

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

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

## Pacific Region

**401 - 1230 Government Street**

**Victoria, B.C.**

**V8W 3X4**

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

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

## 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 - Pacific Region

401 - 1230 Government Street

Victoria, B. C.

V8W 3X4

<b>Title - Sujet</b> RISO Locksmith Services	
<b>Solicitation No. - N° de l'invitation</b> W6837-154060/A	<b>Date</b> 2016-06-06
<b>Client Reference No. - N° de référence du client</b> W6837-154060	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-123-6990
<b>File No. - N° de dossier</b> VIC-5-38233 (123)	<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 2016-06-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Garrod, Leigh	<b>Buyer Id - Id de l'acheteur</b> vic123
<b>Telephone No. - N° de téléphone</b> (250)415-2433 ( )	<b>FAX No. - N° de FAX</b> (250)363-0395
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Real Properties operations Section (esquimalt) PO Box 17000 Station Forces Victoria British Columbia V9A 7N2 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	3
1.4 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.....	5
2.4. ENQUIRIES - REQUEST FOR STANDING OFFERS .....	6
2.5. APPLICABLE LAWS.....	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.....	8
<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 INFORMATION9	
<b>PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS .....</b>	<b>10</b>
6.1 SECURITY REQUIREMENT.....	10
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>10</b>
<b>A. STANDING OFFER .....</b>	<b>10</b>
7.1 OFFER.....	10
7.2 SECURITY REQUIREMENTS .....	10
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER .....	11
7.5. AUTHORITIES .....	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
7.7 IDENTIFIED USERS.....	13
7.8 CALL-UP INSTRUMENT .....	13
7.9 LIMITATION OF CALL-UPS .....	13
7.11 PRIORITY OF DOCUMENTS .....	13
7.12 CERTIFICATIONS .....	13
7.13 APPLICABLE LAWS.....	13
7.14 TIME VERIFICATION .....	13
7.15 CANADIAN FORCES SITE REGULATIONS .....	14
7.16 SALVAGE.....	14
7.17 ELECTRICAL EQUIPMENT.....	14
7.18 WORK OUTSIDE OF NORMAL SERVICE HOURS .....	14
7.19 ESTIMATES.....	14
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>14</b>

Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

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7.1	STATEMENT OF WORK.....	14
7.2	STANDARD CLAUSES AND CONDITIONS.....	14
7.3	TERM OF CONTRACT .....	14
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	14
7.5	PAYMENT .....	15
7.6	INVOICING INSTRUCTIONS .....	15
7.7	INSURANCE .....	16
7.8	EXCESS GOODS .....	16
<b>ANNEX "A".....</b>		<b>17</b>
	STATEMENT OF WORK .....	17
<b>ANNEX "B".....</b>		<b>20</b>
	BASIS OF PAYMENT AND EVALUATION.....	20
<b>ANNEX "C" .....</b>		<b>23</b>
	SECURITY REQUIREMENTS CHECK LIST .....	23
<b>ANNEX "D" .....</b>		<b>24</b>
	PERIODIC USAGE REPORT - SEMI ANNUAL .....	24

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Basis of Selection, the Security Requirements Checklist, the Insurance Requirements and the Periodic Usage Reports.

### 1.2 Summary

Canada, on behalf of Department of National Defence (DND), CFB Esquimalt, Victoria, British Columbia, has a requirement for a Regional Individual Standing Offer (RISO) to provide goods and services required for key cutting, lock repair, lock installation, lock replacement, installation and repairs of exit and entrance door hardware. Services, inclusive of labour, materials, supervision and transportation shall be provided on an "as and when requested" basis, to various DND work sites in the Victoria area. The requirement is subject to a preference for Canadian goods and/or services.

### 1.3 Security Requirements

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

### 1.4 Debriefings

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

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## 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>) 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

##### 2.1.1.1 Electronic Purchasing

1. Any standing offer that will be issued as a result of the Request for Standing Offers can be listed on e-purchasing, which is a web-based desk top purchasing system provided to federal government departments.
2. While not obligated to agree to have their products/prices listed on e-purchasing, offerors are strongly encouraged to do so as this is the direction that the federal government may be taking in the future. Further, it will increase the visibility of the successful Offeror's catalogued products.
3. The Offeror's decision to agree or decline to list its products on e-purchasing will not affect the evaluation of its offer or the authorization of a Standing Offer.
4. If the Offeror is interested in having its Standing Offer on e-purchasing, it can obtain a copy of the set-up requirements by sending a written request to the Public Works and Government Services Canada (PWGSC) Standing Offer Authority identified in the Request for Standing Offer. The Offeror should also indicate:
  - a. its interest in listing its catalogue (products/prices) on e-purchasing:  
Interested: YES \_\_\_ NO \_\_\_
  - b. its capability to load the standing offer products on a file layout in Excel in bilingual format (a sample layout will be provided by PWGSC upon request);
  - c. in which software the catalogue (products/prices) can be loaded:  
Excel: YES \_\_\_ NO \_\_\_; and
  - d. if green products are easily identifiable:  
Green products are highlighted: YES \_\_\_ NO \_\_\_  
Green products can be highlighted: YES \_\_\_ NO \_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_ - \_\_\_ - \_\_\_\_\_

### 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

#### 2.3.1 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.

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?	Yes ( ) No ( )
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If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder'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.

### 2.3.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?	Yes ( ) No ( )
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If so, the Bidder must provide the following information:

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

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

### 2.4. Enquiries - Request for Standing Offers

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

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

### 2.5. Applicable Laws

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

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

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

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

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

Section I:        Technical Offer (01 hard copies)  
Section II:       Financial Offer (01 hard copies)  
Section III:      Certifications (01 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

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

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

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

Offerors must submit their financial offer in accordance with the Annex B - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

The Offeror is required to submit firm prices, rates or both that will apply for all periods of the Standing Offer.

Offerors must submit firm prices for all items listed in Annex B".



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### 3.1.1 Payment by Credit Card

Canada requests that Offerors complete one of the following:

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

The following credit card(s) are accepted:

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

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

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

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

### 3.1.2 Exchange Rate Fluctuation

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

## Section III: Certifications

Offerors must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated aggregate price will be recommended for issuance of a standing offer.

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## 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>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

#### 5.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

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

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

### 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

In accordance with the *Ineligibility and Suspension Policy* (<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 website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](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 Requirement

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

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS or SECRET** as required, granted or approved by CISD/PWGSC.
  - 2.1 Each call up must specify the screening level required.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C
  - (b) *Industrial Security Manual* (Latest Edition).

### 7.3 Standard Clauses and Conditions

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

#### 7.3.2 Standing Offers Reporting

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

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

The data must be submitted on a semi-annual basis to the Standing Offer Authority.

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

### 7.4 Term of Standing Offer

#### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance of the Standing Offer for 2 years from date of award.

#### 7.4.2 Extension of Standing Offer

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

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

Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

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## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Leigh Garrod  
Title: Supply Team Leader  
Public Works and Government Services Canada

Address: 1230 Government Street, Victoria, BC V8W 3X4

Telephone: 250-415-2433  
Facsimile: 250-363-0395  
E-mail address: leigh.garrod@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 Standing Offer Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User. In the event you are unable to contact the above noted Authority, please contact:  
[PAC.VICCA@tpsgc-pwgsc.gc.ca](mailto:PAC.VICCA@tpsgc-pwgsc.gc.ca).

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

(To be completed at contract award)

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

(Please Complete)

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.

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## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence  
Canadian Forces Base Esquimalt  
Victoria, B.C.

## 7.8 Call-up Instrument

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

### 7.8.1 Call-up Security

In accordance with Section 7A2.1.2.1, security classification of the individual required to perform the work must be identified in each call-up.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (Applicable Taxes included).

## 7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2016-04-04) General Conditions - Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment and Evaluation;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_

## 7.11 Certifications

### 7.11.1 Compliance

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

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

## 7.13 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

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#### **7.14 Canadian Forces Site Regulations**

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

#### **7.15 Salvage**

All scrap and waste material will become the property of the Contractor who must remove it from the site.

#### **7.16 Electrical Equipment**

All electrical equipment supplied under the Contract must be certified or approved for use in accordance with the Canadian Electrical Code, Part 1, before delivery, by a certification organization accredited by the Standards Council of Canada.

#### **7.17 Work Outside of Normal Service Hours**

The Contractor must not perform any work outside of normal service hours under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the work outside of normal service hours authorization and a report containing the details of the work outside of normal service hours performed pursuant to the written authorization. Payment for authorized work outside of normal service hours will be calculated as follows: See Annex B.

#### **7.18 Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

### **B. RESULTING CONTRACT CLAUSES**

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

#### **7.1 Statement of Work**

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

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

##### **7.2.1 General Conditions**

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 16 Interest on Overdue Accounts, of 2010C (2016-04-04), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

#### **7.3 Term of Contract**

##### **7.3.1 Period of the Contract**

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

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

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



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## **7.5 Payment**

### **7.5.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### **7.5.2 Limitation of Price**

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 Standing Offer Authority before their incorporation into the Work.

### **7.5.3 Multiple Payments**

Real Property will pay the Contractor upon completion and delivery of all on-site work units 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.

All other departments will pay for all work upon completion and delivery in accordance with the payment provisions of the Contract. if:

- 1) 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;
- 2) all such documents have been verified by Canada;
- 3) the Work delivered has been accepted by Canada.

### **7.5.4 Monthly Payments**

Real Property will pay the Contractor on a monthly basis for all off-site work performed during the month covered by the invoice 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 performed has been accepted by Canada.

### **7.5.5 Payment by Credit Card**

The following credit card is accepted: \_\_\_\_\_.

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

## **7.6 Invoicing Instructions**

The Contractor must submit invoices in accordance with section 10, entitled "Invoice Submission" of the 2010C (2015-09-03) General Conditions - Services (Medium Complexity). Invoices cannot be submitted until all work identified in the invoice is completed.



Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

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### 7.6.1 Invoicing – Real Property Operations

For all work initiated by DND Real Properties invoices must be addressed to:

Department of National Defence  
Real Properties Operations  
Canadian Forces Base Esquimalt  
Dockyard 575, Rm 228  
PO Box 17000, Stn. Forces  
Victoria, BC V9A 7N2

Contractor shall provide a materials price breakdown with each invoice submission that includes material costs. Include a list of any call-ups and all pertinent information pertaining to each call-up including building number, time of call, and reason for call. **Invoices will be held for payment until this documentation is supplied.**

### 7.6.2 Invoicing - Other

For all work initiated by DND parties other than Real Property, invoices must be addressed to:

The representative of the Identified User as identified on the PWGSC-TPSGC 942, Call-up Against a Standing Offer form submitted with the call-up.

Contractor shall provide a materials price breakdown with each invoice submission that includes material costs. Include a list of any call-ups and all pertinent information pertaining to each call-up including building number, time of call, and reason for call. **Invoices will be held for payment until this documentation is supplied.**

## 7.7 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

## 7.8 Excess Goods

The quantity of goods to be delivered by the Contractor is specified in the Contract. The Contractor remains liable for any shipment in excess of that quantity whether the excess quantity is shipped voluntarily or as a result of an error by the Contractor. Canada will not make any payment to the Contractor for goods shipped in excess of the specified quantity. Canada will not return the said goods to the Contractor unless the Contractor agrees to pay for all the costs related to the return, including but not limited to administrative, shipping and handling costs. Canada will have the right to deduct such costs from any invoice submitted by the Contractor.

## ANNEX "A" STATEMENT OF WORK

### **SPECIFICATIONS**

To provide goods and services required for key cutting, lock repair, lock installation, lock replacement, installation and repairs of exit and entrance door hardware (e.g. panic bars and related hardware).

Item	Mandatory Requirement Description	Mandatory Met		Description on how mandatory requirement is met or reference to Section/Page(s) in proposal where mandatory is met.
		Yes	No	
M1	The Bidder must have a minimum of five (5) years' experience in projects with similar conditions as detailed in the Statement of Work.			
M2	Bidder must have good standing with WorkSafe. Bidders <u>may</u> be required to provide proof of good standing for evaluation purposes.			
M3	Acceptance of all terms and conditions			
M4	Must be able to service and repair Primus high security locks and keys.			
M5	Provide proof of current Locksmith Business license issued by the BC Government.			
M6	All locksmiths providing work under this contract must have a "Locksmith Employee License" or a "Locksmith Employee License Under Supervision" as mandated under the BC Security Licensing Process and Licence Conditions Policies. Bidders may be required to provide proof.			

### **WORK SITES**

- a. Dockyard, Esquimalt
- b. Signal Hill, Esquimalt
- c. Naden, Esquimalt
- d. Work Point, Esquimalt
- e. Munroe Head, Esquimalt
- f. Bay St Armoury, Victoria
- g. Colwood Area, Colwood
- h. Belmont Park, Colwood
- i. Albert Head, Metchosin
- j. Mary Hill, Metchosin
- k. Rocky Point, Metchosin
- l. Heals Range, Brentwood
- m. Patricia Bay, Sidney
- n. Ashton Armoury, Victoria
- o. HMCS Malahat, Victoria

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## **WORK SITE ACCESS**

Direct access to and from work areas is subject to:

- a) Traffic regulations as established by Department of National Defence
- b) Security regulations as established by Department of National Defence.
- c) Department of National Defence operations
- d) Contractor vehicles being clearly marked.
- e) Park vehicles where designated by DND Technical Authority.
- f) Inclusion on a list of designated employees and/or suppliers (Following issuance of a Standing Offer, it will be the Offeror's responsibility to supply and maintain an up-to-date, listing of designated individuals and/or suppliers that may require access to any of the designated working areas within CFB Esquimalt. The list shall be provided to the Base Security Officer within one week of notice of intent to issue a Standing Offer to the successful Offeror.)
- g) Fire regulations as established by the Base Fire Chief

## **WORK INCLUDED**

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

Services are defined as, but not necessarily limited to, the following:

1. Recode cylinder Recoding locks and cutting new keys for the locks
2. Repair/replace as required Master key cylinder
3. Repair/replace as required Grandmaster and master key cylinder
4. Repair/replace as required Cut key to fit existing lock
5. Repair/replace as required Mechanical Pushbutton locks
6. Supplying records of new systems to Project Authority
7. Opening locks for which keys are misplaced and cutting new keys for the locks

Repairs have been defined as, but are not necessarily limited to, the following:

1. Repair lock in accordance with defect
2. Replace locksets
3. Replace key inserts
4. Repair Hydraulic door closers and fire exit hardware
5. Repair, refurbish non-standard, discontinued and vintage hardware.

## **SCHEDULE OF SERVICES**

- Normal service hours shall be between the hours of 8:00 am and 4:30 pm, Monday to Friday.

- Outside of normal service hours shall be considered to be hours prior to 8:00 am and after 4:30 pm Monday to Friday, and all hours on Saturdays, Sundays and statutory holidays.
- The Offeror must reply to the call-up request within the following timeframes:
  - Routine: Within 4 hours, from time of an authorized call up
  - Immediate Operational Requirement (IOR): Within 1 hour, from time of an authorized call up.
- Services requested shall commence:
  - Routine: Within 2 (two) days, from time of an authorized call up.
  - Immediate Operational Requirement (IOR): Within 1 hour, from time of an authorized call up.
- Services requested shall be completed, delivered or rendered
  - Routine: Within 1 week
  - Immediate Operational Requirement (IOR): Within 2-4 hours from commencement of the work.

*Immediate Operational Requirement (IOR) conditions apply when verbally requested by the Project Authority.*

### **WORK SITE STATUS**

All work areas shall be left clean and tidy at the completion of the requested service. All debris and waste materials are to be removed from the site by the Contractor and are encouraged to be recycled if possible. All scrap and waste material will become the property of the Contractor who must remove it from the site. When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.

### **BUILDING SECURITY**

1. Where security has been reduced by the work of the Contract, provide temporary means to maintain security.
2. When a key for access has been issued, ensure work area is secured before leaving.

### **SMOKING RESTRICTION**

Comply with smoking restrictions and municipal by-laws. Smoking is not permitted inside any DND buildings or in personally owned vehicles on DND property. Smoking is only allowed at designated smoking areas outside.

## ANNEX "B"

### BASIS OF PAYMENT AND EVALUATION

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

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

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

If a job estimate is required, the estimate shall be completed at no charge to Canada.

### CALL UP RATES

All-inclusive firm call-up rates are based only on direct travel from Contractors plant to the sites of work specified below and direct return to Contractors plant. Call up rates shall be charged only once for each Call-up against the Standing Offer which requires travel to the work site. Call up rates must not include any productive labour rates.

**If call up rates do not apply, please fill in rate as zero (0)**

<b>NORMAL SERVICE HOURS CALL UP RATE</b>	Est #trips per year	Year #1 \$/Call-Up	Extension (Est trips x Call-Up)	Year #2 \$/Call-Up	Extension (Est trips x Call-Up)	Year #3 (Option) \$/Call-Up	Extension (Est trips x Call-Up)
Dockyard, Naden, Work Point Barracks, Bay Street Armories, Signal Hill	10	\$	\$	\$	\$	\$	\$
Colwood and Belmont Park	1	\$	\$	\$	\$	\$	\$
Heals Range	1	\$	\$	\$	\$	\$	\$
Albert head and Mary Hill	1	\$	\$	\$	\$	\$	\$
Rocky Point	1	\$	\$	\$	\$	\$	\$
Patricia Bay	1	\$	\$	\$	\$	\$	\$
EVALUATION SUB TOTAL A			\$ lot	EVAL SUB B	\$ lot	EVAL SUB C	\$ lot

<b>WORK OUTSIDE OF NORMAL SERVICE HOURS CALL UP RATE</b>	Est #trips per year	Year #1 \$/Call-Up	Year #2 \$/Call-Up	Year #3 (Option) \$/Call-Up
Dockyard, Naden, Work Point Barracks, Bay Street Armories, Signal Hill	1	\$	\$	\$

Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

Colwood and Belmont Park	1	\$	\$	\$
Heals Range	1	\$	\$	\$
Albert head and Mary Hill	1	\$	\$	\$
Rocky Point	1	\$	\$	\$
Patricia Bay	1	\$	\$	\$
		EVAL SUB D \$ lot	EVAL SUB E \$ lot	EVAL SUB F \$ lot

<b>Immediate Operational Requirement (IOR) Call Out Rate <i>During</i> normal service hours</b>	Est #trips per year	Year #1 \$/Call-Up	Year #3 \$/Call-Up	Year #3 (Option) \$/Call-Up
Dockyard, Naden, Work Point Barracks, Bay Street Armories, Signal Hill	1	\$	\$	\$
Colwood and Belmont Park	1	\$	\$	\$
Heals Range	1			
Albert head and Mary Hill	1	\$	\$	\$
Rocky Point	1	\$	\$	\$
Patricia Bay	1	\$	\$	\$
		EVAL SUB G \$ lot	EVAL SUB H \$ lot	EVAL SUB I \$ lot
<b>Immediate Operational Requirement (IOR) Call Out Rate <i>Outside</i> normal service hours</b>	Est #trips per year	Year #1 \$/Call-Up	Year #3 \$/Call-Up	Year #3 (Option) \$/Call-Up
Dockyard, Naden, Work Point Barracks, Bay Street Armories, Signal Hill	1	\$	\$	\$
Colwood and Belmont Park	1	\$	\$	\$
Heals Range	1			
Albert head and Mary Hill	1	\$	\$	\$
Rocky Point	1	\$	\$	\$
Patricia Bay	1	\$	\$	\$
		EVAL SUB J \$ lot	EVAL SUB K \$ lot	EVAL SUB L \$ lot

#### FIRM UNIT PRICES FOR SPECIFIED PERIOD

ITEM	DESCRIPTION	EST Annual Units	Year #1 \$/Unit	Extension (Annual EST x Unit price)	Year #2 \$/Unit	Extension (Annual EST x Unit price)	Year #3 (Option) \$/Unit	Extension (Annual EST x Unit price)
<b>KEY CUTTING FOR KEY BLANKS</b>								
1	Standard keys	290	\$	\$	\$	\$	\$	\$
<b>KEY CUTTING FOR HIGH SECURITY KEYS</b>								
2	Primus	66	\$	\$	\$	\$	\$	\$
<b>EVALUATION SUBTOTALS</b>			EVAL SUB	\$ lot	EVAL SUB	\$ lot	EVAL SUB O	\$ lot

Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

	M		N			
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## Labour Rates

The firm rates below shall be inclusive of all labour, tools, equipment, supervision, and work-related equipment to perform the services and repairs. Applicable Taxes will be charged extra to the rates quoted herein.

Total repair charges (inclusive of parts and labour) shall not exceed 75% of replacement value.

Services and repairs shall be charged as follows:

		Year One		Year Two		Year Three	
<b>NORMAL SERVICE HOURS</b>	EST Annual Usage	Rate/Hour	Extension (Rate x Hours)	Rate/Hour	Extension (Rate x Hours)	Rate/Hour	Extension (Rate x Hours)
SHOP LABOUR	44hrs	\$	\$	\$	\$	\$	\$
ON-SITE LABOUR	65hrs	\$	\$	\$	\$	\$	\$
<b>WORK OUTSIDE OF NORMAL SERVICE HOURS</b>							
SHOP LABOUR	2 hrs	\$	\$	\$	\$	\$	\$
ON-SITE LABOUR	4 hrs	\$	\$	\$	\$	\$	\$
EVALUATION SUB TOTAL P		\$		EVAL SUB Q	\$	EVAL SUB R	\$

**MATERIAL REPLACEMENT PARTS:** shall be charged at the laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) **plus firm mark-up** of (See below) (which includes purchasing expenses, internal handling, General & Administrative Expenses and profit) excluding Goods and Services Tax, which must be shown as a separate item

Year One				Year Two			Year Three		
ITEM	EST	MARK-UP	Extension	EST	MARK-UP	Extension	EST	MARK-UP	Extension
MATERIALS	\$30,000	+ %	\$	\$30,000	+ %	\$	\$30,000	+ %	
EVALUATION SUB TOTAL S			\$	EVAL SUB T	\$	EVAL SUB U	\$		

## 2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated aggregate price will be recommended for issuance of a standing offer. Selection will be based on the lowest aggregate price basis totalling evaluation subtotals A+B+C+D+E+F+G+H+I+J+K+L+M+N+O+P+Q+R+S+T+U

Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "C"**

### **SECURITY REQUIREMENTS CHECK LIST**

ATTACHED



Solicitation No. - N° de l'invitation  
W6839-154060/A  
Client Ref. No. - N° de réf. du client  
W6839-154060

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38233

Buyer ID - Id de l'acheteur  
VIC123  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "D"

### PERIODIC USAGE REPORT - SEMI ANNUAL

#### STANDING OFFER NUMBER: W6839-164060

Reports may be submitted in the format shown below, or as copies of invoices issued for goods supplied and/or services rendered.

Invoices submitted for time and labour, shop or on site, should specify:

- I. work site,
- II. ii) hourly rate of labour, and hours, or portion thereof, of labour charged and
- III. iii) total cost of labour.

Reports should be forwarded to the Standing Offer Authority no later than fifteen (15) days after the designate. **Reports must be submitted every 6 months from contract award.**

#### Report of Usage, period ending

ITEM	Quantity	Price	Total Price
		\$	\$
Description of Work	Time/hours		Total Price
			\$

Return Report to:

Name: Leigh Garrod  
Title: Supply Team Leader  
Public Works and Government Services Canada

Address: 1230 Government Street, Victoria, BC V8W 3X4

Telephone: 250-415-2433  
Facsimile: 250-363-0395  
E-mail address: leigh.garrod@pwgsc.gc.ca

In the event you are unable to contact the above noted Authority, please contact:  
[PAC.VICCA@tpsgc-pwgsc.gc.ca](mailto:PAC.VICCA@tpsgc-pwgsc.gc.ca).

Offerors Signature: \_\_\_\_\_



Government  
of Canada

Gouvernement  
du Canada

JAN 06 2016

Contract Number / Numéro du contrat

W6837-154060

Security Classification / Classification de sécurité  
Unclassified

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



Government  
of Canada

Gouvernement  
du Canada

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Security Classification / Classification de sécurité  
unclassified

PART A (continued) / PARTIE A (suite)

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

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

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

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

Document Number / Numéro du document :

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

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

☒ RELIABILITY STATUS  
CÔTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET- SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

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

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

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

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

☒ No ☐ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

PRODUCTION

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

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

☒ No ☐ Yes  
Non Oui

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

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

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

☒ No ☐ Yes  
Non Oui

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

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

☒ No ☐ Yes  
Non Oui

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unclassified

Canada



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PART C (continued) PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6837-154060

Security Classification / Classification de sécurité  
Unclassified

<b>13. Organization Project Authority / Charge de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Rick Amot		Title - Titre Contract Supervisor	Signature 
Telephone No. - N° de téléphone 250-363-7648	Facsimile No. - N° de télécopieur 250-363-5324	E-mail address - Adresse courriel Richard.Amot@forces.gc.ca	Date 22-12-2015
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Dawn Murray - DDSO - Industrial Security SRCL Team Lead Tel: 613-996-0374 E-mail: dawn.murray@forces.gc.ca		Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 5 January 2016
<b>15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?</b> Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Evan Fletcher		Title - Titre Supply Officer	Signature 
Telephone No. - N° de téléphone 250-363-3612	Facsimile No. - N° de télécopieur 250-363-0395	E-mail address - Adresse courriel evan.fletcher@pwgsc.gc.ca	Date 2016-06-06
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature 
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25-JANUARY-2016

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tbsgc-pwgsc.gc.ca  
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