

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

**Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon**

Sask.

S7K 0E1

Bid Fax: (306) 975-5397

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

DOCUMENT CONTAINS A SECURITY
REQUIREMENT

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/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
Government of Canada Building
101 - 22nd Street East
Suite 110
Saskatoon
Saskatche
S7K 0E1

Title - Sujet Dishwasher Detergent - AB	
Solicitation No. - N° de l'invitation EW478-172345/A	Date 2017-04-12
Client Reference No. - N° de référence du client DND EW478-172345	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-191-4978
File No. - N° de dossier STN-6-39059 (191)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-23	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Gerstmar, Denise	Buyer Id - Id de l'acheteur stn191
Telephone No. - N° de téléphone (306)241-1018 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: The Department of National Defence - CFB Suffield - CFB Wainwright	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

This Standing Offer cannot be used for requirements in locations which fall under the Procurement Strategy for Aboriginal Business, the Set-Aside Program for Aboriginal Business, and Comprehensive Land Claim Agreements.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided; |
| Part 6 | Security 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, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

For the provision of Dishwashing Compounds (and servicing) as detailed herein for Automatic Soap/Rinse agent Dispensers using the recommended process and other industrial Food Service cleaners / sanitizers, for the Department of National Defence, Canadian Forces Base Suffield including the British Army Training Unit (BATUS) at Canadian Forces Base Suffield, Ralston, Alberta, and CFB Garrison Wainwright on an as and when required basis.

The Standing Offer will be for 1 year with the possibility of 2 one year option periods.

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).

Full details of the requirement are found in Annex A – Requirement of the Request for Standing Offer.

Only one Standing Offer will be issued.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](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.

1.4 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2016-04-04), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.1.1 SACC Manual Clauses

M0019T Firm Price and/or Rates 2007-05-25

2.2 Submission of Offers

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES** () **NO** ()

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** () **NO** ()

If so, the Offeror 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.

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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 (one (1) hard copy)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

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

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

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- 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

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- Must be able to provide all the item/services listed in Annex A – Requirement (by submitting a bid, the bidder is stating they can and are able to provide the items/services listed in Annex A requirement)

Compliance: **Yes**_____ **No**_____

- Must be able to provide pricing for all the items listed in Annex B – Basis of Payment

Compliance: **Yes**_____ **No**_____

4.1.2 Financial Evaluation

The lowest evaluated price will be calculated as follows:

For each line item – item – the prices per unit bid will be totalled for Year 1 (sections A, B & C), Option Year 1 (sections A, B & C) and Option Year 2 (sections A, B & C).

The resulting aggregate will be used to determine the lowest evaluated price.

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

4.2 Basis of Selection

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.

SACC Manual Clause M0031T (2007-05-25), Basis of Selection – Mandatory Technical Criteria Only

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 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE EW478-172345

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 CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". 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.

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The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issuance of the Standing Offer to **30 September 2018**.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods, from 01 October 2018 to 30 September 2019 and from 01 October 2019 to 30 September 2020 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Denise Gerstmar
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western
Address: 600 – 2010 12th Avenue, Regina SK S4P 0M3

Telephone: 1-306-241-1018
Facsimile: 1-306-975-5397
E-mail address: denise.gerstmar@pwgsc-tpsgc.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.

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7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence, CFB Suffield and CFB Wainwright.

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

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

7.10 Priority of Documents

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

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

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12 Applicable Laws

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

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B. RESULTING CONTRACT CLAUSES

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

7.1 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

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

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B – Basis of Payment. 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.

7.5.2 Limitation of Price

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

7.5.3 Multiple Payments

SACC Manual clause H1001C (2008-05-12), Multiple Payments

7.5.4 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department

2007-11-30

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7.5.5 Electronic Payment of Invoices – Call-up

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

To be determined

7.6 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
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.

7.7 Insurance

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

7.8 SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
B7500C	Excess Goods	2006-06-16
D0018C	Delivery and Unloading	2007-11-30

7.9 Inspection and Acceptance

The Technical 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

STATEMENT OF WORK

For the provision of Dishwashing Compounds as detailed herein with Automatic Soap/Rinse agent Dispensers using the recommended process and other industrial Food Service cleaners / sanitizers, for the Department of National Defence **including** the British Army Training Unit (BATUS) at Canadian Forces Base Suffield, Ralston, Alberta on an as and when required basis.

Total average monthly estimated cost for this "ON AS AND REQUESTED BASIS OFFER" is \$17,000.00 for a Total of \$204,000.00 Canadian Dollars Per Year.

BACKGROUND

- a. The G4 Procurement Department is responsible for the coordination of requests for services, between customers/users and the contractor.
- b. The Supply Officer is responsible for logistical support to all units training in the CFB Suffield or Wainwright area.

OBJECTIVE

The aim of this project is to set up a Standing Offer Agreement (SOA), through Public Services and Procurement Canada (PSPC) for the provision of Dishwashing Compounds and Automatic Soap/Rinse agent Dispensers and other industrial Food Service cleaners / sanitizers.

SCOPE OF SERVICES

To provide cleaning detergents at specified times to meet the particulars of the contract. Personnel from Canadian Forces will meet your employees at the specified points of delivery to receive the order. The contract will take the form of a standing offer for the following commodities:

Detergent as set out per call up and identified in this standing offer agreement.

- a. **Period-** See Section 6.4 of the RFSO document
- b. **Scope -**The service requested shall be, to provide Dishwashing Compounds and Automatic Soap/Rinse agent Dispensers as per each individual call-up against the SOA.
 - a. The consignee must be allowed to expend existing stock before ordering from the SOA.
 - b. In conjunction with the products supplied it is also requested that the supplier provide a regular monthly inspection and minor servicing to all dispensing equipment.
 - c. The inspection and servicing should encompass the following:
 - i. Measure the concentration of Detergent Wash solution by chemical analysis and adjust machines to maintain a proper concentration of detergents for best cleaning and operating results.
 - ii. Check and regulate the temperature of all wash and rinse solutions.
 - iii. Check and regulate proper combination of washing time and detergent strength.
 - iv. Check and regulate proper rinsing period.

- v. Check steam and fill valves for leaks.
- vi. Check wash manifold arms and sprays, rinse arms and sprays for efficient operation and instruct the operators in the proper daily cleaning methods.
- vii. Check rotating wash and rinse arms for proper pitch and pressure and check arm bearings to ensure they are revolving freely.
- viii. Inspect the bypass action, the overflow action and the balance for the machine to ensure utmost effectiveness.
- ix. Check the drain valve and plumbing.
- x. Check pumps for leaks, the motor shaft and universal joints for excess vibration, poor alignment and wear.
- xi. Check accessory equipment to the dish machines as well as detergent dispensers and drying agent injectors.
- xii. Provide written services reports on each inspection.
- xiii. Provide emergency service calls when required.
- d. The service provider shall ensure that any chemicals used meet Federal, Provincial and Municipal WHIMS and environmental requirements.
- e. The service provider shall not respond to any requests other than those authorized by Site Authority, (G4 Procurement Officer).

PRICING

All products shall include shipping charges FOB destination. If the consignee requests an item, which is not, specified herein, your price is to be in accordance with the lowest prices charged to your most favored customer for like quality and quantity of product on the date of delivery. You hereby certify that the prices charged under this method of supply will be computed in accordance with the same accounting principals applicable to the prices shown herein.

SPECIAL REQUIREMENTS

Product, Use of (pending Approval)

If it is determined, following acceptance and during use, that the product does not meet the specifications, the Contractor agrees to rebate 25 percent of the price of the items that have been used and accept return of unused items at its own expense and refund any payments made thereof.

PRODUCTS MUST ALWAYS BE OBTAINED FROM AN APPROVED COMMERCIAL SOURCE.

Products must be received in good condition with no leaks, stains or dents in or on pails.

SERVICE LEVELS

All orders will be placed a minimum of 2 days prior to the expected day of delivery, by phone, fax, or hard copy, via a Call up Document.

A window time of 24 Hours before delivery is required to make **MINOR** amendments to the original order.

REJECTS AND SHORTFALLS

The contractor agrees, upon notification of rejects or shortage of products, to replace any and all shorted item within 24 hours, ***(any additional expenses including delivery costs occurred to replace all rejected food items or shortfalls rest fully at the contractor's expense)***.

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DISCREPANCIES AND SUBSTITUTIONS

Substitutions will not be accepted without the prior approval of the requesting Food Services representative, and call up amendment.

Requirements Pertaining To Invoicing

A bill of lading and a computerized purchase invoice in three (3) copies ***“One original and two copies”*** must be provided to the consignee at the time of each delivery, ***“Hand written invoices will not accepted”***.

The consignee's delivery representative will verify with the contractor's representative that all items shipped have been received using the bill of lading provided by the contractor.

The contractor must only charge for the items delivered and accepted. The contractor is to ensure that a request for credit receipt is issued at the time of delivery for all items that are not accepted by consignee's representative at time of delivery. The contractor agrees to provide the consignee with a detailed credit receipt within (3) working days from delivery for all items that the consignee and contractor agree that was shorted or damaged prior to delivery. Invoices will not be forwarded for payment until the Contractor provides the Consignee with approved credit receipt. The contractor must ensure that all Invoices reflect correct pricing effective at the time of ordering. All invoices will be calculated in Canadian dollars. The contractor shall provide monthly statements addressing all invoiced products, both credits and debits for the previous month activity.

Invoices To **CFB Suffield** must contain the following information:

**Base Commander
Canadian Forces Base Suffield
ATTN G1 Finance, Invoice Section
PO Box 6000 Station Main,
Medicine Hat, AB
T1A 8K8**

GST is excluded from the prices herein; GST is to be added to the invoice as a separate item.

Contractor is to deliver to:

To be identified on the Call-Up

Technical authority:

To be identified on the Call-Up

ANNEX "B" BASIS OF PAYMENT

Dishwashing and other cleaning supplies are required for government owned commercial dishwashing machines (Hobart, Moyer, and Stero) in various locations at CFB Suffield, Ralston AB including: Bldg 436 Combined Mess Kitchen, Bldg 241 Crowfoot Kitchen, and Bldg 588 Excon Cookhouse (accessed via Crowfoot) as well as in CFB Wainwright.

- GST is excluded from the prices quoted herein.
- GST is to be shown as a separate item on any invoice.
- Prices are FOB Destination.
- *Bidders must be able to supply each item on the list.*
- *A price **must** be entered for each item on the list and the percentage discount paragraph following.*
- *Use discounted prices throughout. If there is no charge for an item please indicate zero (\$0).*
- *An incomplete table will be considered non-compliant.*

1. Year 1: from date of issuance of the Standing Offer to 30 September 2018:

A. Dishwasher Detergents

(Year 1: from date of issuance of the Standing Offer to 30 September 2018)

Item	Product	Estimated monthly Usage (units)	Unit and Case Size	Firm Price Per Unit	Extended Price
1	Concentrated Liquid Wash for industrial/commercial dishwashing systems.	12 pails	20 litre pail	\$_____/pail	\$_____
2	Concentrated Liquid hard water Wash for industrial/commercial dishwashing systems.	12 pails	20 litre pail	\$_____/pail	\$_____
3	Concentrated Liquid Rinse for industrial/commercial dishwashing systems	12 pails	20 litre pail	\$_____/pail	\$_____
4	Concentrated hard water Liquid Rinse for industrial/commercial dishwashing systems	12 pails	20 litre pail	\$_____/pail	\$_____
5	Manual hand-washing washing detergent	1	4 x 4L	\$_____/4 L	\$_____
6	Cutlery and Dish pre-soak liquid	3	4 x 2L	\$_____/2 L	\$_____
7	Liquid concentrated cleaner for pots and pans	12	2 x 10 litres	\$_____/10 L	\$_____

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8	Liquid concentrated cleaner for pots and pans - heavy duty	12	2 x 10 litres	\$ _____ /10 L	\$ _____
9	Bleach Concentrate	2	4 x 4 litres	\$ _____ /4 L	\$ _____
10	Bleach Alternative for disinfecting and cleaning	2	4 x 4 litres	\$ _____ /4 L	\$ _____
11	Scale Remover, for use in dishwashing machines to dissolve light to medium lime build up, with surfactants and emulsifiers to penetrate and take off lime and other difficult deposits	8	4 litres	\$ _____ /4 L	\$ _____
12	Sanitizer for manual 3 sink pot washing system For use in hard water - additive for pots and sinks	2	2 x 8 litres	\$ _____ /8 L	\$ _____
13	Sanitizer for manual 3 sink pot washing system for use in hard water - additive for pots and sinks. *A bleach substitute for personnel with bleach allergies*	5	2 x 8 litres	\$ _____ /4 L	\$ _____
14	Hand sanitizer in 1L containers with Pumps for various locations on entrance to each dining room and/or dispenser units provided	5	12 x 1 litre	\$ _____ / L	\$ _____
15	Industrialised floor cleaner/degreaser with hand pump and or depressor system	2	20 litre pail	\$ _____ /pail	\$ _____
16	Non-bleach based equipment cleaner/sanitizer capable of cleaning a variety of items from Stainless-steel tables to industrial cooking equipment with spray bottle included for easy use	10	20 litre pail	\$ _____ /pail	\$ _____
17	Oven / Grill Cleaner concentrate	5	4 litres	\$ _____ /4 L	\$ _____

B. Inspection and Servicing – CFB Suffield

(Year 1: from date of issuance of the Standing Offer to 30 September 2018)

Item	Description	Estimated Usage	Year 1	Extended Total
1.	Service call, including first hour of on-site, productive labour including travel and transportation costs.			
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$ _____ /call	\$ _____
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$ _____ /call	\$ _____
c	Outside regular working hours, weekends and statutory holidays	1 call	\$ _____ /call	\$ _____

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C. Inspection and Servicing – CFB Wainwright

(Year 1: from date of issuance of the Standing Offer to 30 September 2018)

Item	Description	Estimated Usage	Year 1	Extended Total
1.	Service call, including first hour of on-site, productive labour including travel and transportation costs.			
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$ _____/call	\$ _____
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$ _____/call	\$ _____
c	Outside regular working hours, weekends and statutory holidays	1 call	\$ _____/call	\$ _____

D. Discount:

(Year 1: from date of issuance of the Standing Offer to 30 September 2018)

Any items not listed above but appearing in the Offeror's published price list will be charged in accordance with the Offeror's current published price list price at time of ordering less a discount of _____%

2. Option Year 1: 01 October 2018 to 30 September 2019:

A. Dishwasher Detergents

(Option Year 1: 01 October 2018 to 30 September 2019)

Item	Product	Estimated monthly Usage (units)	Unit and Case Size	Firm Price Per Unit	Extended Price
1	Concentrated Liquid Wash for industrial/commercial dishwashing systems.	12 pails	20 litre pail	\$ _____/pail	\$ _____
2	Concentrated Liquid hard water Wash for industrial/commercial dishwashing systems.	12 pails	20 litre pail	\$ _____/pail	\$ _____
3	Concentrated Liquid Rinse for industrial/commercial dishwashing systems	12 pails	20 litre pail	\$ _____/pail	\$ _____
4	Concentrated hard water Liquid Rinse for industrial/commercial dishwashing systems	12 pails	20 litre pail	\$ _____/pail	\$ _____
5	Manual hand-washing washing detergent	1	4 x 4L	\$ _____/4 L	\$ _____

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6	Cutlery and Dish pre-soak liquid	3	4 x 2L	\$ _____ /2 L	\$ _____
7	Liquid concentrated cleaner for pots and pans	12	2 x 10 litres	\$ _____ /10 L	\$ _____
8	Liquid concentrated cleaner for pots and pans - heavy duty	12	2 x 10 litres	\$ _____ /10 L	\$ _____
9	Bleach Concentrate	2	4 x 4 litres	\$ _____ /4 L	\$ _____
10	Bleach Alternative for disinfecting and cleaning	2	4 x 4 litres	\$ _____ /4 L	\$ _____
11	Scale Remover, for use in dishwashing machines to dissolve light to medium lime build up, with surfactants and emulsifiers to penetrate and take off lime and other difficult deposits	8	4 litres	\$ _____ /4 L	\$ _____
12	Sanitizer for manual 3 sink pot washing system For use in hard water - additive for pots and sinks	2	2 x 8 litres	\$ _____ /8 L	\$ _____
13	Sanitizer for manual 3 sink pot washing system for use in hard water - additive for pots and sinks. *A bleach substitute for personnel with bleach allergies*	5	2 x 8 litres	\$ _____ /4 L	\$ _____
14	Hand sanitizer in 1L containers with Pumps for various locations on entrance to each dining room and/or dispenser units provided	5	12 x 1 litre	\$ _____ / L	\$ _____
15	Industrialised floor cleaner/degreaser with hand pump and or depressor system	2	20 litre pail	\$ _____ /pail	\$ _____
16	Non-bleach based equipment cleaner/sanitizer capable of cleaning a variety of items from Stainless-steel tables to industrial cooking equipment with spray bottle included for easy use	10	20 litre pail	\$ _____ /pail	\$ _____
17	Oven / Grill Cleaner concentrate	5	4 litres	\$ _____ /4 L	\$ _____

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B. Inspection and Servicing – CFB Suffield
(Option Year 1: 01 October 2018 to 30 September 2019)

Item	Description	Estimated Usage	Year 1	Extended Total
1.	Service call, including first hour of on-site, productive labour including travel and transportation costs.			
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$ _____/call	\$ _____
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$ _____/call	\$ _____
c	Outside regular working hours, weekends and statutory holidays	1 call	\$ _____/call	\$ _____

C. Inspection and Servicing – CFB Wainwright
(Option Year 1: 01 October 2018 to 30 September 2019)

Item	Description	Estimated Usage	Year 1	Extended Total
1.	Service call, including first hour of on-site, productive labour including travel and transportation costs.			
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$ _____/call	\$ _____
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$ _____/call	\$ _____
c	Outside regular working hours, weekends and statutory holidays	1 call	\$ _____/call	\$ _____

D. Discount:
(Option Year 1: 01 March 2018 to 28 February 2019)

Any items not listed above but appearing in the Offeror's published price list will be charged in accordance with the Offeror's current published price list price at time of ordering less a discount of _____%

2. Option Year 2: 01 October 2019 to 30 September 2020:**A. Dishwasher Detergents**
(Option Year 2: 01 October 2019 to 30 September 2020)

Item	Product	Estimated monthly Usage (units)	Unit and Case Size	Firm Price Per Unit	Extended Price
1	Concentrated Liquid Wash for industrial/commercial dishwashing systems.	12 pails	20 litre pail	\$_____/pail	\$_____
2	Concentrated Liquid hard water Wash for industrial/commercial dishwashing systems.	12 pails	20 litre pail	\$_____/pail	\$_____
3	Concentrated Liquid Rinse for industrial/commercial dishwashing systems	12 pails	20 litre pail	\$_____/pail	\$_____
4	Concentrated hard water Liquid Rinse for industrial/commercial dishwashing systems	12 pails	20 litre pail	\$_____/pail	\$_____
5	Manual hand-washing washing detergent	1	4 x 4L	\$_____/4 L	\$_____
6	Cutlery and Dish pre-soak liquid	3	4 x 2L	\$_____/2 L	\$_____
7	Liquid concentrated cleaner for pots and pans	12	2 x 10 litres	\$_____/10 L	\$_____
8	Liquid concentrated cleaner for pots and pans - heavy duty	12	2 x 10 litres	\$_____/10 L	\$_____
9	Bleach Concentrate	2	4 x 4 litres	\$_____/4 L	\$_____
10	Bleach Alternative for disinfecting and cleaning	2	4 x 4 litres	\$_____/4 L	\$_____
11	Scale Remover, for use in dishwashing machines to dissolve light to medium lime build up, with surfactants and emulsifiers to penetrate and take off lime and other difficult deposits	8	4 litres	\$_____/4 L	\$_____
12	Sanitizer for manual 3 sink pot washing system For use in hard water - additive for pots and sinks	2	2 x 8 litres	\$_____/8 L	\$_____
13	Sanitizer for manual 3 sink pot washing system for use in hard water - additive for pots and sinks. *A bleach substitute for personnel with bleach allergies*	5	2 x 8 litres	\$_____/4 L	\$_____

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14	Hand sanitizer in 1L containers with Pumps for various locations on entrance to each dining room and/or dispenser units provided	5	12 x 1 litre	\$ _____ / L	\$ _____
15	Industrialised floor cleaner/degreaser with hand pump and or depressor system	2	20 litre pail	\$ _____ /pail	\$ _____
16	Non-bleach based equipment cleaner/sanitizer capable of cleaning a variety of items from Stainless-steel tables to industrial cooking equipment with spray bottle included for easy use	10	20 litre pail	\$ _____ /pail	\$ _____
17	Oven / Grill Cleaner concentrate	5	4 litres	\$ _____ /4 L	\$ _____

B. Inspection and Servicing – CFB Suffield
(Option Year 2: 01 October 2019 to 30 September 2020)

Item	Description	Estimated Usage	Year 1	Extended Total
1.	Service call, including first hour of on-site, productive labour including travel and transportation costs.			
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$ _____ /call	\$ _____
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$ _____ /call	\$ _____
c	Outside regular working hours, weekends and statutory holidays	1 call	\$ _____ /call	\$ _____

C. Inspection and Servicing – CFB Wainwright
(Option Year 2: 01 October 2019 to 30 September 2020)

Item	Description	Estimated Usage	Year 1	Extended Total
1.	Service call, including first hour of on-site, productive labour including travel and transportation costs.			
a	During regular working hours, 07:30 - 16:00, Monday to Friday	1 call	\$ _____ /call	\$ _____
b	Outside regular working hours, 16:00 - 07:30, Monday b through Friday	1 call	\$ _____ /call	\$ _____
c	Outside regular working hours, weekends and statutory holidays	1 call	\$ _____ /call	\$ _____

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D. Discount:
(Option Year 2: 01 October 2019 to 30 September 2020)

Any items not listed above but appearing in the Offeror's published price list will be charged in accordance with the Offeror's current published price list price at time of ordering less a discount of _____%

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ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

See attached

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ANNEX "D"
to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

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

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

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ANNEX "E" STANDING OFFER USAGE REPORT

Return to: PWGSC
Acquisitions Branch
110 – 101 22nd Street East
Saskatoon SK S7K 0E1
Fax: (306) 975-5397
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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

Supplier: _____
Standing Offer No.: _____
Department or Agency: Department of National Defence
Reporting Period: _____

ITEM NO.	CALL-UP/CONTRACT NO. DESCRIPTION	VALUE OF THE CALL-UP/CONTRACT	GST/HST

(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up Totals to Date:	
(A+B) Total Accumulated Call-ups:	

NIL REPORT: We have not done any business with the Federal Government this period: []

PREPARED BY:

NAME: _____

PHONE: _____

SIGNATURE: _____ DATE: _____

APR 05 2017



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W0142-17X031 EW478-170315

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
EW478-17345
W0142-17X031

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET--SIGINT
TRÈS SECRET--SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux:

The contractor requires unescorted access to a Controlled Access Zone/Area

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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EW478-172345

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Contract Number / Numéro du contrat

W0142-17X031 EW478-172345

Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Tryong, Daisy
Okeymaysim, Tammy

Title - Titre

Procurement Team Leader
Procurement Assistant

Signature

Daisy Okeymaysim

Telephone No. - N° de téléphone

306-975-4821 241-1152

Facsimile No. - N° de télécopieur

306-975-5397

E-mail address - Adresse courriel

daisy.tryong@pwgsc-tpsgc.gc.ca

Date

2017/03/29

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

Nerbas, Susan

Title - Titre

SO

Signature

Susan Nerbas

Telephone No. - N° de téléphone

780-497-3512

Facsimile No. - N° de télécopieur

780-497-3607

E-mail address - Adresse courriel

susan.nerbas@tpsgc-pwgsc.gc.ca

Date

2017-03-29

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No
Non

☐ Yes
Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Gerstmar, Denise

Title - Titre

Procurement officer

Signature

Denise Gerstmar

Telephone No. - N° de téléphone

306-241-1018

Facsimile No. - N° de télécopieur

306-975-5397

E-mail address - Adresse courriel

denise.gerstmar@pwgsc-tpsgc.gc.ca

Date

2017-03-29

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Jacques Saumur

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

07-APRIL-2017

Jacques Saumur
Contract Security Officer, Contract Security Division
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Tel/Tél - 613-948-1732 / Fax/Télec - 613-954-4171