

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

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

**Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

## Comments - Commentaires

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> RISO - Propane Supply and Delivery	
<b>Solicitation No. - N° de l'invitation</b> 5P412-160885/A	<b>Date</b> 2017-05-17
<b>Client Reference No. - N° de référence du client</b> 5P412-160885	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$WPG-119-10219
<b>File No. - N° de dossier</b> WPG-6-39325 (119)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-06-27</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Zdan, Tyler	<b>Buyer Id - Id de l'acheteur</b> wpg119
<b>Telephone No. - N° de téléphone</b> (204)509-5743 ( )	<b>FAX No. - N° de FAX</b> (204)983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Various locations within Prince Albert National Park, SK.	
<b>Security - Sécurité</b> 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**

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

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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 | 6A, Standing Offer, and 6B, Resulting Contract Clauses:<br><br>6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

### **1.2 Summary**

- 1.2.1** Parks Canada has a requirement for the issuance of a Regional Individual Standing Offer (RISO) for the supply and delivery of liquefied petroleum gas (propane) to various locations within Prince Albert National Park in Saskatchewan. The resulting standing offer will be in effect from August 1, 2017 to July 31, 2018, with an option to extend the standing offer for an additional one-year period, from August 1, 2018 to July 31, 2019. Delivery, which is FOB destination prepaid and charged, will be to locations identified in the call-up.
- 1.2.2** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **1.3 Debriefings**

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

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## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

#### **2.1.1 SACC Manual Clauses**

SACC Manual Clause M0019T (2007-05-25), Firm Price 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 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.

### **2.4 Applicable Laws**

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

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

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## **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>). To assist Canada in reaching its objectives, Offerors should:

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

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

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

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

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

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

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

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

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### 3.1.2 Exchange Rate Fluctuation

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

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

## 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

Bidder must be able to perform the full scope of the work described in Annex A, Requirement and meet the minimum mandatory performance specifications detailed therein.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### 4.2 Basis of Selection

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

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the

Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

## **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the *Employment and Social Development Canada-Labour's* website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

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



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## **6.2 Security Requirements**

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

## **6.3 Standard Clauses and Conditions**

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

### **6.3.1 General Conditions**

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

### **6.3.2 Standing Offers Reporting**

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex 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 15 calendar days after the end of the reporting period.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from August 1, 2017 to July 31, 2018.

### **6.4.2 Extension of the Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period, from August 1, 2018 to July 31, 2019 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.

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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 15 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6.4.2 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Tyler Zdan  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 100 - 167 Lombard Avenue, Winnipeg, MB, R3B 0T6

Telephone: (204) 509-5743  
Facsimile: (204) 983-7796  
E-mail address: Tyler.Zdan@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.

#### **6.5.2 Project Authority**

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

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

#### **6.5.3 Offeror's Representative**

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

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

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

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

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

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

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

## 6.6 Identified Users

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

## 6.7 Call-up Instrument

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

## 6.8 Limitation of Call-ups

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

## 6.9 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \* *To remain blank until Standing Offer Issuance* \* (applicable taxes included) 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 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 6.10 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), General Conditions - Goods (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated \* *To remain blank until Standing Offer Issuance* \*.

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## **6.11 Certifications and Additional Information**

### **6.11.1 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.

## **6.12 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 Manitoba.

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Requirement**

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

## **6.2 Standard Clauses and Conditions**

### **6.2.1 General Conditions**

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

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

### **6.2.2 SACC Manual Clauses**

*SACC Manual* clause B7500C (2006-06-16), Excess Goods

## **6.3 Term of Contract**

### **6.3.1 Period of the Contract**

The period of the Contract is from date of Contract to July 31, 2018 inclusive.

### **6.3.2 Delivery Date**

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

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## 6.4 Payment

### 6.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B, Basis of Payment, for a cost of \$ \* To remain blank until Standing Offer issuance \*. Customs duties are included and Applicable Taxes are extra.

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

### 6.4.2 Single Payment

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

### 6.4.3 Electronic Payment of Invoices – Call-up

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

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

## 6.5 Invoicing Instructions

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.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 6.6 Insurance

SACC Manual Clause G1005C (2016-01-28), Insurance

## 6.7 SACC Manual Clauses

SACC Manual clause A9020C (2006-06-16), Cylinder Hook-up

SACC Manual clause D3014C (2007-11-30), Transportation of Dangerous Goods/Hazardous Products

SACC Manual clause D3015C (2014-09-25), Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

## ANNEX A

### REQUIREMENT

Parks Canada has a requirement for the issuance of a Regional Individual Standing Offer (RISO) for the supply and delivery of liquefied petroleum gas (propane) to various locations within Prince Albert National Park in Waskesiu Lake, Saskatchewan. The resulting standing offer will be in effect from August 1, 2017 to July 31, 2018, with an option to extend the standing offer for an additional one-year period, from August 1, 2018 to July 31, 2019.

An estimated 90,000 litres of propane will be required for each period.

Delivery, which is FOB destination prepaid and charged, will be on an "as requested" basis over the period of the Standing Offer. Delivery vehicles must be capable of traveling on unplowed roads in order to access some storage tank location. Weather conditions may dictate travel over closed roads, and snow removal in and around storage tanks may be required. Deliveries scheduled during the winter months (November 1 to March 31) require that the Project Authority be notified in advance. A list of the storage tank locations and tanks sizes is provided below. Some of the storage tanks listed must be filled during both the summer seasons (year-round), while others must be filled during the summer season (April 1 to October 31) only. The list below has edited to reflect this.

The contractor will also be required to check the storage tanks a minimum of twice per week and must "top-off" the tanks as required.

Year-Round Fills				
Site #	Storage Tank Location (within Prince Albert National Park)	Storage Tank Capacity		# of Fills Per Year
		Gallons (US)	Litres	
1	400 Prospect Drive (Branch #1)	1,000	3,785.4	2
2	418 Kingsmere Drive (Branch #2)	1,000	3,785.4	2
3	802 Willow Street (Water Treatment Plant)	1,000	3,785.4	2
4	Montreal Drive Water Treatment Plant Tank #1	1,000	3,785.4	2
5	Montreal Drive Water Treatment Plant Tank #2	500	1,892.7	2
6	999 Lakeview Drive (Sewage Lift Station #1)	1,000	3,785.4	2
7	1250 Waskesiu Drive (Sewage Lift Station #2)	1,000	3,785.4	2
8	1700 Orchid Street (Sewage Lift Station #3)	1,000	3,785.4	2
9	701 Lakeview Drive (Water Pumphouse)	500	1,892.7	1
10	1300 Montreal Drive (Fire Hall)	1,000	3,785.4	2
11	990 Highway #264 (Operations Centre)	1,000	3,785.4	1

Summer Season Fills (April 1 to October 31)					
Site #	Storage Tank Location (within Prince Albert National Park)	Storage Tank Capacity		# of Tanks Per Site	# of Fills Per Year
		Gallons (US)	Litres		
12	Beaver Glen Campground R-Loop (Otentik Site)	420	1,589.9	10	1
13	Beaver Glen Campground A-Loop, J-Loop, L-Loop, O-Loop, P-Loop	500	1,892.7	5	2
14	Red Deer Trailer Park C-D-Loop, E-F Loop	1,000	3,785.4	2	2
15	Narrows Campground	500	1,892.7	1	2
16	Bear Trap Fire Camp	500	1,892.7	1	2
17	Big Beach House	1,000	3,785.4	1	2
18	Small Beach House	500	1,892.7	1	2

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## ANNEX B

### BASIS OF PAYMENT

#### Glossary of Terms

The following definitions will be utilized for the financial evaluation and any resulting Standing Offer.

**Refinery Rack Price:** Refinery rack price refers to the per litre price paid (propane, delivery, applicable taxes) by the Offeror for the propane to be offered to the Standing Offer user. This price may change during the period of the Standing Offer and/or any resulting option periods, should there be a change in the cost to the Offeror to purchase the propane on offer, change.

**Firm Markup Price:** The firm markup price refers to the per litre price proposed by the Offeror, minus the refinery rack price. This price will remain in effect for the duration of the Standing Offer and any resulting option periods and must remain constant for the entirety.

#### Offer Instructions

It is mandatory that Offeror(s) submit a **refinery rack price**, **firm markup price** and **total price** for the period of the Standing Offer, as well as any option periods. All prices are per litre. The prices must be in Canadian funds and must include **all costs** associated with providing the goods in accordance with the requirement, as specified in Annex A. GST and fuel taxes are to be **excluded** from prices quoted herein.

Offers will be evaluated in terms of the **total price** only. The refinery rack price and firm markup price are to be included for informational purposes, but will not be used as evaluation criteria.

**The markup price proposed herein will form the basis of the Offeror's financial offer.** It will remain in effect for the duration of the Standing Offer. The markup price offered for any exercised option periods will remain in effect for the duration of those option periods.

#### Invoicing Instructions

Any invoices resulting from a call-up against the Standing Offer must adhere to the following instructions:

- Prices offered must be in Canadian funds.
- Prices must include **all costs** (shipping, delivery, off-loading) associated with providing the goods in accordance with the requirement as specified in Annex A.
- Provincial fuel tax rates on propane, if not for use as motive fuel, are not applicable and should **NOT** be included in the pricing offered.
- GST and fuel taxes, if applicable, must be shown as a separate item on any resulting invoice.
- Delivery trucks must be equipped with meters capable of producing **printed meter slips**, indicating the quantity of propane delivered. The meters and printed meter slips must measure the quantity in **litres**.
- Meter slips must be provided to the Standing Offer user (Parks Canada) at the time of delivery. Any resulting invoices must list the quantities of propane delivered, as well as the date of delivery. This information must correspond to the respective meter slip provided at the time of delivery.



- Any resulting invoices must include documentation displaying the **refinery rack price**.

### Financial Offer

Initial Standing Offer Period: August 1, 2017 to July 31, 2018			
Description	Refinery Rack Price (\$/L)*	Firm Markup Price (\$/L)**	Total Price Per Litre
Price per litre for bulk delivery to various locations in Prince Albert National Park, in accordance with the list of tanks and locations as specified in Annex A.	\$_____/L	\$_____/L	\$_____/L

\* The refinery rack price will not be used for evaluation of the offer. It is for information only.

\*\* The firm markup price will form the basis of the Offeror's financial offer and must remain in effect for the duration of any resulting Standing Offer.

Standing Offer Option Period: August 1, 2018 to July 31, 2019			
Description	Refinery Rack Price (\$/L)*	Firm Markup Price (\$/L)**	Total Price Per Litre
Price per litre for bulk delivery to various locations in Prince Albert National Park, in accordance with the list of tanks and locations as specified in Annex A.	\$_____/L	\$_____/L	\$_____/L

\* The refinery rack price will not be used for evaluation of the offer. It is for information only.

\*\* The firm markup price will form the basis of the Offeror's financial offer and must remain in effect for the duration of any resulting Standing Offer.

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## **ANNEX C**

### **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 D

### STANDING OFFER USAGE REPORT

#### Quarterly Usage Report Schedule:

First Quarter: April 1-June 30;

Second Quarter: July 1-September 30;

Third Quarter: October 1-December 31;

Fourth Quarter: January 1-March 31.

Report on the Volume of Business with Federal Government Departments and Agencies

Supplier:

Standing Offer Number:

Department or Agency:

Reporting Period:

Item No.	Item Description	Value of Call-up	GST/HST
1			
2			
3			
4			
5			
6			
A. Value of Call-ups for this Reporting Period			
B. Value of Accumulated Call-ups to Date			
Total Accumulated Call-ups (A + B)			