



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada**
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Vacuum/Duct Cleaning Service	
Solicitation No. - N° de l'invitation W0107-15C623/A	Date 2016-06-21
Client Reference No. - N° de référence du client W0107-15CB623	
GETS Reference No. - N° de référence de SEAG PW-\$PET-903-1373	
File No. - N° de dossier PET-5-43054 (903)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-03	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Harrington, Mary-Lou	Buyer Id - Id de l'acheteur pet903
Telephone No. - N° de téléphone (613) 401-3643 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence Real Property Operations Unit (Ontario) Detachment Petawawa (RPOU) Garrison Petawawa, Bldg S-111 Petawawa, Ontario K8H 2X3	

Instructions: See Herein

Instructions: Voir aux présentes

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 Supply
and Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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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W0107-15CB623

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-5-43054

Buyer ID - Id de l'acheteur
PET903
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1

For the provision of all labour, equipment, tools, materials, transportation, supervision and certifications required for the annual, semi-annual and as requested vacuum cleaning, air blowing and/or heavy duty cleaning. Work to include but not limited to cleaning of stoves, chimneys, HVAC, paint spray booths, hoppers and various ducts and diffusers in use at Real Property Operations Unit (Ontario) Detachment Petawawa (RPOU), Garrison Petawawa. All work to be in accordance with the Statement of Work attached as Annex A.

1.2.2

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

1.2.3

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

1.2.4 Mandatory Site Visit

There will be a Mandatory Site Visit held on Wednesday, July 27, 2016 at 10:00 am. Bidders must report to the PSPC office located in Building S-111, Room C-114. Bidders who do not attend the site visit will be precluded from submitting a bid.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation 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.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids 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 bid solicitation.

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.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;

- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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.

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 ()**

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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than Five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders 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 the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 Bidders.

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Bldg S-111, Garrison Petawawa . The site visit will begin at **10:00 a.m. on 27 July 2016, in Room C-114.**

Bidders must communicate with the Contracting Authority no later than 22 July 2016 to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

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 bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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>). To assist Canada in reaching its objectives, Bidders 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 Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

3.1.2 Electronic Payment of Invoices – Bid

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

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

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section II: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "B" FOB Destination as indicated, for all three (3) years.

The Bidder must complete and submit its financial offer in accordance Annex B, Basis of Payment, in Canadian funds. The Bidder's pricing must not be indexed to any currency exchange rates or commercial index.

4.1.1.2 For items 1 through 26, the Bidder's Unit Price for each year will be multiplied by the corresponding estimated usage to arrive at the extended price.

For item 27, the estimated usage for each year will be multiplied by (one plus the Bidder's Percentage mark-up) to arrive at the extended price.

The aggregate value is the sum of all extended prices for all years for all items.

4.1.1.3 *SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

4.2 Basis of Selection

SACC Manual clause A0069T (2010-08-16) Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid 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 Bidder 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 - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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 (ESDC) - Labour's website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Documents required

- 5.2.3.1 Copy of insurance certificate which meets or exceeds the coverage specified herein.
- 5.2.3.2 Copy of Worker's Compensation coverage for all applicable employees.
- 5.2.3.3 Copy of your company's most recent, signed Health and Safety Plan as it relates to this work.
- 5.2.3.4 Proof of Confined Space certification, WHMIS, First Aid & CPR.
- 5.2.3.5 Cell phone number is required. Provide number.
- 5.2.3.6 Proof of five (5) years experience providing services cleaning HVAC systems for a large (>10,000 m2) commercial facility.
- 5.2.3.7 Proof of experience within the previous three (3) years of providing services with duct access above heights of 3 metres; HVAC humidification systems for indoor pools; HVAC systems for locations with an angled graded floor.
- 5.2.3.8 Proof of ownership of, or access to, lift equipment that is capable of reaching heights up to 50 feet and have the capability of working on an angle-graded floor where duct access can be at heights of up to 21 feet.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
 3. For additional information on security requirements, Bidders 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.

6.2 Commercial General Liability Insurance

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

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

PART 7 - RESULTING CONTRACT CLAUSES

Delete this title and the following sentence at contract award.

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

-
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$ 25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract 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.

7.2.1 General Conditions

2035 2016-04-04, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the 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).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 1 September 2016 to 31 August 2019 inclusive.

7.4.2 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mary Lou Harrington
Public Works and Government Services Canada
Acquisitions Branch
Petawawa Procurement
Bldg S-111, Garrison Petawawa, Petawawa, Ont. K8H 2X3

Telephone: 613-401-3643
Facsimile: 613-687-6656
E-mail address: marylou.harrington@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-____
Facsimile: ____-____-____
E-mail: _____.

Solicitation No. - N° de l'invitation
W0107-15C623/A
Client Ref. No. - N° de réf. du client
W0107-15CB623

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-5-43054

Buyer ID - Id de l'acheteur
PET903
CCC No./N° CCC - FMS No./N° VME

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

Delivery follow-up

Name: _____

Telephone No: _____

Facsimile No: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Firm Price, Firm Unit Prices(s) or Firm Lot Price(s)

For the Work described in Part I of the Pricing Basis in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorization

For the Work described in Part II of the Pricing Basis in Annex B:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) *in accordance with the basis of payment, in Annex B*, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.3 SACC Manual Clauses

SACC Manual clause C600C (2011-05-16) Limitation of Price

SACC Manual clause C0710C (2007-11-30) Time and Contract Price Verification

SACC Manual clause H1001 (2008-05-12) Defence Contract

7.7.4 Electronic Payment of Invoices – Contract

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

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

7.8 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.

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information

are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

7.11 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 Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*" , as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

7.13 SACC Manual Clauses

B7500C Excess Goods 2006-06-16
A9062C Canadian Forces Site Regulations 2011-05-16

7.14 Insurance

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

ANNEX "A"

STATEMENT OF WORK

Vacuum Cleaning and Duct Cleaning

CCID CB623

1) Identification

- a) Work on this requirement comprises the furnishing of all supervision, labour, materials, equipment, and tools required to carry out vacuum cleaning, duct cleaning, and heavy cleaning services, on a periodic and as requested basis, at garrison Petawawa.

2) Standards

- a) National Fire Code (NFC)
- b) National Fire Protection Act (NFPA)
- c) Ontario Occupational Health and Safety Act
- d) Contractor and workers will have current certification and/or training in:
 - i) Fall arrest.
 - ii) Confined Space Entry.
 - iii) WHIMIS training.
 - iv) First aid and CPR.
 - v) Lock-out/tag out procedures training.

3) Safety

- a) The contractor shall develop a safety plan for this requirement. This plan shall be communicated to the Technical Authority and the contractor's staff. Special attention will be placed on circumstances that require work in elevated positions and confined spaces.

4) Technical Requirement

- a) Work under this requirement will encompass routine and periodic duct cleaning, and unscheduled "as and when requested" cleaning of various equipment;
- b) The contractor will receive a detailed scope of work for the "as and when requested work";

- c) The contractor shall provide 24 hour, 7 day per week, contact information with the use of a cell phone;
- d) Service work will normally be required during regular working hours (0730-1600) daily when requested by the Technical Authority;
- e) Response time for scheduled service work shall be within 24 hours of the request or later as agreed upon by the Technical Authority;
- f) The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized persons shall be done at the Contractor's risk with regard to non-payment;
- g) Response time for emergency non-scheduled service work, identified at the time of task authorization during and outside of normal working hours, on weekends and holidays shall be answered and underway within four (4) hours of the task authorization;
- h) The contractor will report to the Technical Authority upon arrival at Garrison Petawawa to sign in the contractor's log book and must also sign out at the end of each work day;
- i) The contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized persons shall be done at the contractor's risk for non-payment;
- j) Work may be carried out in occupied areas. The contractor is responsible to coordinate all access requirements however some locations may only be available after hours. No additional compensation will be paid for these instances;
- k) Cleaning materials and products will be non-corrosive to prevent defacing, and will be used in accordance with the manufacturers' recommendations;
- l) In the event repairs to any equipment are required the contractor will notify the Technical Authority prior to completion of the work;
- m) Job-site clean-up will consist of daily policing and clean up. Upon completion of the work requirement all tools, equipment, surplus material and debris will be removed from the work area.

5) Periodic and routine work

- a) Periodic work under this requirement will include scheduled routine cleaning of equipment, surfaces and systems on a semi-annual basis to include:
 - i) HVAC systems;
 - ii) Hoppers;
 - iii) Stoves and chimneys;
 - iv) Fireplaces;
- b) Periodic work under this requirement will include scheduled routine cleaning of equipment, surfaces and systems on an annual basis to include:
 - i) Building G-104 air handling units (AHU);
 - ii) Building G-104 walls, ceilings, tiles, diffusers and high cleaning;
 - iii) Building P-117 HVAC units (2), exhaust fans (3), ducts, diffusers and grilles;
 - iv) Building P-118 Pool area AHU, ducts, diffusers and grilles;

- v) Building P-119 Theatre AHU, ducts, diffusers and grilles;
- vi) Various building paint booths;

6) Unscheduled work

- a) This requirement may include non-scheduled cleaning of equipment, systems and surfaces as necessary from time to time;
- b) "As required" work may include such equipment and tasks as:
 - i) Duct work;
 - ii) Wall and ceiling mounted unit heaters;
 - iii) Interior and exterior sawdust hopper collection systems;
 - iv) Large and small paint booths;
 - v) Walls, ceilings, various building structures;
 - vi) Vents, diffusers and grilles;
 - vii) Exhaust fans and destratification fans;
 - viii) Elevated light fixtures;
 - ix) HVAC systems, and components;
 - x) Fungal, animal excrement and deceased carcass removal and disposal.
- c) All unscheduled work will be detailed at the time of task authorization.

7) Minimum Equipment Requirements

- a) A high-powered truck or trailer mounted vacuum unit shall be used with a flexible vacuum hose that is an appropriate diameter with a minimum length of 200 feet. The portable vacuum system must include an on-board dust collection and filter system;
- b) Small portable wet and dry vacuum units shall incorporate the use of a Hepa filter;
- c) Pressurized air blowing equipment shall be used in conjunction with the truck unit. It shall be a portable electric compressor not to exceed 15 Amp/115 volts, capable of creating a velocity of 137.16 m/sec, (523.1 km/hr) at the nozzle opening. It shall include all extension components to reach 30m into ductwork;
- d) The use of fuel fired equipment designed to be operated inside must be pre-approved by the technical authority and the equipment must have the capability to be vented outdoors;
- e) The contractor will utilize man lifts as necessary for heights up to 35 feet. The use of PPE and fall arrest is mandatory.

8) Standards for Work

- a) Heating Ventilating and Air Conditioning (HVAC) systems
 - i. Clean and vacuum all components, panels and compartments that comprise the HVAC unit, from the inlet transition ducting or vibration eliminator to the discharge end connections. Include all mixing and return duct connections, heating and cooling coils and heat exchangers, positioning dampers, turning vanes, filter racks and tracks, condensate trays and drains, motor and fan assembly compartments and access panels;

- ii. Use compressed air and vacuum to thoroughly clean the coil face, two sides, including dampers, housings;
- iii. Clean dust, grime and grease from blades, motor body, grill and fan housing.

b) Hoppers

- i. Remove all of the accumulated sawdust and debris from the hopper and remove to an appropriate off-site waste disposal site;
- ii. Vacuum, brush and air blow the interior of the hopper removing all dust, dirt and debris;
- iii. Dust collection bags or filters will be removed, shaken, and blown clean using compressed air blower;
- iv. Clean all duct work connected to the hopper;
- v. Wipe down exterior of the hopper of accumulated dust, dirt, debris and foreign material;
- vi. Operate the hopper to ensure the system runs as designed.

c) Stoves, Fireplaces and Chimneys

- i. Flue and chimney pipe shall be thoroughly brushed through the entire length, with a properly sized brush, manufactured for that purpose;
- ii. All soot, creosote and particulate shall be removed from the bottom clean out after brushing;
- iii. The wood burning stove, appliance or fireplace, connections, clean-out and firebox will be completely brushed, vacuumed and cleaned;
- iv. The contractor will clean in, on, under and around stoves and fireplaces;
- v. Wood burning stoves are located in troop shelters in the Ranges and Training Areas;

d) Air Handling Units (AHU)

- i. Clean and vacuum all components, panels and compartments that comprise the air handling unit, from the inlet transition ducting or vibration eliminator to the discharge end connections. Include all mixing and return duct connections, heating and cooling coils and heat exchangers, positioning dampers, turning vanes, filter racks and tracks, condensate trays and drains, motor and fan assembly compartments and access panels.

e) Paint Booths

- i. The contractor will coordinate all work schedules with the user to ensure uninterrupted access;
- ii. The contractor will coordinate with the Technical Authority for the supply and delivery of replacement filters, on or before the day of the scheduled work;
- iii. Clean all tracks, ledges, walls, floors, fixtures and hardware;

iv. Clean all ductwork that is attached to and forms part of the operation of the paint booth.

f) Duct Work

- i. Utilize controlled brushing techniques with specialized tools that will dislodge dirt and debris inside the ductwork and push or pull it to the vacuum;
- ii. All ductwork will be free of dust, dirt, debris and all foreign material
- iii. The use of chemical biocides or chemical treatments is not permitted.

g) Unit Heaters, wall and ceiling mounted

- i. Vacuum both sides of unit heater coils;
- ii. Clean interior and exterior of cabinets;
- iii. Use compressed air to blow out debris to ensure free and unobstructed airflow through the coil and fins;
- iv. Clean all attached deflectors;
- v. Unit heaters may be located at varying ceiling heights.

h) Vents, Diffusers, Grilles and Light Fixtures

- i. Grills/diffuser/vent shall be removed and thoroughly cleaned removing all dust, dirt, debris and foreign material;
- ii. Ducts shall be hand cleaned up to an "arm's reach" prior to re-installing the grill/diffuser/vent;
- iii. Remove dust, grime and grease from light bulbs/tubes, lens, fixture body and hangers.

i) Heavy cleaning, fungal, carcass removal, and restoration of surfaces after spills

- i. Heavy cleaning scope of work will be identified at the time of call-up;
- ii. May include the removal of animal or bird carcass, clean-up of droppings or infestation;
- iii. The contractor will use appropriate methods and cleaning solutions to resolve each unique occurrence. Service requests for this requirement may require action within 4 hours.

j) Dining Hall annual high cleaning

- i. Includes all walls from floor to ceiling. Wall type may include fabric and painted cinder block. All ledges, fixtures and suspended lighting. All girders, bracing, posts, beams and ceiling tiles shall be thoroughly cleaned removing all dust, dirt, grease, debris and foreign material;
- ii. Delivery bay including the inside of the overhead doors is included as part of this requirement;

- iii. Commercial kitchen equipment is not included;
- iv. High man lift will be required for this work.

9) Minor maintenance and adjustments

- a) The contractor will immediately notify the Technical Authority when any minor maintenance and repair issues are observed that require attention and must be corrected while a system is off-line and/or disassembled;
- b) The Technical Authority will provide direction as necessary for the repair.

10) The Contractor's invoice will be forwarded to the Technical Authority within 14 days of the completed work.

- a) Include labour and material costs shown separately.
- b) Include a copy of the suppliers invoice for parts and materials when requested by the Technical Authority.
- c) All invoices to include the Task Authorization number, building location, and description of the work completed.

ANNEX “B”

BASIS OF PAYMENT

Year 1 – 01 September 2016 to 31 August 2017

Year 2 – 01 September 2017 to 31 August 2018

Year 3 – 01 September 2018 to 31 August 2019

Estimated Quantities: The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual services ordered and performed.

Pricing Instructions: Prices must be quoted as per the unit of issue stated below. The Units of issue and the Pricing Basis, including FOB Destination pricing, as stated in this document are not to be altered in any way or your proposal will be considered non-compliant. Pricing provided must be all inclusive for the service listed. Pricing will include as a minimum: overhead, profit, direct and indirect labour, equipment, materials and all additional fees applicable to the service being provided. GST/HST must not be included in the price and shall be shown as a separate item on invoices.

All information in Italics will be removed from any resultant contract

Part 1 – Firm Unit Price

Item	Description	Unit of Issue	Usage Figures	Pricing Year 1	Pricing Year
Firm Requirement - Annual cleaning during the month of October					
1	H-112 Vehicle Paint Booth as per clause 8 e), f), h)	Lot	1		
2	CC-102 Vehicle Paint Booth as per clause 8 e), f), h)	Lot	1		
3	L-1 Vehicle Paint Booth as per clause 8 e), f), h)	Lot	1		
4	AC-1 Small Paint Booth as per clause 8 e), f), h)	Lot	1		
5	Y-101 Small Paint Booth as per clause 8 e), f), h)	Lot	1		
Firm Requirement - Annual cleaning during the month of July					
6	P-118 Pool Area AHU ducts, grilles and diffusers as per clause 8 d), f), h)	Lot	1		
Firm Requirement - Annual cleaning during the month of January					
7	P-119 Air Handling Units, ducts, grilles and diffusers as per clause 8 d), f), h). Man lift is mandatory.	Lot	1		
8	G-104 Dining Hall ceilings and tiles, grilles and diffusers, high heavy cleaning, and kitchen prep, hallways, dish room, storage and loading areas, as per clause 8 j)	Lot	1		
9	G-104 Air Handling Units as per clause 8 d), f), h) to include the following equipment; AHU #3, AHU #4 Supply, AHU #4 Return, AHU #5, AHU #6	Lot	1		
Firm Requirement - Annual cleaning during the month of (May-June)					
10	P-117 HVAC units (2), exhaust fans (3), ducts, grilles and	Lot	1		

	diffusers as per clause 8 a), d), f), h)				
Firm Requirement - Semi-Annual cleaning during the month of April & September					
11	Y-101 Hopper as per clause 8 b)	Lot	2		
12	BB-102 Hopper as per clause 8 b)	Lot	2		
13	H-110 Hopper as per clause 8 b)	Lot	2		
Firm Requirement - Semi-Annual cleaning during the month of September & March					
14	Troop shelters B, C, D and E range stove and chimneys	Lot	2		
15	Fireplaces, E-9 and I-103 as per clause 8 c)	Lot	2		
16	N-109 HVAC (4 units) as per clause 8 a), f), h)	Lot	2		
17	H-101 HVAC (4 units) as per clause 8 a), f), h)	Lot	2		
18	S-111 HVAC (2 units) as per clause 8 a), f), h)	Lot	2		
19	H-112 HVAC (2 units) as per clause 8 a), f), h)	Lot	2		
Part II - As and When Requested Work through the use of Task Authorization					
20	Ductwork, all-inclusive work in accordance with the specification	Hr	500		
21	Unit heaters, all-inclusive, various heights	Hr	50		
22	Exhaust fans/Convectors/ Destratification fans	Hr	20		
23	Misc heavy duty cleaning	Hr	100		
24	Fungal, Excrement and Deceased animal carcass removal and disposal	Hr	30		
25	Scheduled First Hour to include travel expenses and administrative cost and one hour of productive labour on equipment. To be charged only once per call. During normal working hours (0730-1600hrs) to be used only when authorised by the Contracts Officer	Lot	10		
26	Additional on-site productive labour, must be pre-approved by the Technical Authority	Hr	200		
27	Materials – mark-up	%	\$5000.00		

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ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

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ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

