



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Public Works and Government Services / Travaux
publics et services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Bid Fax: (613) 545-8067

**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 / Travaux publics
et services gouvernementaux

Kingston Procurement

Des Acquisitions Kingston

86 Clarence Street, 2nd floor

Kingston

Ontario

K7L 1X3

Title - Sujet Douglas Fir, Timber	
Solicitation No. - N° de l'invitation 5P301-160008/A	Date 2016-06-07
Client Reference No. - N° de référence du client 5P301-16-0008	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-650-6920
File No. - N° de dossier KIN-6-46014 (650)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-07-18	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Rombough, Lori	Buyer Id - Id de l'acheteur kin650
Telephone No. - N° de téléphone (613)483-9035 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: As per Call up document	
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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N° de l'invitation - Solicitation No.

5P301-160008/A

N° de réf. du client - Client Ref. No.
5P301-160008

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

kin650

N° CCC / CCC No./ N° VME - FMS

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, 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 Requirement, the Basis of Payment and any other annexes.

1.2 Summary

- 1.2.1 On behalf of Parks Canada, an Offeror is required to supply and deliver select structural douglas fir (timber) to various locations in Ontario, on an "as and when required" basis.
- 1.2.2 Period of the Standing Offer will be from date of issue to 31 July 2017.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

Offerors may request a debriefing on the results of the request for standing 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>) 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.

2.2 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 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 Ontario.

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: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

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

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

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

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

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

Section I: Financial Offer

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

3.1.1 Exchange Rate Fluctuation

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

Section II: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

- a) Unit prices must be provided for all Item numbers in Pricing Basis "A" and a Discount Percent amount must be provided for Pricing Basis "B".
- b) Offers must not contain any condition or qualification placed upon the offer.
- c) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

4.1.1.2 Evaluation of Price

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

- b) The extended prices of all items in Pricing Basis "A" and "B" in Annex B will be calculated by multiplying the estimated usage figures by the Offeror's unit prices to calculate the extended pricing for each line item.
- c) The extended prices will be added together to calculate the Offeror's evaluated price.

4.2 Basis of Selection

SACC Manual Clause M0069T (2007-05-25), [Basis of Selection](#)

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. 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.

5.2 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) (<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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Standing Offer.

6.3 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.

6.3.1 General Conditions

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

6.3.2 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 "C ". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

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

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against each Standing Offer is from date of issue to 31 July 2017.

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Lori Rombough
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston, ON K7L 1X3
Telephone: 613-545-8061
Facsimile: 613-545-8067
E-mail address: lori.rombough@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.

6.5.2 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.

6.5.3 Offeror's Representative (To be entered by the Offeror)

Name: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

6.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Parks Canada.

6.7 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*.

6.8 Limitation of Call-ups

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

6.9 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 2010A (2016-04-04), General Conditions – Goods (Medium Complexity)
 - e) Annex A, Requirement;
 - f) Annex B, Basis of Payment;
 - g) the Offeror's offer dated _____

6.10 Certifications and Additional Information

6.10.1 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.

6.11 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 _____.

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.

6.1 Requirement

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

6.3 Term of Contract

6.3.1 Period of the Contract

The Work is to be performed during the period of date of issue to 31 July 2017.

6.3.2 Delivery Date

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

6.4 Payment

6.4.1 Basis of Payment– Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.4.3 Method of Payment

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

6.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.6 Insurance Requirements

SACC Manual clause G1005C (2008-05-12) Insurance

6.7 SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Government Site Regulations

SACC Manual clause B2004C (2006-06-16) Lumber - Grade Marking

ANNEX "A" - REQUIREMENT

1. General

On behalf of Parks Canada, an Offeror is required to supply and deliver select structural douglas fir (timber) to various locations in Ontario, on an "as and when required" basis.

2. Mandatory Minimum Specifications

- 2.1 All timber must meet or exceed the N.L.G.A 2014 Grading Rules for Canadian Lumber.
- 2.2 The Stop Logs could be requested to:
 - a) be manufactured with two (2) Lifting Bolt Details as per the drawing and picture in Appendix 1 to Annex "A"; and
 - b) possess steel lifting bolts that are Cold Rolled Steel, conforming to CSA G40.20-04.
- 2.3 Gate Planks could be requested to:
 - a) be manufactured with milled grooves as per Appendix 3 to Annex "A"
- 2.4 A mill certificate of grade must accompany each shipment;
- 2.5 No wane will be accepted on any items.
- 2.6 All lumber is to be stamped showing grading agencies authorized by the Canadian Lumber Standards Accreditation Board (C.L.S.A.B.) or the American Lumber Standard Committee (A.L.S.C.).
- 2.7 All items must have or exceed a moisture content of 20% at the time of delivery.
- 2.8 Ends of timber and planks must be treated or painted to prevent checking.

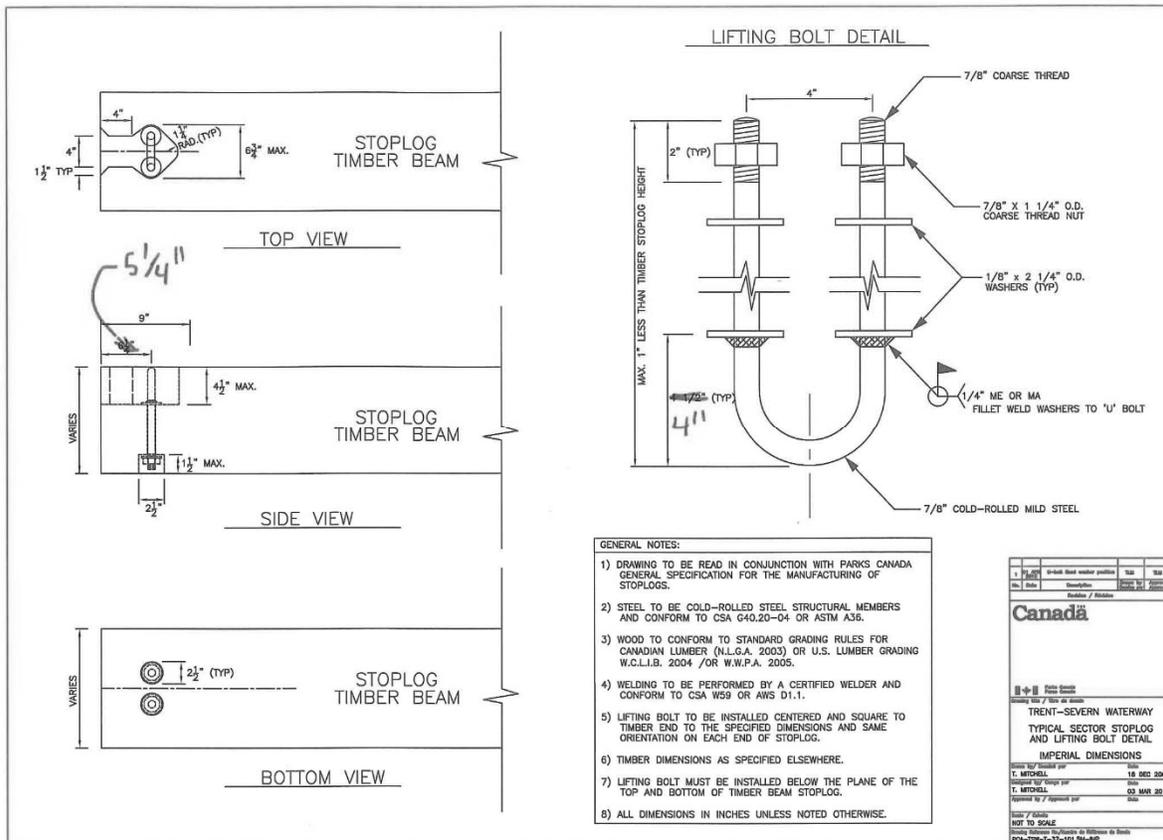
3. Delivery

- 3.1 All timber must be tarped while in transport
- 3.2 All deliveries must be coordinated with the Project Authority or their representative.
- 3.3 All deliveries must take place during business hours, Monday to Friday from 8:00 am to 4:00 pm, excluding statutory holidays.
- 3.4 The Offeror must provide a minimum 48 hour notice of delivery, to the Project Authority, to ensure there is staff available to accept the shipments.

3.5 Delivery Locations

- a) Washago – 3321 Bond Road, Washago, ON L0K 2B0
- b) Kirkfield Shop - 46 Talbot River Road, Kirkfield, ON, K0M 2B0.
- c) Kawartha Shop – 2155 Ashburnham Drive, Peterborough, ON, K9L 1P8
- d) Campbellford Yard – 12 Trent Drive, Campbellford, ON., K0L 1L0
- e) Northern Sector Shop – 400 Nicolls Island road, Manotick, ON K4M 1B2
- f) Central Sector Shop – 49 Centre Street, Smith Falls, ON K7A 3B8
- g) Southern Sector Shop, 119 Davis Lock Road, Elgin, ON K0G 1E0

APPENDIX 1 TO ANNEX "A"



N° de l'invitation - Sollicitation No.

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File No. - N° du dossier

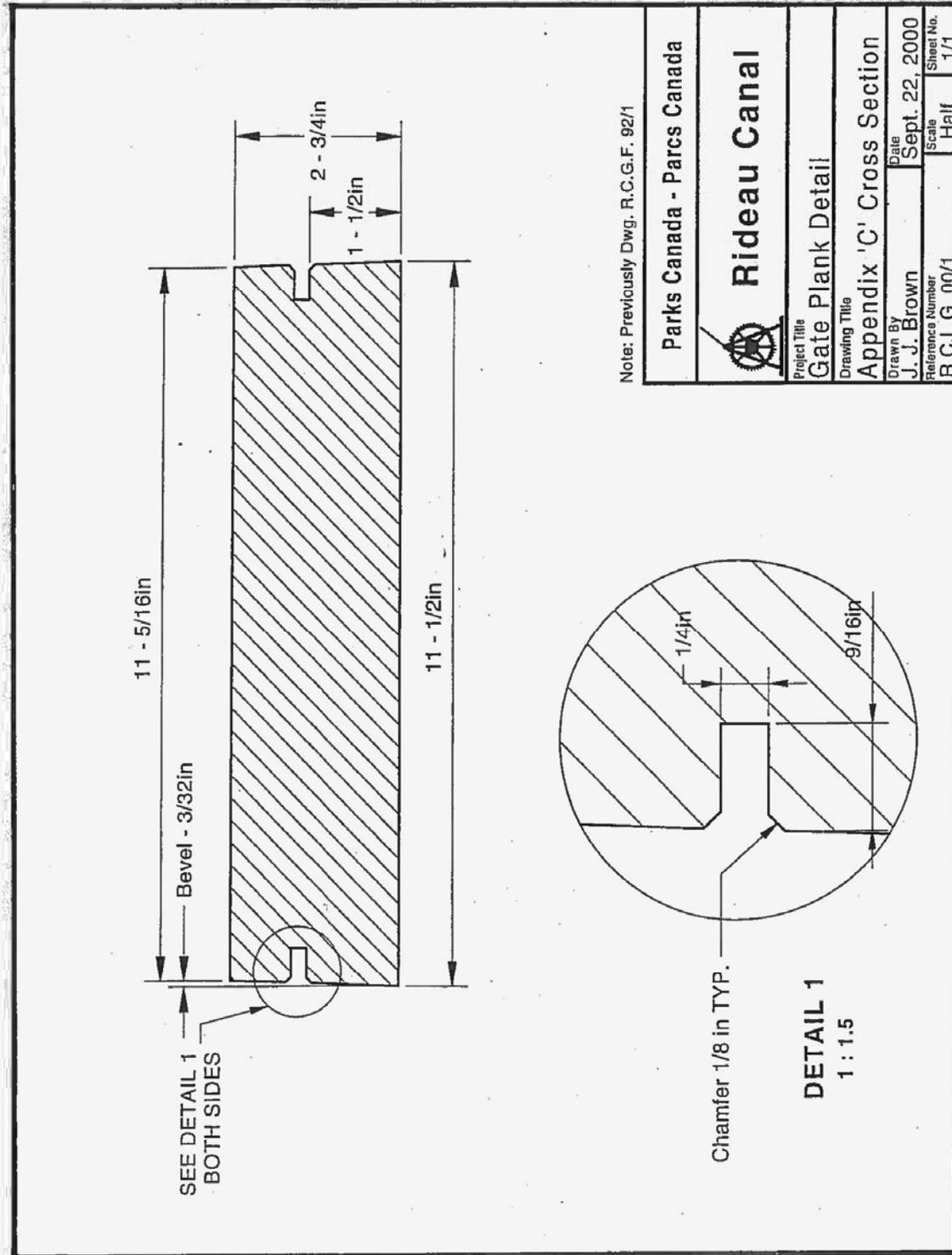
Id de l'acheteur - Buyer ID

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APPENDIX 2 TO ANNEX "A"



ANNEX "B" - BASIS OF PAYMENT

Firm, all-inclusive unit prices (exclusive of HST) in Canadian Currency. H.S.T., if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item. Customs duties are included.

Goods must be consigned to the destination specified in the Contract and Delivered Duty Paid (DDP) Incoterms 2000.

Pricing Period: date of issuance to 31 July 2017

Pricing Basis "A"

Item	Description	Unit of Issue	Estimated Usage	Unit Price
<u>1. Swingbar:</u>				
1.1	10" x 24" x various lengths	per linear foot	170	\$
1.2	6" x 18" x various lengths	per linear foot	85	\$
<u>2. Gates:</u>				
2.1	16" x 18" x various lengths	per linear foot	90	\$
2.2	16" x 16" x various lengths	per linear foot	100	\$
2.3	6" x 17" x various lengths'	per linear foot	80	\$
2.4	2 3/4" x 11 1/2" x various lengths	per linear foot	130	\$
2.5	15" x 20" x 20'	per Log	40	\$
2.6	14" x 17" x 20'	per Log	40	\$
2.7	5" x 5" x 20'	per Log	40	\$
2.8	9-1/2" x 12 1/2" x various lengths	per linear foot	70	\$
2.9	4-1/2" x 12 1/2" x various lengths	per linear foot	75	\$
2.10	16-1/2" x 12 1/2" x various lengths	per linear foot	80	\$

Item	Description	Unit of Issue	Estimated Usage	Unit Price
2.11	18-1/2" x 12 1/2" x various lengths	per linear foot	70	\$
2.12	20-1/2" x 12 1/2" x various lengths	per linear foot	80	\$
2.13	22-1/2" x 12 1/2" x various lengths	per linear foot	75	\$
2.14	Milling of Gate Planks As per specifications Appendix 2 to Annex A	Per Log	40	\$
3. <u>Stop Logs:</u>				
3.1	13" x 16" x various lengths'	per linear foot	120	\$
3.2	12" x 14" x various lengths'	per linear foot	250	\$
3.3	Installation of D's (Lifting Bolts) As per specifications Appendix 1 to Annex A	Per Log	40	\$
4. <u>Coffer Logs:</u>				
4.1	12" x 12" x various lengths	per linear foot	60	\$
4.2	12" x 16" x various lengths	per linear foot	75	\$
4.3	14" x 16" x various lengths	per linear foot	65	\$

Pricing Basis "B"

Additional items not included Pricing Basis "A" less a discount of: _____%

Estimated usage: \$1,000.00

N° de l'invitation - Sollicitation No.

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5P301-160008

N° de la modif - Amd. No.

File No. - N° du dossier

Id de l'acheteur - Buyer ID

kin650

N° CCC / CCC No./ N° VME - FMS

Annex "C" - Standing Offers Reporting

Item #	Description	Qty	Total