the following to the TA on an itemized list on their work ticket:

- 6.4.1. Any holes or other damages found in the wall fabric.
- 6.4.2. Any damages to doors or windows that would allow vermin, rodents, birds, or other animals into any of the BWT.
- 6.4.3. Any damages to the floor surface by man or creature.
- 6.4.4. Any other notable damages or conditions that would render the structure unsafe or in a condition that would allow unwanted access by creatures or weather.

## 7. Deliverables

### 7.1. Materials, required tools, and equipment

- 7.1.1. All materials, tools, and equipment required by the Offeror to carry out the tasks will be provided by the Offeror at no additional charge to the Government of Canada. This includes all man-lifts or other powered equipment chemicals, water, tanks, pumps, hoses, sprayers, compressors, generators, heaters, ladders, or any other mechanical appliance or chemical treatment.
  - 7.1.1.1. In extreme cases, the TA can approve rental equipment not directly associated with the ICDP tasks. Example – If the floorboards need to be moved out of a structure for man-lift to access, and DND is unable to respond in time, with personnel and/or machines, and the Offeror is obligated to get the task finished by a deadline date, the TA can approve rental of a forklift or other lifting machine by the Contractor (loader, zoom-boom) to facilitate the move process.
  - 7.1.1.2. In cases where the TA has approved the Offeror for rental of equipment, only the Offeror's personnel will operate that equipment.
  - 7.1.1.3. The Offeror can only charge to DND what has been billed to their company by the rental firm. An invoice copy must be attached to the Offeror Invoice to support the charges. This includes delivery to and from the rental house, the rental rate, and taxes.

## 8. References

- 8.1. All work must be performed in accordance with the latest editions of the following references:
  - 8.1.1. National Building Code;
  - 8.1.2. Province of Alberta Occupational Health and Safety Act;
  - 8.1.3. 3CDSB Grn Wainwright Security Orders;
  - 8.1.4. 12 Canadian Forces Health Services Centre Document #10-23; and
  - 8.1.5. All other applicable 3CDSB Grn Wainwright Orders, and industry codes & standards that are in effect before, during, and after, the awarding of this tender.
  - 8.1.6. References will be provided upon request at time of award.

## ANNEX "B"

### BASIS OF PAYMENT

- a. Pricing must be provided for each line item for an offer to be considered responsive.
- b. The Estimated Usage will be multiplied by the Unit of Measure and then by the All-inclusive Regular Hourly Rate Per Worker to create the Extended Price. The aggregate of the Extended Prices will result in the Total Offered Price.
- c. The Offeror will declare the number of man hours required to clean each structure.
- d. The extended prices will result in the firm prices for the duration of the Standing Offer.
- e. Applicable taxes are not to be included in the firm prices but will be added as a separate item to any invoice issued against the Contract.
- f. Note that Estimated Usage for this Agreement is based upon one inspection, cleaning, & disinfection program (ICDP) service per year for as many structures that will be required for the upcoming military exercise. Estimated usages are for evaluation purposes only.
- g. It is possible other training events at the Wainwright Garrison Training Area may require additional ICPD services, which would be called up at the prices shown in the table below. Those services may require ICPD services to all or part of the structures listed in the tables below.

Table 1 – Year One, from date of Standing Offer award to 2017-03-31

Item	Description – Structure Number or Name & Dimensions  (L x W x H in feet)		Estimated Usage	Unit of Measure:  To be quoted in Man Hours	YEAR ONE All-inclusive Regular Hourly Rate Per Worker	Year One Extended Price
1	P12 # 1	192'x70'x10'	1	_____ Hours	\$_____	\$_____
2	P12 # 2	207'x70'x10'	1	_____ Hours	\$_____	\$_____
3	P12 # 3	207'x70'x10'	1	_____ Hours	\$_____	\$_____
4	P12 # 4	207'x70'x10'	1	_____ Hours	\$_____	\$_____
5	P12 # 5	207'x70'x 10'	1	_____ Hours	\$_____	\$_____
6	P12 # 6	60'x40'x10'	1	_____ Hours	\$_____	\$_____
7	P12 # 7	60'x40'x10'	1	_____ Hours	\$_____	\$_____
8	P12 # 8	148'x55'x10'	1	_____ Hours	\$_____	\$_____
9	P12 # 9	45'x40'x10'	1	_____ Hours	\$_____	\$_____
10	P12 # 10	60'x40'x10'	1	_____ Hours	\$_____	\$_____
11	P12 # 11	45'x40'x10'	1	_____ Hours	\$_____	\$_____
12	P12 # 12	45'x40'x10'	1	_____ Hours	\$_____	\$_____



Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

13	P12 # 13	60'x55'x14'	1	_____Hours	\$_____	\$_____
14	P12 # 14	133'x55'x10'	1	_____Hours	\$_____	\$_____
15	P12 # 15	60'x55'x14'	1	_____Hours	\$_____	\$_____
16	P7 # 1	45'x40'x10'	1	_____Hours	\$_____	\$_____
17	P7 # 2	45'x40'x10'	1	_____Hours	\$_____	\$_____
18	P7 # 3	45'x40'x14'	1	_____Hours	\$_____	\$_____
19	P12 # AAR1	60'x55'x10'	1	_____Hours	\$_____	\$_____
20	AF21M	45'x40'x14'	1	_____Hours	\$_____	\$_____
21	AF21K2 # 2	103'x 55'x10'	1	_____Hours	\$_____	\$_____
22	FOB ANNEX	45'x40'x14'	1	_____Hours	\$_____	\$_____
23	Seacan	20'X8'X8'	20	_____Hours	\$_____	\$_____
24	Seacan	40'X8'X8'	20	_____Hours	\$_____	\$_____
25	Airfield 21 Firehall	79' x 52'	1	_____Hours	\$_____	\$_____
26	Helicopter Hanger	262' x 91'x 37'	1	_____Hours	\$_____	\$_____
Total Offered Price Year One						\$_____

Table 2

First Option Year from 2017-04-01 to 2018-03-31  
Second Option Year from 2018-04-01 to 2019-03-31

Item	Description – Structure Number or Name & Dimensions (L x W x H in feet)		Estimated Usage	Unit of Measure:  To be quoted in Man-Hours	Option Year Two All-inclusive Regular Hourly Rate Per Worker	Option Year Two Extended Price	Option Year Three All-inclusive Regular Hourly Rate Per Worker	Option Year Three Extended Price
1	P12 # 1	192'x70'x10'	1	_____	\$_____	\$_____	\$_____	\$_____
2	P12 # 2	207'x70'x10'	1	_____	\$_____	\$_____	\$_____	\$_____
3	P12 # 3	207'x70'x10'	1	_____	\$_____	\$_____	\$_____	\$_____
4	P12 # 4	207'x70'x10'	1	_____	\$_____	\$_____	\$_____	\$_____

Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

5	P12 # 5	207'x70'x 10'	1		\$	\$	\$	\$
6	P12 # 6	60'x40'x10'	1		\$	\$	\$	\$
7	P12 # 7	60'x40'x10'	1		\$	\$	\$	\$
8	P12 # 8	148'x55'x10'	1		\$	\$	\$	\$
9	P12 # 9	45'x40'x10'	1		\$	\$	\$	\$
10	P12 # 10	60'x40'x10'	1		\$	\$	\$	\$
11	P12 # 11	45'x40'x10'	1		\$	\$	\$	\$
12	P12 # 12	45'x40'x10'	1		\$	\$	\$	\$
13	P12 # 13	60'x55'x14'	1		\$	\$	\$	\$
14	P12 # 14	133'x55'x10'	1		\$	\$	\$	\$
15	P12 # 15	60'x55'x14'	1		\$	\$	\$	\$
16	P7 # 1	45'x40'x10'	1		\$	\$	\$	\$
17	P7 # 2	45'x40'x10'	1		\$	\$	\$	\$
18	P7 # 3	45'x40'x14'	1		\$	\$	\$	\$
19	P12 # AAR1	60'x55'x10'	1		\$	\$	\$	\$
20	AF21M	45'x40'x14'	1		\$	\$	\$	\$
21	AF21K2 # 2	103'x 55'x10'	1		\$	\$	\$	\$
22	FOB ANNEX	45'x40'x14'	1		\$	\$	\$	\$
23	Seacan	20'X8'X8'	20		\$	\$	\$	\$
24	Seacan	40'X8'X8'	20		\$	\$	\$	\$
25	Airfield 21 Firehall	79' x 52'	1		\$	\$	\$	\$
26	Helicopter Hanger	262' x 91'x 37'	1		\$	\$	\$	\$
Total Offered Price Years 2 and 3						\$		\$
Total Aggregate Offered Price (Years 1 + 2 + 3)						\$		

## ANNEX "C"

### MINIMUM MANDATORY CRITERIA

To be considered responsive, an offer must meet **all** of the following Mandatory Evaluation Criteria **at bid closing**. Offers not meeting all of the mandatory requirements will be given no further consideration.

To be considered responsive, Offerors must clearly indicate compliance or noncompliance with each article below by inserting "X" under the "Meets" Column.

To demonstrate compliance, **Offerors must also include, and appropriately cross reference, published technical information that confirms compliance with each mandatory criterion** specified herein (unless stipulated as "not applicable for this item").

A written narrative explaining how the service offered meets the specification should be included with the Offer. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

To ensure compliance is clear, the bidder will utilize a numbering system that corresponds to the numbering system below. An example of an acceptable system would be to indicate the specification reference number on a tab stuck to the appropriate page of the technical documentation. The appropriate article of the technical documentation that demonstrates compliance should then be highlighted or underlined.

### MINIMUM MANDATORY REQUIREMENTS

	Specifications	Meets	Does not meet	Page Reference
1	<b>Expertise in the field of Property Inspection, Cleaning &amp; Disinfection Program (ICDP)</b>  The Offeror must provide a minimum of one (1) reference. The references must be able to speak to the bidder's level of skill in property remediation where the company provided cleaning and decontamination services.  A reference must include a contact name, phone number and company name.			
2	Must have staff capable of performing cleaning and decontamination services.			
3	Must list all chemicals proposed to be used for cleaning and disinfection of Hantavirus, animal droppings, urine, and remains.  _____  _____.			
4	Must provide chemical(s) effective in cold weather capable of disinfecting Hantavirus, animal droppings,			

	<p>urine, and animals.</p> <p><b>State effective temperature range for this chemical: _____.</b></p> <p><b>(Ex.+20°C to - 20°C)</b></p>			
5	<p><b>PPE provision and Viral Hazard Training, specifically regarding Hantavirus for all Personnel</b></p> <p>The Offeror certifies all personnel working in and around the Softwall Structures are properly informed a Hantavirus hazard may exist within any of the structures. The Offeror must supply the adequate amounts and types of proper PPE equipment to all personnel who are under their direction. The Offeror will further ensure all personnel are properly instructed in the use of the PPE and will ensure it is properly fitted and worn by all workers during these service operations.</p> <p>The Offeror must demonstrate every worker is properly informed of the possible hazards and consequences of infection in the area and have been instructed in the proper methods of viral transfer prevention when handling possibly infected materials, when entering or exiting a possibly contaminated area, or when entering a vehicle after coming from a possibly contaminated area.</p>			

## ANNEX “D”

### POINT-RATED TECHNICAL CRITERIA

Offers will be evaluated on the basis of the following point- rated criteria; therefore, Offerors are advised to address each area in sufficient depth to show clearly how effectively the work will be done.

To demonstrate compliance, **Offerors must also include, and appropriately cross reference, information that confirms compliance with each mandatory criterion** specified herein (unless stipulated as “not applicable for this item”).

A written narrative explaining how the service offered meets the specification should be included with the Offer. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

Each Technical Offer which meets all the Mandatory Criteria specified above, will be evaluated and scored in accordance with the evaluation criteria shown below.

Each proposal must achieve a minimum score of **70%** of the maximum total points available overall. Proposals that fail to achieve this score will be considered technically unacceptable and will be given no further consideration.

#### Instructions to Offeror:

**Scoring will be completed by the Evaluation Team. Do not insert any points with your Offer.**

ITEM	POINT RATED EVALUATION CRITERIA	POINT CRITERIA	WEIGHT	SCORE
RT1	<b>Response Time – For Quotation</b> Time to respond to the TAs call for a quotation. The response time is the time lapsed from when the TA called the Offeror to the time the Offeror arrived at the meeting point with the TA.	<24 hours=10 ≥24 to 36 hours = 8 ≥36 to 48 hours = 6 ≥48-60 hours = 4	10	
RT2	<b>Response Time – Regular Service</b> The time lapse from when the call-up for regular services is placed with the Offeror to the time the crew(s) arrives to perform those services.	>12 to 24 hours = 15 ≥24 to 36 hours = 10 ≥36 to 48 hours = 5 ≥48 hours=1	15	
RT3	<b>Response Time – Emergency Service</b> The time lapsed from when the call-up for emergency services is placed with the Offeror to the time the crew(s) arrives to perform those services.	>1 to 2 hours = 25 ≥2 to 3 hours = 20 ≥3 to 4 hours = 15 ≥4 to 5 hours = 10 ≥5 to 6 hours = 5	25	
RT4 a)	<b>BWT Units</b> <b>Sample measurement in size:</b> <b>(L x W x H)</b>  <b>207' x 70' x 10'</b>  <b>Hours to clean and disinfect</b>	Estimated number of man hours required to clean the structure specified  <75 hours = 25 points ≥75-100 = 20 points ≥100-125 = 15 points ≥125-150 = 10 points ≥150 = 5 points	25	

RT4 b)	<b>BWT Units</b> <b>Sample measurement in size:</b> <b>(L x W x H)</b>  <b>103' x 55' x 10'</b>  <b>Hours to clean and disinfect</b>	Estimated number of man hours required to clean the structure specified  <75 hours = 25 points ≥75-100 = 20 points ≥100-125 = 15 points ≥125-150 = 10 points ≥150 = 5 points	25	
RT4 c)	<b>BWT Units</b> <b>Sample measurement in size:</b> <b>(L x W x H)</b>  <b>60' x 40' x 10'</b>  <b>Hours to clean and disinfect</b>	Estimated number of man hours required to clean the structure specified  <25 hours = 25 points ≥25-50 = 20 points ≥50-75 = 15 points ≥75-100 = 10 points ≥100 = 5 points	25	
RT4 d)	<b>BWT Units</b> <b>Sample measurement in size:</b> <b>(L x W x H)</b>  <b>45' x 40' x 10'</b>  <b>Hours to clean and disinfect</b>	Estimated number of man hours required to clean the structure specified  <25 hours = 25 points ≥25-50 = 20 points ≥50-75 = 15 points ≥75-100 = 10 points ≥100 = 5 points	25	

<b>RT5 a)</b>	<p><b>Sea containers</b> <b>Size measured in feet (L x W x H)</b></p> <p><b>Hours to clean and disinfect:</b></p> <p>Up to 20 of (20' x 8' x 8') and;</p>	<p>Estimated man hours required to clean and disinfect each sea container:</p> <p><b>per 20' sea container</b></p> <p>1 to 2 hours = 25          ≥2 to 3 hours = 20          ≥3 to 4 hours = 15          ≥4 to 5 hours = 10          ≥5 to 6 hours = 5          ≥6 hours = 0</p>	<p><b>25</b></p>	
<b>RT5 b)</b>	<p><b>Sea containers</b> <b>Size measured in feet (L x W x H)</b></p> <p><b>Hours to clean and disinfect:</b></p> <p>Up to 20 of (40' x 8' x 8')</p>	<p>Estimated man hours required to clean and disinfect each sea container:</p> <p><b>per 40' sea container</b></p> <p>2 to 3 hours = 25          ≥3 to 4 hours = 20          ≥4 to 5 hours = 15          ≥5 to 6 hours = 10          ≥6 to 7 hours = 5          ≥7 hours = 0</p>	<p><b>25</b></p>	
<b>RT6</b>	<p>Team assigned to this Standing Offer:</p> <p>Indicate the number of personnel that will be utilized to carry out the services</p> <p>Number of daytime cleaners on team:</p> <p>1-4 cleaners          5-10 cleaners          11-15 cleaners          16 or more cleaners</p>	<p>1-4 cleaners = 10          5-10 cleaners = 20          11-15 cleaners = 30          16 or more cleaners = 40</p>	<p><b>40</b></p>	



RT7	<p><b>Flat rate charge per call</b></p> <p>For responding to the initial call, attending the site, and for providing the quotation.</p> <p>A flat rate call response charge will not be applied if the Offeror is already on site for other Call Response work. This charge can only be billed to the first structure quoted on that date.</p> <p>Flat rate charge is based on the All-inclusive Regular Hourly Rate Per Worker quoted in Annex B, or a portion thereof.</p>	<p>No Charge = 50  .25 Hour = 40  .50 Hour = 30  .75 Hour = 20  1.0 Hour = 10</p>	50	
RT8	<p><b>Service call charge</b></p> <p>Is a flat rate to cover the cost of responding to a CF-942 Call-Up document. This includes the vehicle(s) to transport workers, materials, and equipment; travel time on the Base; disposal of any toxic substances; and any other costs involved in providing these services. A Service Call Charge will not be applied if the Offeror is already on site for other work. This charge can only be billed to the first BWT serviced on that date.</p> <p>Service Call Charge is based on the All-inclusive Regular Hourly Rate Per Worker quoted in Annex B, or portion thereof.</p>	<p>No Charge = 50  .25 Hour = 40  .50 Hour = 30  .75 Hour = 20  1.0 Hour = 10</p>	50	
Maximum total points available				340
Minimum total points acceptable (70%)				238
Total points awarded				

## ANNEX "E"

### INSURANCE REQUIREMENTS

#### Commercial General Liability Insurance

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

**For the province of Quebec, send to:**

---

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

**For other provinces and territories, send to:**

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

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

**Bailee's Customer's Goods Insurance**

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$2,665,000.00 . Government Property must be insured on a replacement cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by DND and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:

Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

- 
- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

Solicitation No. - N° de l'invitation  
W0127-150030/B  
Client Ref. No. - N° de réf. du client  
W0127-150030

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-5-38260

Buyer ID - Id de l'acheteur  
edm015  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "F"

### STANDING OFFER USAGE REPORT

#### Return to:

ATTN: Andrea Major  
Public Works and Government Services Canada – Edmonton, Acquisitions Branch  
Facsimile: (780) 497-3510  
Email: WST-PA-EDM@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.

Reporting Period: \_\_\_\_\_

Item	Call-up / Contract No. Description	Value of the Call-up / Contract	GST
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
		\$ _____	\$ _____
(A) Total dollar value call-ups for this reporting period (including GST):			\$ _____
(B) Accumulated call-ups total to date (including GST):			\$ _____
(A+B) Total accumulated call-ups:			\$ _____

**NIL REPORT:** We have not done any business with Canada for this period [    ].

#### Prepared by:

Name:

Telephone:

Signature:

Date: