

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 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Bid Fax: (403) 292-5786

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/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Title - Sujet Laundry Detergent	
Solicitation No. - N° de l'invitation 21520-184620/A	Date 2017-06-19
Client Reference No. - N° de référence du client 21520-184620	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-127-6596
File No. - N° de dossier CAL-6-39110 (127)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-07-31	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Ray, Jane	Buyer Id - Id de l'acheteur cal127
Telephone No. - N° de téléphone (403)472-1742 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA P.O.BOX 160 PRINCE ALBERT Saskatchewan S6V5R6 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - OFFEROR INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	4
2.2 SUBMISSION OF OFFERS	4
2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS	4
2.4 APPLICABLE LAWS.....	4
PART 3 - OFFER PREPARATION INSTRUCTIONS.....	5
3.1 OFFER PREPARATION INSTRUCTIONS.....	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	6
4.1 EVALUATION PROCEDURES.....	6
4.2 BASIS OF SELECTION.....	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	6
5.1 CERTIFICATIONS REQUIRED WITH THE OFFER	7
5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION	7
PART 6 - INSURANCE REQUIREMENTS	8
6.1 INSURANCE REQUIREMENTS	8
PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES	8
A. STANDING OFFER	8
7.1 OFFER.....	8
7.2 SECURITY REQUIREMENTS	8
7.3 STANDARD CLAUSES AND CONDITIONS.....	8
7.5 AUTHORITIES	9
7.6 IDENTIFIED USERS.....	10
7.7 CALL-UP INSTRUMENT	10
7.8 LIMITATION OF CALL-UPS	10
7.9 PRIORITY OF DOCUMENTS	10
7.10 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	11
7.11 APPLICABLE LAWS.....	11
B. RESULTING CONTRACT CLAUSES	11
7.1 REQUIREMENT	11
7.2 STANDARD CLAUSES AND CONDITIONS.....	11
7.3 TERM OF CONTRACT	11
7.4 PAYMENT	11
7.5 INVOICING INSTRUCTIONS	12
7.6 INSURANCE – SPECIFIC REQUIREMENTS	12
7.7 SACC <i>MANUAL</i> CLAUSES	12
ANNEX "A"	13

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

REQUIREMENT	13
CSC – LAUNDRY DETERGENT	14
ANNEX "B"	14
BASIS OF PAYMENT	14
ANNEX "C"	16
STANDING OFFER REPORTING	16
ANNEX "D"	17
ELECTRONIC PAYMENT INSTRUMENTS.....	17
ANNEX "E"	18
INSURANCE REQUIREMENTS.....	18

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

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

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Standing Offer Reporting and Insurance Requirements.

1.2 Summary

- 1.2.1** A Regional Individual Standing Offer for the supply of concentrated laundry detergent and dispensers, as and when required, to the Correctional Services of Canada, Saskatchewan Penitentiary, Prince Albert, Saskatchewan. The Standing Offer will be in effect for three years starting approximately August 1, 2017 to July 31, 2020 with two (2) additional - one (1) year option periods, from August 1, 2020 to July 31, 2021; and from August 1, 2021 to July 31, 2022, for a total of five (5) years.

Delivery must be made within 7 calendar days (168 hours) from receipt of a call-up against the Standing Offer.

- 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.

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 (2017-04-27) 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

M0019T (2007-05-25), Firm Prices and/or Rates
M1004T (2016-01-28), Condition of Material - Offer

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 five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 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 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)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial 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 "D" Electronic Payment Instruments, to identify which ones are accepted.

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

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

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

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration.

- 4.1.1.2 Compliance with the terms and conditions contained in this document.
- 4.1.1.3 Provision of pricing as requested.
- 4.1.1.4 Ability to perform the full scope of the work, as described in Annex "A".

4.1.2 Financial Evaluation

4.1.2.1 SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause M0069T (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - INSURANCE REQUIREMENTS

6.1 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 "E".

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 fulfill the requirement in accordance with the Requirement at Annex "A".

7.2 Security Requirements

7.2.1 There is no security requirement applicable to the Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

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

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

The quarterly reporting periods are defined as follows:

- 1st quarter: 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.

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

The data must be submitted to the Standing Offer Authority no later than 15 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 approximately August 1, 2017 to July 31, 2018.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods of one (1) year each, from August 1, 2018 to July 31, 2019 and from August 1, 2019 to July 31, 2020, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

7.4.4 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: Jane Ray
Title: Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
Address: Suite 1650, 635-8th Avenue SW
Calgary AB T2P 3M3

Telephone: 403-472-1742
Facsimile: 403-292-5786
E-mail address: jane.ray@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2 Project Authority

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

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

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 (to be completed by offeror)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

7.6 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Saskatchewan Penitentiary, Correctional Services Canada, Prince Albert, SK.

7.7 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.

7.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

7.9 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 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value);
- e) Annex "A", Requirement;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Standing Offer Reporting;
- h) Annex "D", Electronic Payments
- i) Annex "E", Insurance Requirements;
- j) the Offeror's offer dated _____.

7.10 Certifications and Additional Information

7.10.1 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.

7.11 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 Requirement

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

Delivery must be completed within 7 calendar days (168 hours) from receipt of a call-up against the Standing Offer.

7.4 Payment

7.4.1 Basis of Payment – Firm Unit price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B", Basis of Payment, for a cost of \$ TBD. 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.

7.4.2 Limitation of Price

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

7.4.3 Single Payment

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

7.4.4 Electronic Payment of Invoices – Call-up

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International).

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.6 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex "E". 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.

7.7 SACC Manual Clauses

A9039C (2008-05-12), Salvage

A9068C (2011-05-16), Government Site Regulations

B7500C (2006-06-16), Excess Goods

ANNEX "A"

REQUIREMENT

A Regional Individual Standing Offer for the supply of concentrated laundry detergent and dispensers, as and when required, to the Correctional Services of Canada, Saskatchewan Penitentiary, Prince Albert, Saskatchewan. The Standing Offer will be in effect for three years from approximately August 1, 2017 to July 31, 2020 with two (2) additional - one (1) year option periods, from August 1, 2020 to July 31, 2021; and from August 1 2021 to July 31 2022, for a total of five (5) years.

Delivery must be completed within 7 calendar days (168 hours) from receipt of a call-up against the Standing Offer.

The laundry detergent must be concentrated liquid and must be dispensed using the existing customer owned dispensers (Knight One Shot). If the successful bidder chooses not to use the customer owned equipment the successful bidder will be required to provide and install up to 50 dispensers. Saskatchewan Penitentiary must approve the style of dispenser prior to award. The price is to include the supply and installation of the dispensers if the successful bidder chooses not to use the existing customer owned dispensers. Saskatchewan Penitentiary may require additional dispensers installed during the period of the standing offer (in excess of 50). Routine maintenance of the dispensing system (if provided by the successful bidder) is to be included at no cost to CSC. Routine maintenance includes: replacement of hoses and any other parts that require maintenance; servicing of the units quarterly and perform repairs as requested. Repair and maintenance must be carried out within 72 hours of notification.

The laundry detergent must be suitable for use in HE (high efficiency) light commercial laundry equipment as well as non-HE standard household style laundry equipment.
The laundry detergent must be concentrated, blends with surfactants, wetting agents, and optical brighteners, for institutional use.

The laundry detergent must be scent-free and dye-free. The product must be phosphate free and must not contain alcohol. A free sample may be required by Saskatchewan Penitentiary for approval and the applicable MSDS and Fact Sheet must be provided to Saskatchewan Penitentiary.

There shall be no agents or ingredients that are harmful to human health or that have an accumulative harmful effect.

The detergent must be suitable for use in hard water. It must be bio-degradable and not contain animal by-products. It must have a neutral pH to avoid skin irritation, certification of being neutral pH is required. The detergent is required to be packaged in 9 to 10 litre and 15 to 20 litre jugs or pails, transparent or clear containers so that the level of product remaining is visible. Containers cannot contain glass and must have a handle for lifting purposes.

Minimum Order Requirement

Identified users are not required to issue minimum order quantities; however, offerors have the option to refuse to fill an order that is not within their minimum ordering requirement for delivery. Identified users should make every reasonable effort to issue call-ups within the acceptable parameters of the offeror(s) ordering requirements. Offerors that continuously refuse call-ups after identified users have made reasonable efforts to issue call-ups within acceptable parameters of the offeror(s) requirements; can have the Standing Offer Agreement set-aside for non-compliance.

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

CSC – Laundry Detergent

ANNEX "B"

BASIS OF PAYMENT

In consideration of the Offeror satisfactorily completing all of its obligations under the Contract, the Offeror will be paid firm unit prices, applicable taxes extra, if applicable, to be shown as a separate line item on any resulting invoice.

Prices quoted below are firm unit prices, in Canadian funds, including all costs associated with providing the requirement in accordance with Annex "A", including all shipping, offloading and installation charges and dispensers as specified in Annex "A".

Should there be an error in the extended pricing of the contractor's offer, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the contractor's offer shall be changed to reflect the quantities stated in this document.

FOB destination:
Correctional Services of Canada
Saskatchewan Penitentiary
West of 20th Ave, West on 15th Street East,
Prince Albert, SK
S6V 5R6

Prices will remain firm for the period of Standing Offer:

Year 1: approximately 01 August 2017 to 31 July 2018
Year 2: 01 August 2018 to 31 July 2019
Year 3: 01 August 2019 to 31 July 2020

Option Year 1: 01 August 2020 to 31 July 2021
Option Year 2: 02 August 2021 to 31 July 2022

1) Concentrated Liquid laundry detergent, suitable for use in HE (high efficiency) and non-HE washing machines, to be dispensed using customer owned dispensers or dispensers supplied by the successful bidder. Must be packaged in 9 to 10 litre transparent or clear pail or jugs. Concentration rate must be such that a 10 litre pail or jug will successfully clean a minimum of 110 loads of laundry in a minimum 4.1 cu ft. capacity household washing machine.

Table 1: Prices per litre to be entered by Offeror. Prices will be multiplied by estimated quantities for the five years to arrive at offer price. (Totals from Tables 1 & 2 will be combined to arrive at offeror's total aggregate offer price).

Year	Estimated quantity in litres	PRICE PER LITRE
1st year (approximately August 1, 2017 to July 31, 2018)	1700	_____ \$
2 nd year (August 1, 2018 to July 31, 2019)	1700	_____ \$
3rd year (August 1, 2019 to July 31, 2020)	1700	_____ \$

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

<u>1st option year</u> (August 1, 2020 to July 31, 2021)	1700	_____ \$
<u>2nd option year</u> (August 1, 2021 to July 31, 2022)	1700	_____ \$
	TOTAL	_____ \$

2) Concentrated Liquid laundry detergent, suitable for use in HE (high efficiency) and non-HE washing machines, to be dispensed using customer owned dispensers or dispensers supplied by the successful bidder. Must be packaged in 15 to 20 litre transparent or clear pails or jugs. Concentration rate must be such that a 20 litre pail or jug will successfully clean a minimum of 220 loads of laundry in a minimum 4.1 cu ft. capacity household washing machine.

Table 2: Prices per litre to be entered by Offeror. Prices will be multiplied by estimated quantities for the five years to arrive at offer price. (Totals from Tables 1 & 2 will be combined to arrive at offeror's total aggregate offer price).

Year	Estimated quantity in litres	PRICE PER LITRE
1st year (approximately August 1, 2017 to July 31, 2018)	2600	_____ \$
2nd year (August 1, 2018 to July 31, 2019)	2600	_____ \$
3rd year (August 1, 2019 to July 31, 2020)	2600	_____ \$
<u>1st option year</u> (August 1, 2020 to July 31, 2021)	2600	_____ \$
<u>2nd option year</u> (August 1, 2021 to July 31, 2022)	2600	_____ \$
	TOTAL	_____ \$
	TOTAL FOR TABLES 1 & 2	_____ \$

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

Standing Offer Reporting

Return to:

Public Works and Government Services Canada – Calgary, Acquisitions Branch
Facsimile: 403-292-5786
Email: WST-PA-CAL@pwgsc-tpsgc.gc.ca

REFERENCE FILE # 21520-184620

CLIENT: Correctional Services Canada, Prince Albert, Saskatchewan

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 []**

Reporting Period: _____

Item	Call-up / Contract No. Description		Value of the Call-up / Contract	GST
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
	(A) Total dollar value call-ups for this reporting period (including GST):			\$ _____
	(B) Accumulated call-ups total to date (including GST):			\$ _____
	(A+B) Total accumulated call-ups:			\$ _____

NIL REPORT: We have not done any business with Canada for this period [].

Name:

Telephone:

Signature:

Date:

Solicitation No. - N° de l'invitation
21520-184620/A
Client Ref. No. - N° de réf. du client
21520-184620

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-6-39110

Buyer ID - Id de l'acheteur
Cal127
CCC No./N° CCC - FMS No./N° VME

ANNEX "D"

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)

ANNEX "E"

INSURANCE REQUIREMENTS

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.