

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF OFFERS	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	4
2.4 APPLICABLE LAWS.....	4
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION - MANDATORY TECHNICAL CRITERIA ONLY	7
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	7
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION.....	7
PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	8
A. STANDING OFFER	8
6.1 OFFER.....	8
6.2 SECURITY REQUIREMENTS	8
6.3 STANDARD CLAUSES AND CONDITIONS.....	8
6.4 TERM OF STANDING OFFER	9
6.5 SHIPPING INSTRUCTIONS - FREE ON BOARD DESTINATION AND DELIVERED DUTY PAID	9
6.6 AUTHORITIES	9
6.7 IDENTIFIED USERS.....	10
6.8 CALL-UP INSTRUMENT	10
6.9 LIMITATION OF CALL-UPS	10
6.10 FINANCIAL LIMITATION - TOTAL	10
6.11 PRIORITY OF DOCUMENTS	10
6.12 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
6.13 APPLICABLE LAWS.....	11
B. RESULTING CONTRACT CLAUSES	11
6.1 REQUIREMENT	11
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 TERM OF CONTRACT	11
6.4 PAYMENT	11
6.5 INVOICING INSTRUCTIONS	12
6.6 TRANSPORTATION COSTS	12
6.7 INSURANCE	12
6.8 SACC MANUAL CLAUSES	12

Solicitation No. - N° de l'invitation
21501-171656/A
Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
CCC No./N° CCC - FMS No./N° VME

ANNEX A	14
REQUIREMENT – OZONE SANITIZERS, CORRECTIONAL SERVICE CANADA	14
ANNEX B	22
BASIS OF PAYMENT	22
ANNEX C TO PART 3 OF THE REQUEST FOR STANDING OFFERS.....	24
ELECTRONIC PAYMENT INSTRUMENTS.....	24
ANNEX D	25
STANDING OFFER USAGE REPORT	25

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, and the Usage Report.

1.2 Summary

The Correctional Service of Canada (CSC) has a requirement for the supply, delivery, and training for Ozone Sanitation Machines to clean security vests (varying sizes) plus a portable machine to clean enclosed spaces at numerous correctional institutions in Alberta, Saskatchewan and Manitoba. Three models are required; Small Security Equipment Sanitizer, Large Security Equipment Sanitizer and a portable Enclosed Space Sanitizer, all with one (1) year warranty (including parts and labour).

The period of the standing offer will be from Date of Issuance to March 18, 2020.

Only one (1) Standing Offer will be issued.

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) (<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 Manitoba.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Technical Offer (two hard copies)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

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

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

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

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

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

Section I: Technical Offer

In their technical 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 Annex B "Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

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

3.1.3 Transportation Costs Information

The Bidder must provide the following information concerning transportation costs for the delivery of the units to destination:

- a. shipping weight by unit;
- b. number of items by unit;
- c. cubic measurement by unit;
- d. freight classification;
- e. name of shipping point;
- f. name of rail carrier, if shipment is by rail; and
- g. recommended method of shipment and its costs.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a. Ability to perform the full scope of the work described in Annex A.
- b. Provision of pricing as requested in Annex B, Basis of Payment for all of the items shown in the Proposed Basis of Payment.

4.1.2 Financial Evaluation

1. The price of the offer will be evaluated as follows:
 - a. Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded.
 - b. foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors.
2. Unless the Request for Standing Offers (RFSO) specifically requires offers to be submitted in Canadian currency, offers submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the RFSO closing date, or on another date specified in the RFSO, will be applied as a conversion factor to the offers submitted in foreign currency.

3. Although Canada reserves the right to issue the Standing Offer either on an FOB plant or FOB destination, Canada requests that offerors provide prices FOB their plant or shipping point and FOB destination. Offers will be assessed on an FOB destination basis.
4. For the purpose of the RFSO, offerors with an address in Canada are considered Canadian-based offerors, and offerors with an address outside of Canada are considered foreign-based offerors.

4.2 Basis of Selection - Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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) (<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: Date of Issuance to June 30, 2017
- 2nd quarter: July 1, 2017 to September 30, 2017
- 3rd quarter: October 1, 2017 to December 31, 2017

- 4th quarter: January 1, 2018 to March 31, 2018
- 5th quarter: April 1, 2018 June 30, 2018
- 6th quarter: July 1, 2018 to September 30, 2018
- 7th quarter: October 1, 2018 to December 31, 2018
- 8th quarter: January 1, 2019 to March 31, 2019
- 9th quarter: April 1, 2019 to June 30, 2019
- 10th quarter: July 1, 2019 to September 30, 2019
- 11th quarter: October 1, 2019 to December 31, 2019
- 12th quarter: January 1, 2020 to March 31, 2020

The data must be submitted to the Standing Offer Authority no later than 30 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 the Standing Offer is from date of issuance to March 31, 2020.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex A of the Standing Offer.

6.5 Shipping Instructions - Free on Board Destination and Delivered Duty Paid

FOB Destination _____ (*insert the place of destination*) including all delivery charges and customs duties and Applicable Taxes.

6.6 Authorities

6.6.1 Standing Offer Authority

The Standing Offer Authority is:

Carol Ives
Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Western Region
Suite 100 – 167 Lombard Avenue
Winnipeg, MB R3B 0T6

Telephone: 204-807-3452
Facsimile: 204-983-7796
E-mail address: carol.ives@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.

6.6.2 Project Authority

The Project Authority for the Standing Offer is: **to be determined**.

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.

6.6.3 Offeror's Representative

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Correctional Service Canada (CSC), various locations.

6.8 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.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

6.10 Financial Limitation - Total

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

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

6.11 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 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) Annex A, Requirement;
- e) Annex B, Basis of Payment;
- f) Annex C, Standing Offer Usage Report
- g) the Offeror's offer dated _____ (*insert date of offer*).

6.12 Certifications and Additional Information

6.12.1 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.

6.13 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 Manitoba.

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 perform the Work described 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.

Section 16 Interest on Overdue Accounts, of 2010A (2008-12-12) General Conditions - Goods (Medium Complexity) will not apply to payments made by credit cards.

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Payment

See Annex B – Basis of Payment

6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B for a cost of \$ **to be determined**. 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

6.4.4 Electronic Payment of Invoices – Call-up

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

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

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:

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 Transportation Costs

The Contractor must ship the goods prepaid via _____ (*insert the method of transportation*) including all delivery charges to _____ (*insert the named place of destination*). Prepaid transportation costs must be shown as a separate item on the invoice, supported by a certified copy of the prepaid transportation bill of lading.

6.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance - No Specific Requirement

6.8 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations
SACC Manual clause [B1000T](#) (2014-06-26), Condition of Material - Bid
SACC Manual clause [B1501C](#) (2006-06-16), Electrical Equipment
SACC Manual clause [B7500C](#) (2006-06-16), Excess Goods
SACC Manual clause [D0018C](#) (2007-11-30), Delivery and Unloading

Solicitation No. - N° de l'invitation
21501-171656/A
Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
CCC No./N° CCC - FMS No./N° VME

6.9 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

REQUIREMENT – OZONE SANITIZERS, CORRECTIONAL SERVICE CANADA

The Correctional Service of Canada (CSC) has a requirement for the supply, delivery, and training for Ozone Sanitation Machines to clean security vests (varying sizes) plus a portable machine to clean enclosed spaces at numerous correctional institutions in Alberta, Saskatchewan and Manitoba. Three models are required; Small Security Equipment Sanitizer, Large Security Equipment Sanitizer and a portable Enclosed Space Sanitizer, all with one (1) year warranty (including parts and labour).

A complete list of the mandatory performance specifications is listed below in the Compliance Matrix.

DELIVERY

All the deliverables must be received at the locations specified below.

FOB delivery locations:

Grande Cache Institution
Hoppe Avenue, Grande Cache, Alberta T0E 0Y0

Edmonton Institution
21611 Meridian Street, Edmonton, Alberta T5Y 6E7

Edmonton Institution for Women
11151-178th Street, Edmonton, Alberta T5S 2H9

Bowden Institution
Highway #2, Innisfail, Alberta T4G 1V1

Drumheller Institution
Highway #9, Drumheller, Alberta T0J 0Y0

Saskatchewan Penitentiary
15th Street West, Prince Albert, Saskatchewan S6V 5R6

Regional Psychiatric Centre
2520 Central Avenue North, Saskatoon, Saskatchewan S7K 3X5

Correctional Learning and Development Centre
2309 Hanselman Place, Saskatoon, Saskatchewan S7K 3X5

Stony Mountain Institution
Highway #7, Winnipeg, Manitoba R3C 3W8

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders must show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

CATEGORY 1: Small Security Equipment Sanitizer

Requirement	Manufacturer Offered:	Model number Offered#
Ozone Sanitizers		

Item	Performance Specification	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder must indicate how they meet the performance specification by recording this information in this column.	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
General Performance Specifications				
1	Capable of significantly reducing bacteria (including Methicillin-Resistant Staphylococcus Aureus, Staphylococcal Aureus, Escherichia Coli, Clostridium Difficile) and influenza viruses on equipment surfaces.			
2	Uses ozone to sanitize equipment.			
3	Requires no consumables that need to be replenished.			
4	Must be maintenance free.			
5	Does not require any water or other external connections (piping or drains).			
6	Without internal drying system.			
Instrument Specifications				
1	Stainless steel single-door cabinet on caster wheels.			
2	Minimum interior sanitization space: 35 cubic feet.			
3	Exterior cabinet dimensions: not to exceed 23" deep x 45" wide x 67" high.			
4	Must be able to fit through a 32" x 80" opening.			
5	Weight not to exceed 400 pounds.			
6	Cabinet door must lock securely and seal to prevent ozone from escaping during cleaning cycle.			

Solicitation No. - N° de l'invitation
21501-171656/A
 Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.
 File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
 CCC No./N° CCC - FMS No./N° VME

7	Must automatically remove residual ozone after cleaning cycle.			
8	Removable hanging rack/rod and adjustable metal shelves to maximize the number of items sanitized per cycle.			
9	Able to sanitize 20-24 security vests (depending on vest size) in less than 15 minutes.			
10	CSA Compliant and/or ULC industry certification.			
Electrical Specifications				
1	110 volt power supply with a fuse-protected panel.			
Delivery				
1	Contractor to supply FOB delivery to the designated CSC facility within ____ (Offeror's best delivery date After Receipt of Order) calendar days from receipt of a call-up against the Standing Offer.			
2	Shipping charges will be determined at call-up, but the Crown reserves the right to utilize their own shipper.			
Training				
1	Supplier to provide on-site training or training materials.			
Warranty				
1	Minimum one (1) year minimum parts and labour warranty.			

CATEGORY 2: Large Security Equipment Sanitizer

Requirement	Manufacturer Offered:	Model number Offered#
Ozone Sanitizers		

Item	Performance Specification	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder <u>must</u> indicate how they meet the performance specification by recording this information in this column.	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
------	---------------------------	--	--	---

General Performance Specifications

1	Capable of significantly reducing bacteria (including Methicillin-Resistant Staphylococcus Aureus, Staphylococcal Aureus, Escherichia Coli, Clostridium Difficile) and influenza viruses on equipment surfaces.			
2	Uses ozone to sanitize equipment.			
3	Requires no consumables that need to be replenished.			
4	Must be maintenance free.			
5	Does not require any water or other external connections (piping or drains).			
6	Without internal drying system.			

Instrument Specifications

1	Stainless steel double-door cabinet on caster wheels.			
2	Minimum interior sanitization space: 68 cubic feet.			
3	Exterior cabinet dimensions: not to exceed 23" deep x 89" wide x 67" high.			
4	Must be able to fit through a 32" x 80" opening.			
5	Weight not to exceed 800 pounds.			
6	Cabinet door must lock securely and seal to prevent ozone from escaping during cleaning cycle.			
7	Must automatically remove residual ozone after cleaning			

Solicitation No. - N° de l'invitation
21501-171656/A
 Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.

 File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
 CCC No./N° CCC - FMS No./N° VME

	cycle.			
8	Removable hanging rack/rod and adjustable metal shelves to maximize the number of items sanitized per cycle.			
9	Able to sanitize 41-44 security vests (depending on vest size) in less than 15 minutes.			
10	CSA Compliant and/or ULC industry certification.			
Electrical Specifications				
1	110 volt power supply with a fuse-protected panel.			
Delivery				
1	Contractor to supply FOB delivery to the designated CSC facility within ____ (Offeror's best delivery date After Receipt of Order) calendar days from receipt of a call-up against the Standing Offer.			
2	Shipping charges will be determined at call-up, but the Crown reserves the right to utilize their own shipper.			
Training				
1	Supplier to provide on-site training or training materials.			
Warranty				
1	Minimum one (1) year minimum parts and labour warranty.			

CATEGORY 3: Enclosed Space Sanitizer

Requirement	Manufacturer Offered:	Model number Offered#
Ozone Sanitizers		

Item	Performance Specification	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder <u>must</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
General Performance Specifications				
1	Capable of significantly reducing bacteria (including Methicillin-Resistant Staphylococcus Aureus, Staphylococcal Aureus, Escherichia Coli, Clostridium Difficile) and influenza viruses in enclosed spaces (including floors, walls, ceilings and ambient air).			
2	Uses ozone to sanitize the air and surfaces in enclosed spaces, but optional consumables (disinfectant and neutralizer) can be purchased separately from supplier as needed.			
3	Must be maintenance free.			
Instrument Specifications				
1	Portable stainless steel cabinet with carrying case.			
2	Exterior cabinet dimensions: not to exceed 30.5" deep x 11" wide x 24.25" high.			
3	Exterior cabinet dimensions in travel case: not to exceed 35" deep x 15" wide x 33" high.			
4	Weight not to exceed 70 pounds (140 pounds with travel case).			
5	Able to sanitize an enclosed space: Under 600 square feet in 30 minutes; 600-1000 square feet in 60 minutes; 1000-1600 square feet in 90 minutes.			

Solicitation No. - N° de l'invitation
21501-171656/A
Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
CCC No./N° CCC - FMS No./N° VME

6	CSA Compliant and/or ULC industry certification.			
Electrical Specifications				
1	110 volt power supply.			
Delivery				
1	Contractor to supply FOB delivery to the designated CSC facility within ____ (Offeror's best delivery date After Receipt of Order) calendar days from receipt of a call-up against the Standing Offer.			
2	Shipping charges will be determined at call-up, but the Crown reserves the right to utilize their own shipper.			
Training				
1	Supplier to provide on-site training or training materials.			
Warranty				
1	Minimum one (1) year minimum parts and labour warranty.			

ANNEX B

BASIS OF PAYMENT

The quantities listed are for evaluation purposes, and are not to be construed as a commitment from the Crown. There is no contractual obligation on either party until a call-up is made.

In consideration of the Contractor satisfactorily fulfilling all of its obligations under the Contract, the Contractor will be paid a firm price, as specified below. Canadian-based offerors must submit firm prices, Canadian customs duties and excise taxes included, and Applicable Taxes excluded. Foreign-based offerors must submit firm prices, Canadian customs duties, excise taxes and Applicable Taxes excluded. Canadian customs duties and excise taxes payable by Canada will be added, for evaluation purposes only, to the prices submitted by foreign-based offerors. Any applicable taxes are extra, and are to be shown as a separate item on any resulting invoice.

Pricing must include all costs associated with meeting the requirement as specified in Annex A.

Description	<u>Estimated Qty.</u>	<u>Year 1</u> Firm Unit Price	<u>Evaluated Cost</u>
1. Small Security Equipment Sanitizer Make and Model No:	1	\$ _____	\$ _____
2. Large Security Equipment Sanitizer Make and Model No:	2	\$ _____	\$ _____
3. Enclosed Space Sanitizer Make and Model No:	1	\$ _____	\$ _____
		EVALUATED TOTAL (A)	\$ _____

Description	<u>Estimated Qty.</u>	<u>Year 2</u> Firm Unit Price	<u>Evaluated Cost</u>
1. Small Security Equipment Sanitizer Make and Model No:	1	\$ _____	\$ _____
2. Large Security Equipment Sanitizer Make and Model No:	1	\$ _____	\$ _____

Solicitation No. - N° de l'invitation
 21501-171656/A
 Client Ref. No. - N° de réf. du client
 21501-171656

Amd. No. - N° de la modif.
 File No. - N° du dossier
 WPG-6-39114

Buyer ID - Id de l'acheteur
 wpg115
 CCC No./N° CCC - FMS No./N° VME

3. Enclosed Space Sanitizer Make and Model No:	1	\$ _____	\$ _____
		EVALUATED TOTAL (B)	\$ _____

Description	<u>Estimated Qty.</u>	<u>Year 3</u> Firm Unit Price	<u>Evaluated Cost</u>
1. Small Security Equipment Sanitizer Make and Model No:	1	\$ _____	\$ _____
2. Large Security Equipment Sanitizer Make and Model No:	1	\$ _____	\$ _____
3. Enclosed Space Sanitizer Make and Model No:	2	\$ _____	\$ _____
		EVALUATED TOTAL (C)	\$ _____

Evaluated Total of Standing Offer Years		
TOTAL (A) + TOTAL (B) + TOTAL (C)	EVALUATED TOTALS	\$ _____

Solicitation No. - N° de l'invitation
21501-171656/A
Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
CCC No./N° CCC - FMS No./N° VME

ANNEX C to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

Solicitation No. - N° de l'invitation
21501-171656/A
Client Ref. No. - N° de réf. du client
21501-171656

Amd. No. - N° de la modif.
File No. - N° du dossier
WPG-6-39114

Buyer ID - Id de l'acheteur
wpg115
CCC No./N° CCC - FMS No./N° VME

ANNEX D

STANDING OFFER USAGE REPORT

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Carol Ives	(204) 983-7796	carol.ives@pwgsc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>Email Address</i>

at:

Public Works and Government Services Canada
Procurement Branch
Room 100 - 167 Lombard Avenue
Winnipeg, Manitoba
R3B 0T6

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Location	Call-up #	Total Dollar Value (GST/HST included)

NIL REPORT: We have not done any business with the federal government for this period.

PREPARED BY:

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____