



---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENTS .....	4
1.4 DEBRIEFINGS .....	4
<b>PART 2 - OFFEROR INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF OFFERS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - REQUEST FOR STANDING OFFERS .....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - OFFER PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 OFFER PREPARATION INSTRUCTIONS.....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>8</b>
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION - MANDATORY TECHNICAL CRITERIA ONLY.....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>9</b>
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER .....	9
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	9
<b>PART 6 - SECURITY AND INSURANCE REQUIREMENTS.....</b>	<b>10</b>
6.1 SECURITY REQUIREMENTS .....	10
6.2 INSURANCE REQUIREMENTS .....	10
<b>PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES .....</b>	<b>11</b>
<b>A. STANDING OFFER .....</b>	<b>11</b>
7.1 OFFER.....	11
7.2 SECURITY REQUIREMENTS .....	11
7.3 STANDARD CLAUSES AND CONDITIONS.....	11
7.4 TERM OF STANDING OFFER .....	12
7.5 AUTHORITIES .....	12
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	14
7.7 IDENTIFIED USERS.....	15
7.8 CALL-UP INSTRUMENT .....	15
7.9 LIMITATION OF CALL-UPS .....	15
7.10 FINANCIAL LIMITATION.....	15
7.11 PRIORITY OF DOCUMENTS .....	16
7.12 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
7.13 APPLICABLE LAWS.....	16
<b>B. RESULTING CONTRACT CLAUSES .....</b>	<b>16</b>
7.1 STATEMENT OF WORK.....	16
7.2 STANDARD CLAUSES AND CONDITIONS.....	16
7.3 TERM OF CONTRACT .....	17

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

---

7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	17
7.5	PAYMENT .....	17
7.6	INVOICING INSTRUCTIONS .....	17
7.7	INSURANCE REQUIREMENTS .....	18
7.8	SACC <i>MANUAL</i> CLAUSES .....	18
	<b>ANNEX "A" - STATEMENT OF WORK.....</b>	<b>19</b>
	<b>ANNEX "B" - BASIS OF PAYMENT.....</b>	<b>26</b>
	<b>ANNEX "C" - INSURANCE REQUIREMENTS .....</b>	<b>28</b>
	<b>ANNEX "D" - STANDING OFFER USAGE REPORT .....</b>	<b>29</b>
	<b>ANNEX "E" TO PART 3 OF THE REQUEST FOR STANDING OFFERS .....</b>	<b>30</b>
	<b>ANNEX "F" - SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>31</b>

---

**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.**

## **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 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 Statement of Work, the Basis of Payment, the Electronic Payment Instruments and any other annexes.

### **1.2 Summary**

The Department of National Defence (DND), requires a Regional Individual Standing Offer for the provision of all labour, materials, tools, equipment, transportation, and supervision necessary for the rental and related servicing and maintenance of portable heaters and associated components to heat temporary living quarters during military operations training exercises taking place in the Denwood, Alberta (CFB Wainwright) and Edmonton, Alberta (Edmonton Garrison) area, as well as Civilian emergency situations (as determined by DND) if and when identified users request such goods during the periods of the Standing offer.

The Standing Offer will be for a period of three (3) years with two (2) one (1) 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).

### 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 (2007-05-25) Firm Prices and/or Rates

### 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.

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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.5 Applicable Laws**

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

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 (1 hard copy)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" 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

Refer to Annex A – Statement of Requirement.

#### 4.1.2 Financial Evaluation

SACC Manual Clause M0220T (2016-01-28), Evaluation of Price

The total evaluated bid price will be determined as follows:

##### Evaluation Criteria

The evaluation criteria will be calculated as follows:  
For Table 1

Item 1  $(a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f) =$  Extended Price

Item 2  $(a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f) =$  Extended Price

For Table 2

Item 1  $(a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f) =$  Extended Price

Item 2  $(a \times b) + (a \times c) + (a \times d) + (a \times e) + (a \times f) =$  Extended Price

The Extended Price for Items 1.1, 1.2, 2.1 and 2.2 will be added together to find the Evaluated Bid Price.

### 4.2 Basis of Selection - Mandatory Technical Criteria Only

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](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 AND INSURANCE 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.

### 6.2 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

---

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER :

#### PWGSC FILE N° W168A-16-KM14

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 attached at Annex F;
  - b) *Industrial Security Manual* (Latest Edition).

#### 7.3 Standard Clauses and Conditions

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

#### 7.3.1 General Conditions

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

#### 7.3.2 Standing Offers Reporting

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

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

---

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 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 \_\_\_(TBD)\_\_\_\_\_ to \_\_\_(TBD)\_\_\_\_\_.

### **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), one (1) year periods, from \_(TBD)\_\_\_ to \_(TBD)\_\_\_ 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 thirty (30) 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: Shannon McDonald  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Acquisitions  
Address: #110, 101-22<sup>nd</sup> Street E  
Saskatoon, Saskatchewan S7K 0E1

Telephone: 306-251-2684  
Facsimile: 306-975-5397  
E-mail address: Shannon.mcdonald@tpsgc-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.

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

---

### 7.5.2 Project Authority

**The Project Authority for the Standing Offer is: *(To be provided at standing offer issuance.)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Representative for CFB Wainwright is: *(To be provided at standing offer issuance.)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Representative for Edmonton Garrison is: *(To be provided at standing offer issuance.)***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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.

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.

### **7.7 Identified Users**

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

### **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 \$120,000.00 (Applicable Taxes included).

### **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$\_\_(TBD)\_\_\_** (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 four (4) 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.

### **7.11 Priority of Documents**

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

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

### **7.12 Certifications and Additional Information**

#### **7.12.1 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.

### **7.13 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 Alberta.

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

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

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04) General Conditions – Services (Medium Complexity) will not apply to payments made by credit cards.

## **7.3 Term of Contract**

### **7.3.1 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 – Firm Unit Price**

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

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

### **7.5.2 Limitation of Price**

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

### **7.5.3 Single Payment**

SACC Manual Clause H1000C (2008-05-12), Single Payment

### **7.5.4 SACC Manual Clauses**

C0710C (2007-11-30) Time and Contract Price Verification  
M3800C (2006-08-15) Estimates

### **7.5.5 Electronic Payment of Invoices – Call-up**

**(To be determined at Standing Offer issuance)**

## **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;
- b. a copy of the release document and any other documents as specified in the Contract;

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

---

2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment:

CFB Wainwright:  
Supply LPO Bldg 593  
Garrison Wainwright  
Denwood AB T0B 1B0

Or

Edmonton Garrison:  
1 Svc Bn Sup Coy Invoices  
PO Box 10500 Stn Forced  
Edmonton AB T5J 4J5  
**Email (TBD)**

### **7.7 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.8 SACC Manual Clauses**

A9006C (2012-07-16), Defence Contract  
A9062C (2011-05-16), Canadian Forces Site Regulations  
A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
B7500C (2006-06-16), Excess Goods  
C0710C (2007-11-30), Time and Contract Price Verification  
C2000C (2007-11-30), Taxes – Foreign-based Contractor

---

## ANNEX "A" - STATEMENT OF WORK

### 1. Requirement

The Department of National Defence (DND), requires a Regional Individual Standing Offer for the provision of all labour, materials, tools, equipment, transportation, and supervision necessary for the rental and related servicing and maintenance of portable heaters and associated components to heat temporary living quarters during military operations training exercises taking place in the Denwood, Alberta (CFB Wainwright) and Edmonton, Alberta (Edmonton Garrison) area, as well as Civilian emergency situations (as determined by DND) if and when identified users request such goods during the periods of the Standing offer.

The Standing Offer will be for three (3) years with two (2), one (1) year option periods.

### 2. Specifications

All portable heaters supplied by the Offeror must meet the Minimum Performance Specifications as outlined in Annex A.

If, upon delivery, the heaters do not meet the minimum performance specifications as outlined in Annex A, they will be returned at the Offerors expense and Canada will make no rental payments.

### 3. Responsibilities- Department of National Defense

The Department of National Defense will:

1. Provide at least fifteen (15) days written notice prior to commencement of Exercises. The written notice is to advise the Offeror that the exercise will commence and cease on specific dates, but the actual purchase order or call up numbers may be received by the vender on short notice (24-48hrs) due to sudden changes in DND requirements.
2. Be responsible for equipment that is lost or damaged during the rental period (except damaged caused by malfunction of the renal unit) as direct result of negligence or misuse by DND personnel;
3. Be responsible for daily checks of temperature, engine oil levels and report any oil or fuel leakage to the offeror within twenty four hours.
4. Upon completion of rental period, DND shall be responsible for dismantling and gathering of rental heaters and components. DND shall then ensure all rental heaters and components are placed at the Supplier delivery and/or pick up location(s), or other mutually agreed upon location, as previously determined before the commencement of the rental period.

### 4. Responsibility- Offeror

The offeror is responsible for:

1. The delivery and pick up of the unit(s), including offloading, assembly, on-loading, and any initial installation required at site(s);
2. Upon delivery, provide the Project Authority (PA) with a signed copy of the packing list as proof of delivery.
3. Each packing list must display the associated purchase document number (ie: PO number, VUR number), grid location, building number and/or civic address for proper invoicing purposes.
4. Upon completion of the rental period, the offeror will be responsible for loading and pick-up of all equipment from the same locations(s) in which they were originally dropped off or at other mutually agreed upon location.

5. Upon the completion of the rental period, the offeror will be responsible for removing all equipment within two (2) weeks of the final day of rental;
6. All regular scheduled maintenance (as determined by offeror) and upkeep of the units during the rental period;
7. Any rental unit(s) deemed defective by DND must be repaired, made operational and/or replaced within twenty-four (24) hours during the rental period when there are fifteen (15) or more units are on site;
8. The provision of a direct twenty-four (24) hour contact line to the Service Representative during the rental period.
9. The offeror must submit invoices within thirty (60) days of the final day of the rental period. Each invoice must indicate whether it covers partial or final rental period. Applicable taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities.
10. The offeror must submit invoices for repair or replacement costs for damage or loss caused by DND within 30 days of the final day of the rental period.
11. The offeror is responsible for, and must remain compliant of all Provincial Department of Highways and Transportation standards, laws and policies to ensure the safe transportation of all goods to and from Offeror point of origin.

## 5. Deliveries & Transportation

### 1. Deliveries within Base Limits (Wainwright Alberta)

#### Address: Supply LPO Building 593, Garrison Wainwright, Denwood, Alberta

1. The offeror will be responsible for the delivery, offloading and assembly of all requirements to the site specified in the Call-up against a Standing Offer. Upon completion of the rental period, the offeror will be responsible for the loading and pick – up of all requirements from the same location(s) as the original call up(s).
2. In the event that a replacement and/or repairs are required, the replacement units must be delivered and offloaded to the same site as the original order, unless otherwise agreed upon between the Offeror and DND.

### 2. Deliveries outside/off-site Base limits (Wainwright Alberta)

1. From time to time other delivery locations within Alberta may be required. This is rare and would be as a result of emergency operational requirements arising from natural disasters (fire, flood, ice storms etc.)
2. The offeror will only be responsible for charges for the delivery and offloading of requirements to locations within the Garrison Wainwright area.
3. Transportation expenses arising from deliveries outside of the established geographical (Wainwright) area will be charged out at the Contractors' published rate.
4. DND may from time to time transport units to other locations out of the established geographical area.

### 3. Deliveries to Edmonton Garrison

#### Address: 1 Svc Bn Sup Coy CMTT Building 236, Door 6 Valour Rd & Rhine Rd

1. The offeror will be responsible for the delivery, offloading and assembly of all requirements to the site specified in the Call-up against a Standing Offer. Upon completion of the rental period, the offeror will be responsible for the loading and pick – up of all requirements from the same location(s) as the original call up(s).
2. In the event that a replacement and/or repairs are required, the replacement units must be delivered and offloaded to the same site as the original order, unless otherwise agreed upon between the Offeror and DND.

**4. DND will be responsible for transportation from:**

1. DND Garrison Wainwright, Alberta or Edmonton Garrison, Edmonton, Alberta to its final point of usage.  
Or
2. If mutually agreed upon, DND will pick up and drop off the requirement at the Contractor's location closest to the ordering Department of National Defence Base.
3. In the event that a replacement/repair is required, the replacement units must be delivered and picked up from the same site as the original PWGSC 942 Call-up.

**Note:** Established geographical area for CFB Wainwright is defined as locations within Garrison Wainwright, the Garrison Wainwright training area plus an additional 25 km radius of these locations.

**6. General instructions**

1. While within the confines of the base, the offeror and his employees must comply with all standing orders as laid down by DND's Base Authorities.
2. Offeror and his employee movement around the site must comply with all restrictions imposed by DND Site Authorities.
3. Normal working hours are 0730-1600 hours, Monday through Friday. Any work carried out during other than normal working hours must be authorized in writing in advance by the Site Authority.
4. Fuel charges will not be charged or paid under this Standing Offer.
5. Heaters are to be delivered to the specified location(s) empty of fuel. Any fuel left in the heaters upon delivery will be at no charge to Canada.
6. Rental periods for the equipment start the day of delivery to the specified site and end upon notification by DND to the offeror to pick up the equipment.

**7. Repairs and/or replacement of non-working units**

Response Time (more than fifteen (15) units on site):

The offeror will respond (via email or phone call) to notification of any non-working units within two (2) hours of receipt of the notification. Work will commence within 4 hours (from offeror's response) or within a time frame mutually agreed to by both parties.

Response Time (less than eight (8) units on site):

The offeror will respond (via email or phone call) to notification of any non-working units within twelve (12) hours of receipt of the notification. Work will commence within 24 hours (from offeror's response) or within a time frame mutually agreed to by both parties.

Emergency Response time:

In case of emergency, the offeror's technician will be on-site within four (4) hours of DND notification and work will commence immediately thereafter or within a time mutually agreed to by both parties.

\*\*Emergency is defined as repair and/or replacement of heaters to maintain adequate living conditions for hospital tents, sleeping quarters, mess hall/dining tent, as well as any tent deemed as an emergency shelter to protect the health and safety of personnel during an emergency, as declared by DND.

Should there be repairs due to damages cause by DND, it must be reported to the Project Authority within 30 days of the final day of the rental period for that unit. The offeror must provide a written description of the work, the estimated costs and not commence any work without agreement and

---

written authorization from the Project Authority. Invoices for these damages must be received within 60 days of the final day of the rental period.

## **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:**

<b>Requirement:</b>	<b>Manufacturer Offered:</b>	<b>Model number Offered#:</b>
Rental of Portable Heaters		

<b>Item #</b>	<b>Performance Specification</b>	<b>Status (M) Mandatory</b>	<b>Performance Specification Met? Indicate either Yes/No</b>	<b>Performance Specification Offered: Bidder should indicate how they meet the performance specification by recording this information in this column</b>	<b>Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.</b>
1.a.	Heaters for CFB Wainwright must be able to operate at 320,000 BTU				
1.b.	Heaters for Edmonton Garrison must be able to operate at 120,000 BTU				
<b>Requirements for both heaters:</b>					
2	Must operate off standard Canadian electrical outlet (i.e. 110-120 Volt, single phase)	M			
3	Must have minimum run time of 10 hours on full tank of fuel.	M			
4	Must be capable of operating with either diesel or kerosene fuel.	M			
5	Exhaust fumes (Carbon monoxide) must be vented through a separate pipe or smoke stack; exhaust cannot go through heated air.	M			
6	Must have the ability to have a remote thermostat control connected.	M			

7	Heater must be capable of being operated safely outdoors in adverse conditions (i.e. rain, light snow, up to minus 40 Celsius)	M			
8	Must be wheel mounted for transportation without the need for motor vehicle assistance.	M			
9	Must be a clean burning heater rated for usage in sleeping and accommodation quarters.	M			
10	Must have a sealed combustion chamber and heat exchanger.	M			
11	Must be equipped with one (1), 25 foot Factory Certified CSA approved Standard Remote Thermostat control for outdoor use.	M			
12	Must be equipped with four (4), 12 inches wide x 12 feet long, Partial Lined Heater Ducts.	M			
13	Must be equipped with one (1) 50'extension cord, minimum 10 gauge wiring.	M			
14	Must be equipped with one (1) 36 INCH Chimney with china cap that draws exhaust away from the intake.	M			

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

15	Each Heater must be bar coded or labelled to allow for differentiation.				

(China cap prevents rain and snow from entering the chimney).

Note: Flue (Chimney) discharge temperatures can be in excess of 650 degrees so must be kept away from flammables and not run through tarps or tents.

**ANNEX "B" - BASIS OF PAYMENT**

- The Firm Unit Prices are FOB Destination including all delivery and offloading charges to CFB Wainwright and Edmonton Garrison
- Firm Unit Prices do not include GST, however GST will be added as a separate line item to any invoice issued as a result of a Call-up against a Standing Offer
- Pricing is based on a per week (7 calendar days) basis. If rental periods are less than a full week, payment will be prorated on a daily basis rate. (i.e., a rental for 47 days would be paid based on 6 5/7 weeks and rental for 4 days would be paid based on 4/7 week.)
- Firm Unit Prices to include Provincial and/or Federal Construction Heater (CH) Inspection and Permit fees, if applicable.

Table 1								
Item	Description	Estimated Usage (a)	Firm Unit Price Year One (b)	Firm Unit Price Year Two (c)	Firm Unit Price Year Three (d)	Firm Unit Price Option Year One (e)	Firm Unit Price Option Year Two (f)	Extended Price
1	Weekly rental of portable heaters in compliance with the Annex A – Statement of Work Compliance Matrix 1.a. (320,000 BTU)	600 Units	\$ _____ per week	\$ _____ per week	\$ _____ per week	\$ _____ per week	\$ _____ per week	
2	Weekly rental of portable heaters in compliance with Annex A – Statement of Work Compliance Matrix 1.b. (120,000 BTU)	40 units	\$ _____ per week	\$ _____ per week	\$ _____ per week	\$ _____ per week	\$ _____ per week	

Table 2								
Item	Description:	Estimated Usage (a)	Rate Year 1 (b)	Rate Year Two (c)	Rate Year Three (d)	Rate Option Year One (e)	Rate Option Year Two (f)	Extended Price
1	Hourly rate for repairs to equipment that DND has damaged during the rental period, as outlined in Annex A (except damage caused by the malfunction of the rental unit) as a direct result of negligence or misuse by DND personnel.	5 hours	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	\$ _____ Per hour	
2	Materials and replacement parts to repair damaged Heaters as per Annex A (except free issue) will be	\$1000.00	_____ % markup	_____ % markup	_____ % markup	_____ % markup	_____ % markup	

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

charged at the Contractor's laid down cost, plus a markup of a percentage not to exceed the Manufacturer's suggested retail price. Costs must be supported by copies of the Contractor's paid invoices being submitted with invoice							
---	--	--	--	--	--	--	--

**\*\*\*The estimated usage quantities provided are for evaluation purposes only and in no way constitutes a guarantee on behalf of Canada.**

\*\*Laid down cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

Mark up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

---

## ANNEX "C" - INSURANCE REQUIREMENTS

### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "D" - STANDING OFFER USAGE REPORT**

Return to:  
Public Works and Government Services Canada  
Facsimile: (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.

**REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES**

SUPPLIER:  
STANDING OFFER NO:  
DEPARTMENT OR AGENCY:

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 for this period [ ]

PREPARED BY:

NAME:  
TELEPHONE NO.:

SIGNATURE:

Solicitation No. - N° de l'invitation  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX "E" 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  
W168A-16KM14/A  
Client Ref. No. - N° de réf. du client  
W168A-16KM14

Amd. No. - N° de la modif.  
File No. - N° du dossier  
STN-6-39069

Buyer ID - Id de l'acheteur  
stn203  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "F" - SECURITY REQUIREMENTS CHECK LIST**

RECEIVED  
NOV 29 2018  
CISA



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W168A-16-KM14
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	2. Branch or Directorate / Direction générale ou Direction 3 CDSB LOG SUP TECH SVCS
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 For the rental of portable heaters and associated components to heat temporary living quarters and military operating locations during training exercises held in the Denwood Alberta area on an "As and when requested" basis		
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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / 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 / Non <input checked="" type="checkbox"/> Yes / Oui <span style="float: right;">SM</span>
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 / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat W168A-16-KM <i>4</i>
Security Classification / Classification de sécurité UNCLASSIFIED

*sm*

**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 / Non  Yes / 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 / Non  Yes / Oui

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

**PART B - PERSONNEL (SUPPLIERS) / 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments / Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted? *Unscreened pers. may only access public/reception zone*  No / Non  Yes / Oui  
Dans l'affirmative, le personnel en question sera-t-il escorté?

*sm*

**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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui



Contract Number / Numéro du contrat W16BA-16-KM14
Security Classification / Classification de sécurité UNCLASSIFIED

**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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET	
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 / Non  Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat W168A-16-KM14
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) Karen Matyjanka	Title - Titre Buyer / LPO / Base Supply	Signature 	
Telephone No. - N° de téléphone 780-842-1363 Ext. 1497	Facsimile No. - N° de télécopieur 780-842-1831	E-mail address - Adresse courriel karen.matyjanka@forces.gc.ca	Date Nov 23, 2016
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic	Title - Titre DDSO - Industrial Security Senior Security Analyst Tel: 613-996-0286	Signature 	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel E-mail: sasa.medjovic@forces.gc.ca	Date 2016-Nov 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?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name Paul Lepinski		Signature 	
Telephone Agent à la Sécurité des contrats   Contract Security Officer Programme de la Sécurité industrielle   Industrial Security Program Paul.Lepinski@tpsgc-pwgsc.gc.ca Téléphone: 613-957-1394		Address - Adresse courriel	Date 03-JAN-2017