

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^e étage
Montréal
Québec
H5A 1L6

Title - Sujet Products for Vehicle Wash Bays	
Solicitation No. - N° de l'invitation W0106-16R115/A	Date 2016-05-31
Client Reference No. - N° de référence du client W0106-16R115	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-550-13883
File No. - N° de dossier MTA-6-39003 (550)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-11	Time Zone Fuseau horaire Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Guernon (mta550), Émile	Buyer Id - Id de l'acheteur mta550
Telephone No. - N° de téléphone (514)496-3585 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE Base de Soutien Valcartier Édifice 110 & CSEM-4 COURCELETTE Québec G0A4Z0 Canada	
Security - Sécurité 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

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

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Buyer ID - Id de l'acheteur
MTA550
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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 and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Requirements, the Basis of Payment, the Electronic Payment Instruments, Certification and any other annexes.

1.2 Summary

- 1.2.1 Request for Regional Individual Standing Offers (RISO) for the supply upon request of the products required to wash the commercial vehicles of 5 Canadian Service Battalion's Transport Coy in Building 110 and the military vehicles of Building CSEM-4 of the Valcartier Support Base training sectors. In addition, provide, on consignment, the containers, pumps and distribution systems for the products required to operate the wash bays.
All the products must be performed in compliance with the Statement of Requirements described in Annex "A" herewith that form part of the Request for Standing Offers and of the resulting Standing Offers.

Identified user is Department of National Defence, Valcartier, Quebec.

For the period from the date of issue and for a period of two (2) years with a possibility of an extension period of one (1) additional year.

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

1.3 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

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](#) (2016-04-04) 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

[A3015T](#) (2014-06-26), Certifications – Bid

2.2 Submission of Offers

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

2.3 Enquiries - Request for Standing Offers

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

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

- Section I: Technical Offer (2 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (2 hard copies)

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

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

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

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

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

Section I: Technical Offer (Refer to Annex «A» attached)

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 (Refer to Annex «B» attached)

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 – Offer (Refer to Annex «D» attached)

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “D” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “D” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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 and additional information required under Part 5.

Section IV: Additional Information

Bidders are required to provide technical/ descriptive documents for all products that you are offering with your offer.

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

It is mandatory to provide technical/ descriptive documents for all products that you are offering to allow the technical evaluation. Failure to comply will render your offer non responsive.

You have to demonstrate in your technical offer that all your products are compliant with every characteristics mentioned in Annex «A» attached.

- 1- Compliance with the description of all requirements described in Annex «A» and other documents attached.
- 2- Acceptance of the terms and conditions of the Request for Standing Offers.

4.1.1.1 Mandatory Technical Criteria

- A) Submit with your offer technical/descriptive documents for all products that you are offering.
- B) Submit with your offer material safety data sheets (MSDS) for all products that you are offering.
- C) For each of the offered products, supply a number of certification and expiry date for Ecologo or Green Seal certification with your offer.

4.1.2 Financial Evaluation

- A) Offerors have to respect the method of establishment of unit prices as described in Annex «B » attached.
- B) Offerors have to submit firm prices for each of the years for all items mentioned in Annex «B » attached.
- C) The financial evaluation will be based on the Pricing basis submitted for the firm and extension period of the proposed Standing Offer. (Refer to Annex «B» attached)

4.1.2.1 SACC Manual Clause [M0222T](#) (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

4.2 Basis of Selection

4.2.1 SACC Manual Clause

M0031T (2007-05-25), Basis of selection – Mandatory Technical Criteria Only

- 1- 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.
- 2- The lowest global price will be determined by the total value of the unit prices (diluted product), applied to the quantities estimated for the firm period of two (2) years + one (1) option year.
- 3- We want to issue only one (1) Standing Offer.

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. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Offer

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

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

5.2.1 Integrity Provisions – Required Documentation (Refer to Annex «C» attached)

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

There are no security requirements associated with the requirement of the Standing Offer.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the 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>) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

2005 (2016-04-04) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

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 the date of issue and for a period of two (2) years**.

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 one (1) additional twelve (12) months period from second period ending date** 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 **90 days before the expiry date** of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex «A» of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Émile Guernon
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Quebec Regional Office
800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6
Telephone: (514) 496-3585
Facsimile: (514) 496-3822
E-mail address: emile.guernon@tpsgc-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

(The Offeror's Representative will be identified in the Standing Offer.)

Name and telephone number of the person responsible for:
General enquiries & Delivery follow-up

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

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MTA-6-39003

Buyer ID - Id de l'acheteur
MTA550
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7.5.4 Contact at Customer Department

(To be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

Name: _____

Organization: _____

Telephone: ____ - ____ - _____

E-mail address: _____

7.6 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are: Warrant Officer Gallant and Master-Corporal Maltais. (Refer to Annex «A» attached)

7.7 Call-up Instrument

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

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **5000.00\$ (Applicable Taxes included)**.

7.9 Financial Limitation

(Will be completed at time of issuance of the resulting standing offer)

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

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

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value);

- e) Annex «A», Statement of Requirements;
- f) Annex «B», Basis of Payment;
- g) 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*).

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. 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.

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 _____. (*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 Requirements

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12, Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Payment

7.4.1 Basis of Payment

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

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.4.2 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of 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);

7.5 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

7.5.1 Invoices must be distributed as follows:

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

7.6 SACC Manual Clauses

A2000C	Foreign Nationals (Canadian Contractor)	2006/06/16
A2001C	Foreign Nationals (Foreign Contractor)	2006/06/16
C2000C	Taxes - Foreign-based Contractor	2007/11/30
D0018C	Delivery and Unloading	2007/11/30
G1005C	Insurance – No Specific Requirement	2016/01/28

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Buyer ID - Id de l'acheteur
MTA550
CCC No/N° CCC - FMS No/N° VME

Annex «A»

Statement of Requirements

Refer to attached document

////////////////////////////////////

Annex «B»

Basis of Payment

Refer to attached document

////////////////////////////////////

Buyer ID - Id de l'acheteur
MTA550
CCC No/N° CCC - FMS No/N° VME

Solicitation No. - N° de l'invitation
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ANNEX «D» to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);

Military and Commercial Vehicle Wash Bays
Transport Company – 5th Canadian Service Battalion's
and
Ranges and training areas
2nd Canadian Division – Valcartier Support Base

Annex A

STATEMENT OF REQUIREMENTS

1. TITLE

Vehicle Wash Bays

2. OBJECT

Provide, on an as-and-when-needed basis, the products required to wash the commercial vehicles of 5 Canadian Service Battalion's Transport Company in Building 110 and the military vehicles of Building CSEM-4 of the Valcartier Support Base training sectors.

In addition, provide, on consignment, the containers, pumps and distribution systems for the products required to operate the wash bays.

3. PERIOD OF THE OFFER

From standing offer award date to two (2) years later, plus one (1) additional one-year period.

4. BACKGROUND

WASHING OF MOTOR VEHICLE EXTERIORS

4.1. The military vehicles to be washed usually come from the Valcartier Support base training areas and can accumulate a large amount of mud, clay, sand and dirt. The commercial vehicles are usually used on public roadways but are also sometimes used on worksites and can therefore accumulate a large amount of various types of residue. The bidder must take that into account and suggest products that are able to properly clean the vehicles.

4.2. The wash bays used for washing the exteriors of the motor vehicles are situated at two locations on the base. Those facilities have only natural ventilation; backup mechanical ventilation (present at one location) is only used when carbon monoxide levels are detected that exceed the safe acceptable standard levels in effect. The facilities do not offer hot-water access for mixing products. They do, however, have primary and secondary processing systems (settling tanks, water/oil separators, activated sludge systems) for waste water.

Note: Before any product is used on the vehicles, it is understood that the vehicles will first be pressure-sprayed with water (approx 2,100–2,300 pounds of pressure per square inch). That initial wash is aimed at dislodging and removing most of the sand, dirt and mud build-up so that a single application of soap (with manual scrubbing, as needed) can remove any residual grime.

4.3. The soap must be completely soluble in cold water and must be very effective at removing any residual grime, with the help of manual scrubbing as needed. The product must not, however, alter the exterior finish of the vehicles. The product must be used and diluted in accordance with the manufacturer's



recommandations and be applied with a low-pressure or high-pressure jet. The temperature of the water used is approximately 10 Celsius.

- 4.4. The cleaning products must be fully effective when they are used with or without waste water treatment and with or without a rinse product. Up-to-date material safety data sheets and technical bulletins must be provided for each product.

5. BIDDER'S RESPONSIBILITIES

- 5.1. The bidder agrees to have one of its representatives go on site (two locations) at least once a month to verify that the system is working properly and, at the same time, see if the containers need to be filled.
- 5.2. In addition, the bidder must be able to respond to service calls within eight business hours, whether to refill one of the products or repair or adjust one of the product distribution systems.
- 5.3. The products must be delivered in bulk in such a way that no involvement or handling on the part of wash-bay personnel is required to refill the tanks.
- 5.4. The bidder's deliverer must fill up the tanks directly from his/her service vehicle. No container other than the tanks already in place should be left on site by the bidder, and a container that is already on site must not be replaced with a full container unless the container already on site is broken.
- 5.5. The installation and set-to-work of all consignment-equipment components must be carried out by the bidder at no additional cost.

Note: As the products must be transferred from a container to another one, the bidder must be able to contain or recover any concentrate spills.

6. DND'S RESPONSIBILITIES

- 6.1. The Department of National Defence will provide 1 water outlet ½ inch NPT, 1 air outlet ½ inch NPT and the electric power within 2 meters of the consigned equipment.

7. TRAINING

The bidder will give an on-site training, at no cost, on the use of his system at the beginning of the period of the standing offer.

8. CONSIGNMENT EQUIPMENT

The bidder agrees to provide on consignment and maintain, at no additional cost, for the duration of the standing offer, the following pieces of equipment:

8.1. Building 110, Transport Company:

- 8.1.1. Automatic-dilution application system for cleaning products.
- 8.1.2. A 600-1,000-litre tank, including the tank base, if necessary.

8.2. Building CSEM-4, Ranges and Training Areas (RTAs):

- 8.2.1. Automatic-dilution, dual application system for the detergent;
- 8.2.2. Dual application system for the degreaser;
- 8.2.3. Two 600-1,000-litre tanks with covers and tank bases, if necessary, with a maximum diameter of 48 inches each.

The costs associated with renting that equipment must be indicated separately in the attached basis-of-payment section.



9. PRODUCTS BY CONSUMPTION POINT

9.1. Building 110, Transport Company

9.1.1. **Product #1 (Non-Toxic Soap)**, Non-toxic, biodegradable, non-flammable, low-foaming soap that does not contain any chlorinated or caustic solvents. The soap must also be effective enough to remove residual grime, with the help of manual brushing if necessary, after an initial wash with water has dislodged any major dirt, sand and mud build-up. It must be possible to use the soap with a conventional oil separator, a coalescent plate separator or a settling tank. In addition, it must be possible to use the soap with a low-pressure jet (approximately 70 pounds of pressure per square inch (70 psi)).

9.2. Building CSEM-4, Ranges and Training Areas (RTAs)

9.2.1. **Product #1 (Non-Toxic Soap)**, Non-toxic, biodegradable, non-flammable, low-foaming soap that does not contain any chlorinated or caustic solvents. The soap must also be effective enough to remove residual grime, with the help of manual brushing if necessary, after an initial wash with water has dislodged any major dirt, sand and mud build-up. It must be possible to use the soap with a conventional oil separator, a coalescent plate separator or a settling tank. In addition, it must be possible to use the soap with a low-pressure jet (approximately 70 pounds of pressure per square inch (70 psi)).

9.2.2. **Product #2 (Cleaner-Degreaser)**, Biodegradable metal cleaner/degreaser that does not contain chlorinated or caustic solvents. In addition, it must be able to remove sticky petroleum products such as oil, grease, and heavy tar from all sorts of surfaces, such as soft metals, plastics, rubber and painted surfaces, without damaging them. It must also be possible to use it with a low-pressure jet (approximately 70 psi).

10. INSPECTION

10.1. DND reserves the right to conduct a compliance inspection in sites where the equipment has been installed.

11. TRANSITION PERIOD

11.1. If applicable, the successful contractor will coordinate the replacement of equipment on consignment with the current contractor to each site. A two (2) weeks delay is granted to remove the installed equipment and remove unused products to each site under the Offer.

11.2. At the end of the validity period of the standing offer, the contractor will reimburse unused products.

12. MANDATORY REQUIREMENTS:

- 12.1. The products offered must perform well in cold water.
- 12.2. No toxic products shall be used. The products offered cannot display the following WHMIS symbols: B, B2 and D1. When the products are being applied, they must not be toxic for wash-bay users and operator personnel.
- 12.3. Bidders must provide an EcoLogo [™] or a Green Seal [™] (Or equivalent) certification number as well as the expiration date for each of the products offered.
- 12.4. The products must only be delivered in bulk. DND personnel must not be required to handle the products.
- 12.5. The bidder's representative must visit each of the two consumption points at least once a month.
- 12.6. The product data and technical sheets must be included with the bidder's offer.
- 12.7. No personal protective equipment must be required aside from safety glasses.

13. INVOICING ADDRESSES:

- 13.1. Address #1
Transport Company
Building 110, Wash bay
Valcartier Support Base
PO Box 1000, Station Forces
Courcellette, QC G0A 4Z0

Designated DND representative:
Warrant Officer Gallant, 418-844-5000 ext 4209
Keven.Gallant@forces.gc.ca
- 13.2. Address #2
Range and training area (RTA)
Building CSEM-4, Wash bay
Valcartier Support Base
PO Box 1000, Station Forces
Courcellette, QC G0A 4Z0

Designated DND representative:
Master-Corporal Maltais, 418-844-5000 ext 3673
Bernard.Maltais@forces.gc.ca

14. FINANCIAL EVALUATION OF THE OFFERS

The proposed products (products #1 and #2) that meet the above-listed mandatory conditions will be evaluated based on a single criterion—the lowest dilution rate submitted by the manufacturer - rather than on the price of the product.

The winning bidder will be the one that will get the lowest cost price (quantity / price) for DND using the following formula:

"Price per liter of concentrate" ÷ ("parts of concentrate +" parts of water recommended ")

The same calculation is performed for product # 2 (cleaner-degreaser).

Thereafter, we add the "price per liter of diluted product ready" products # 1 and # 2 of the same bidder and the one with the lowest total price will be retained for the issuance of Standing Offer.

The lowest total price will be determined by the total value of the unit prices (diluted product) X the quantities approx. for the two (2) years firm period + one (1) option year.

Example:

Product #1 (Non-Toxic Soap):

Bidder A : 2.89\$/litre ÷ (1 part concentrate + 9 parts water) = **0.29\$**

Bidder B : 3.38\$/litre ÷ (1 part concentrate + 7 parts water) = **0.42\$**

Bidder C : 3.08\$/litre ÷ (1 part concentrate + 6 parts water) = **0.44\$**

Product #2 (Cleaner-Degreaser):

Bidder A: 2.62\$/litre ÷ (1 part concentrate + 1 part water) = **1.31\$**

Bidder B: 2.71\$/litre ÷ (1 part concentrate + 3 parts water) = **0.69\$**

Bidder C: 1.90\$/litre ÷ (1 part concentrate + 2 parts water) = **0.63\$**

Calculation for the global lowest price:

Bidder A: 0.29\$ + 1.31\$ = **1.60\$**

Bidder B: 0.42\$ + 0.68\$ = **1.10\$**

Bidder C: 0.44\$ + 0.63\$ = **1.07\$**

Result:

Bidder C would be the winner bidder with the lowest price (quantity / price) for DND.

Note: In the event that one of the proposed products does not meet the cleaning performance standards required by the various wash bays, the bidder will be invited to conduct a test of its product directly at the CSEM-4 wash bay.

If, following that test, the product is deemed to be unsatisfactory; Canada reserves the right to hire, at its own expense, an independent firm to conduct a product evaluation. If the study reveals that the dilution rate must be downgraded, Canada reserves the right to withdraw the Standing Offer.

15. METHOD OF SELECTION

To be considered responsive, a bid must meet all mandatory requirements of this Request for Standing Offer. We recommend the responsive offer with the lowest cost price (quantity / price) for DND for three (3) years for award of the Standing Offer.

Annex B

BASIS OF PAYMENT

1. FIRM PART – First year
From award date and for a 12 months period.

Firm unit price in Canadian dollars excluding applicable taxes, rendered paid (DDP) to each of the buildings shown in Table:

Item No.	Description	Unit of Issue	Unit Price 2016-2017
Site # 1 – Building 110			
1	Non-Toxic Soap Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 3,000 Litres.	Litre	_____ \$ per litre
2	Consignment equipment	LOT	_____ \$
Site # 2 – Building CSEM 4			
3	Non-Toxic Soap Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 3,000 Litres.	Litre	_____ \$ per litre
4	Cleaner-Degreaser Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 2,000 Litres.	Litre	_____ \$ per litre
5	Consignment equipment	LOT	_____ \$

2. FIRM PART – Second year

From first period ending date for a twelve (12 months) period

Firm unit price in Canadian dollars excluding applicable taxes, rendered paid (DDP) to each of the buildings shown in Table:

Item No.	Description	Unit of Issue	Unit Price 2017-2018
Site # 1 – Building 110			
1	Non-Toxic Soap Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 3,000 Litres.	Litre	_____ \$ per litre
2	Consignment equipment	LOT	_____ \$
Site # 2 – Building CSEM 4			
3	Non-Toxic Soap Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 3,000 Litres.	Litre	_____ \$ per litre
4	Cleaner-Degreaser Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 2,000 Litres.	Litre	_____ \$ per litre
5	Consignment equipment	LOT	_____ \$

3. OPTION PERIOD

From second period ending date for a twelve (12 months) period

Firm unit price in Canadian dollars excluding applicable taxes, rendered paid (DDP) to each of the buildings shown in Table:

Item No.	Description	Unit of Issue	Unit Price 2018-2019
Site # 1 – Building 110			
1	Non-Toxic Soap Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 3,000 Litres.	Litre	_____ \$ per litre
2	Consignment equipment	LOT	_____ \$
Site # 2 – Building CSEM 4			
3	Non-Toxic Soap Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 3,000 Litres.	Litre	_____ \$ per litre
4	Cleaner-Degreaser Product offered: _____ Product Code: _____ Lowest dilution rate recommended by the manufacturer for use with cold water: ____ / ____ Approximate annual consumption expected: 2,000 Litres.	Litre	_____ \$ per litre
5	Consignment equipment	LOT	_____ \$