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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

### **1.2 Summary**

- 1.2.1 The Department of National Defence (DND) has a requirement for the creation of a Regional Individual Standing Offer (RISO) for the supply of all labor, material, equipment, tools and transportation necessary for the repair and/or replacement of flooring for 17 Wing Winnipeg and various satellite locations within southern Manitoba. The RISO is to be issued for a two-year period beginning on October 1, 2017, and concluding on September 30, 2019. There will be an option to extend the RISO for three additional one-year periods.
- 1.2.2 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).

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### 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) 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>) 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.

### 2.2 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 (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 Manitoba.

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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1 Offer Preparation Instructions**

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

- Section I: Technical Offer (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 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.

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## **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**

This requirement includes mandatory technical evaluation criteria. See Annex A, Statement of Work.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price - Offer**

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

### **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 - SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
- (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Offeror's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7A - Standing Offer;

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) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

- 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:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

#### **7.3 Standard Clauses and Conditions**

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

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### **7.3.2 Standing Offers Reporting**

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

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

The data must be submitted on a quarterly basis 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 and providing services against the Standing Offer is from the October 1, 2017 issuance to September 30, 2019 inclusive.

### **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 three (3) one-year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

### **7.4.3 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Tyler Zdan

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Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 100 - 167 Lombard Avenue, Winnipeg, MB  
Telephone: (204) 509-5743  
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.

### 7.5.2 Project Authority

**\* This section will be completed upon Standing Offer issuance. \***

The Project Authority for the Standing Offer is:

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

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.

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## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: The Department of National Defence (DND).

## 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

**\* This section will be completed upon Standing Offer issuance. \***

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

## 7.10 Financial Limitation

**\* This section will be completed upon Standing Offer issuance. \***

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

## 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, Security Requirements Check List;
- (h) the Offeror's offer dated \_\_\_\_\_.

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## 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 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.

### 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.

## 7.3 Term of Contract

### 7.3.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2019 inclusive.

### 7.3.2 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.

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## 7.5 Payment

### 7.5.1 Basis of Payment

**\* This section will be completed upon Standing Offer issuance. \***

For the Work described in the Statement of Work in Annex A:

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 A for a cost of \$\_\_\_\_\_.  
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 Monthly Payment

*SACC Manual* clause [H1008C](#) (2008-05-12), Monthly Payment

### 7.5.5 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)

## 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.
2. Invoices must be distributed as follows:

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

## 7.7 Insurance

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

## 7.8 SACC Manual Clauses

*SACC Manual* clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

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## ANNEX A

### STATEMENT OF WORK

The Department of National Defence (DND) has a requirement for creation of a Regional Individual Standing Offer (RISO) supplying all labor, material, equipment, tools and transportation necessary for the repair and/or replacement of flooring for 17 Wing Winnipeg, at the locations identified herein. The work described herein will be performed on an, "as and when required basis". The Standing Offer will be issued for a two-year period, beginning on October 1, 2017, and concluding on September 30, 2019. On conclusion of this initial period, there will be an option to extend the Standing Offer for an additional three (3) one-year periods.

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

### WORK LOCATIONS

17 Wing Winnipeg  
Winnipeg, MB

Portage la Prairie Armoury  
Portage la Prairie, MB

McGregor Armoury  
551 Machray Ave.  
Winnipeg, MB

Minto Armoury  
969 St. Matthews Ave.  
Winnipeg, MB

HMCS Chippawa  
51 Navy Way  
Winnipeg, MB

### COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

Offerors are to clearly demonstrate compliance with each mandatory performance specification included below in the Compliance Matrix.

1. Offerors **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the services offered "meets" or "does not meet".
2. When applicable, it is requested that **supporting technical documentation** – including but not limited to, specification sheets, technical brochures, photographs or illustrations – be provided with the offer at solicitation close and be cross-referenced within the Compliance Matrix. It is the Offeror's responsibility to ensure that the submitted supporting technical documentation provides sufficient detail to demonstrate that the service meets the requirements of the performance specification. If published supporting technical document is not available, the Offeror should include a detailed, written description of how its service meets the requirements of the performance specification.
3. If the supporting documentation referenced above has not been provided at solicitation closing, the Contracting Authority will notify the Offer that documentation is missing and must be provided within two (2) business days of the notification. Failure to comply with the request of the Contracting Authority, will render the offer non-responsive.
4. Offerors must address any concerns with the performance specifications to the Contracting Authority, **in writing, before solicitation closing**, as outlined in the Request for Standing Offer (RFSO) document.
5. Should the offer fail to meet any or all mandatory performance specifications, it will result in the offer being deemed non-responsive.

Item #	Performance Specification	Performance Specification Met?	Cross-Reference/ Description	Rationale
<b>Directions</b>		<i>Indicate, "Yes," or, "No".</i>	<i>Indicate how the offer meets the performance specification and refer to supporting documentation, if applicable.</i>	<b><i>This section is to be completed by the Technical Authority during evaluation.</i></b>
<b>Work Description</b>				
1	All work performed must be completed to the satisfaction of the Wing Construction Engineering Officer (hereby referred to as the "Engineer").			
2	Work will be initiated and authorized by the Engineer or the Engineer's authorized representative. The Offeror must accept all calls for work from the Engineer or the Engineer's authorized representative. Requests for work will be confirmed in writing on the call-up instrument, PWGSC-TPSGC 942, Call-up Against a Standing Offer.			
3	The Offeror must commence work within 48 hours of receipt of required materials.			
4	All work must be performed during normal Department of National Defence (DND) working hours, from 0730 to 1600 CST/CDT, Monday through Friday, excluding statutory holidays. Overtime work – work occurring outside of the hours of 0730 to 1600 CST/CDT, Monday through Friday, on weekends or on statutory holidays – will be at the			

	Engineer's discretion and must be pre-approved by the Engineer.			
5	The Offeror must prepare surfaces as per flooring manufacturer's specifications.			
6	Must supply and install adhesive and resilient floor sheeting, carpeting, hardwood flooring and vinyl composite tile.			
7	Must supply and install adhesive and rubber cove and carpet base.			
8	Must supply and install adhesive and stair treads.			
9	Must supply and install heat seam-weld rod for sheet goods.			
10	Must supply and install adhesive and rubber stair nosing.			
11	Must remove plywood or particle board underlay.			
12	Must Remove and replace registers and fixtures.			
13	Must adjust and/or trim doors as required – 6.35 mm minimum clearance.			
14	Must replace all existing quarter round millwork with new quarter round and prime/paint to match existing colour.			
15	Must paint new wood moulding with flat white colour primer/paint to match existing colour.			
16	Must re-finish hardwood flooring.			
17	Must remove toilets and reinstall with new wax seals.			

18	Installation must be performed using appropriate-sized materials to minimize the number of seams created. Where seams are necessary, they must be sealed to the manufacturer's specifications.			
19	The Offeror must repair any and all damage to DND property during the performance of any work resulting from this Standing Offer. Repairs must be approved by the Engineer upon completion.			
20	The Offeror must keep the work site clean and organized during the completion of work and must thoroughly clean the work site – i.e. remove any leftover material, packaging, debris, dust and/or dirt resulting from the work – upon completion of the project.			
21	Any and all additional costs and or delays for which the Offeror is responsible – e.g. replacement of incorrectly installed materials, work not performed to the satisfaction of the Engineer, repair of damage caused by the Offeror – must be addressed by the Offeror at no additional cost to DND. The Offeror must make all reasonable accommodations – e.g. working overtime – to ensure such work does not compromise the original deadline.			

<b>Materials</b>				
22	Materials for repair and/or replacement must match existing materials. If matching materials are unavailable, substitutes must be approved by the Engineer prior to installation.			
23	Adhesives used for the installation of tiles, sheeting, base, treads, and nosing must meet the flooring manufacturer's specifications. All adhesives must be waterproof and be solvent free. Weld rod used for seams in sheet goods must meet the flooring manufacturer's specifications.			
24	Plywood underlay used must be Douglas fir, and the selected sheathing grade and thickness must comply with CSA 0121-1969. If this is unavailable, 9mm thick, mat-formed wood particle board must be used.			
25	Nails and/or screws used must be designed for use with underlay flooring and must a minimum of 30mm in length.			
26	Wood mouldings must match existing moulding size, wood type, and paint or stain colour.			
27	Metal mouldings must be of a design, size and thickness as specified by the Engineer.			
28	Colours selected for resilient floor tiles, sheeting, rubber cove base, stair treads and stair nosing must be as directed by the Engineer.			

29	Samples of resilient floor tiles, sheeting, rubber cove base, stair treads and stair nosing must be submitted to the Engineer for approval prior to the start of any work. Samples must be labeled with the manufacturer's name, gauge and colour. Samples must be up-to-date, and the Offeror must inform the Engineer when stock represented by the samples has become discontinued or readily unavailable.			
<b>Safety</b>				
30	All work performed must be in accordance with DND, local, municipal and/or provincial safety regulations.			
31	Smoking prohibitions and other posted signs must be strictly adhered to by all workers.			
32	The Offeror must take all necessary steps to protect personnel – including, but not limited to, its own workers, DND staff, visitors, and/or the general public – and property from any harm while performing work resulting from the Standing Offer.			
33	The Offeror must observe and enforce construction safety measures required by the latest edition of the National Building Code of Canada, the Manitoba Government, the Workers Compensation Board and municipal statutes/authorities. In the event of conflict between any provisions of the above authorities, the authority with jurisdiction prevails.			

34	The Offeror must hold a 'hot work' permit is for any work with the potential for ignition, such as welding, cutting, or brazing that is being performed in any area on Canadian Forces Bases. The Offeror must apply to the Wing Fire Chief for a 'hot work' permit, as required.			
35	Work sites must be barricaded to prevent entry by unauthorized personnel.			
36	Work sites that are left unguarded, especially overnight, must be secured, i.e. powered-equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms must be removed.			
37	When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures must be enacted. Lockouts must be initiated by qualified DND tradespeople.			
38	DND will provide monitoring to ensure safety requirements are met and safety records are properly kept and maintained. Any failure to meet safety standards will result in a review of the Standing Offer. A permanent record of this review will be kept on file.			

39	The Offeror must report to the Engineer and jurisdictional authorities any accident or incident involving personnel – including, but not limited to, its workers, DND staff or members of the public – and/or property, arising from the Offeror's execution of work resulting from the Standing Offer.			
40	The Offeror must comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.			
41	Any and all falsework shall conform with CSA S269.1-1975, as well as national, provincial and/or local codes and bylaws, governing this type of work.			
42	The Offeror must not overload any structure or fixture to the point which will endanger its integrity or the health and safety of personnel.			
43	Material Safety Data Sheets (MSDS) must be provided to the Engineer for any controlled product being brought onto 17 Wing.			
44	When using solvents and/or adhesives, the Offeror must take all precautions necessary against ignition (e.g. use only in well-ventilated areas, don't use near ignition sources). Volatile wastes, including solvents, adhesives and/or paint thinners, must be disposed of in  Cont'd on next page ...			

	accordance with municipal bylaws, and must not be disposed of in storm or sanitary sewers.			
45	If the Offeror is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Offeror must, without additional cost to DND, take all steps necessary – e.g. work overtime, acquire additional material – to avoid delay in the final completion of the work.			
<b>Subcontracting</b>				
46	Should the Offeror employ the use of a subcontractor for any portion of the work resulting from the Standing Offer, the Offeror must ensure that the subcontractor complies with any and all provisions of this Standing Offer.			
<b>Administration</b>				
47	Upon issuance of the Standing Offer, the Standing Offer holder must meet with DND representatives for an overview of the work. This meeting must occur before any work can begin.			
48	The Offeror must provide daily work sheets documenting the start and completion times for any and all projects resulting from this Standing Offer.			
49	Work sheets must be approved/signed by the Engineer or the Engineer's representative and must be submitted with the resulting invoice.			

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## ANNEX B

### BASIS OF PAYMENT

It is **MANDATORY** that Offerors submit **firm prices/rates** for the entire period of the proposed Standing Offer, including all option periods, for **ALL** items listed herein. Failure to do so will result in the offer being deemed non-compliant. Firm prices/rates must include all costs associated with providing the service in accordance with the Statement of Work at Annex A. GST, if applicable is not included and is to be shown as a separate item on any resulting invoice.

**This section, when completed, will be considered as the Offeror's financial offer, and once submitted, cannot be modified.**

Offerors must provide prices/rates in **Canadian Dollars (CAD)**.

Offerors must provide prices/rates as per the unit requested. In the event of a discrepancy between the prices provided, **the unit price will prevail**, and total prices will be corrected to accurately reflect the unit price. All unit prices are to be provided in dollars (\$), with the exception of the material-only mark-up unit rate, which must be provided as a percentage (%).

The financial evaluation will be completed by determining the sum of the Offeror's pricing for all line items for all Standing Offer periods (initial period and 3 option periods). Offers will be evaluated based on this sum, which must be entered in Table E, Evaluation Summary, found on page 35.

**Notes:** *The **laid-down cost** is the cost incurred by a vendor to acquire a specific good or service for resale to the Crown. This includes the supplier's invoice price (less trade discounts), plus any applicable charges paid by the vendor in acquiring the good or service, including, but not limited to, transportation, foreign exchange, customs duties and brokerage fees. Sales taxes are excluded from the laid-down cost.*

**Mark-up** *is the difference between the vendor's laid-down cost for a good or service and its resale price to the Crown, this includes any overhead and/or profit margins.*

**Overtime labour-only rate** *is the hourly rate charged for labour performed outside of regular working hours (see below). This rate must not include supplies or material. For supplies and material used in the performance of overtime work the material-only markup rate must be applied.*

**Material-only mark-up rate** *is applied for materials or supplies utilized in the performance of overtime work, or, in cases when specific materials or supplies are required to perform work resulting from the Standing Offer, but have not otherwise been identified herein. Material-only mark-up rates must be charged to the Crown at the Offeror's laid-down cost, plus a **mark-up percentage**, as set by the Offeror.*

**Hourly Reporting:** *The actual hours worked will be prorated to the **nearest quarter-hour** (15 minutes). For example, 8 hours, 9 minutes of actual work will be prorated to 8-and-one-quarter hours, or 8 hours, 15 minutes.*

**Regular working hours** *are from 0730 to 1600 CST/CDT, Monday to Friday, excluding statutory holidays.*

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## INVOICING INSTRUCTIONS

1. Any and all invoices resulting from work performed under the provisions of the Standing Offer must be accompanied by the call-up instrument, PWGSC-TPSGC 942, Call-up Against a Standing Offer.
2. Invoices must include a breakdown as follows:
  - (a) Rates of pay and hours of work for each tradesperson. Any overtime hours incurred must be identified as a separate line item.
  - (b) Subcontractor rates\*, if applicable, shown as a separate line item.
  - (c) An itemized list of materials used, by cost.
  - (d) Material-only rates\*\*, if applicable, shown as a separate line item.
  - (e) The extended total.
  - (f) Goods and Services Tax (GST), shown as a separate line item.
3. Invoices submitted for payment against this Standing Offer that are not properly documented as per the above instructions will be returned to the Offeror for proper documentation before certification for payment will be made.

\*Where a subcontractor has been utilized in the performance of any of the work identified on the Offeror's invoice to the Crown, a copy of the subcontractor's paid invoice must accompany the Offeror's invoice and the prices found on this subcontractor's paid invoice must be in accordance with the cost being charged to the Crown.

\*\*Material-only charges must be supported by Offeror-paid invoices. These must accompany the Offeror's invoice to the Crown and the prices found on the supporting invoices must be in accordance with the cost being charged to the Crown.

Any quantities provided here are estimates and for evaluation purposes only.

<b>Table A</b> Initial Standing Offer Period (October 1, 2017 to September 30, 2019)					
Item	Description	Est. Q'ty	Unit	Unit Price	Line Total = Est. Q'ty x Unit Price
<b>General Services (including all resulting costs, e.g. labour, material and tools)</b>					
1	Adjust/trim doors	50	each	\$	\$
2	Uninstall/reinstall toilet	10	each	\$	\$
3	General labour (moving furniture, removing/replacing fixtures)	100	hours	\$	\$
<b>Flooring-Preparation Services</b>					
4	Supply and install of rubber cove base	400	m <sup>2</sup>	\$	\$
5	Removal of existing covering (other than that with asbestos backing)	1,900	m <sup>2</sup>	\$	\$
6	Removal and replacement of underlay (stapled)	400	m <sup>2</sup>	\$	\$
7	Removal and replacement of underlay (glued)	400	m <sup>2</sup>	\$	\$
8	Supply and install quarter round millwork	250	m	\$	\$
9	Supply and install seam welding rod	400	m	\$	\$
<b>Flooring Installation</b>					
10	Floor tile (Armstrong Exceleon Standard or equivalent)				
a	50m <sup>2</sup> or less	300	m <sup>2</sup>	\$	\$
b	Greater than 50m <sup>2</sup>	400	m <sup>2</sup>	\$	\$
11	Sheet goods (50m <sup>2</sup> or less)				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$

c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
12	Sheet goods (greater than 50m <sup>2</sup> )				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$
c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
13	Carpet Prep and Installation				
a	Removal of existing carpet	500	m <sup>2</sup>	\$	\$
b	Supply and install of metal edging	200	m	\$	\$
c	Supply and install of wood trim	40	m	\$	\$
d	Supply and install of underlay and 20oz level loop carpeting	240	m <sup>2</sup>	\$	\$
e	Supply and install of underlay and 28oz level loop carpeting	260	m <sup>2</sup>	\$	\$
<b>Overtime Labour-Only Rate (Work Performed Outside of Regular Work Hours)*</b>					
14	General labour (moving furniture, removing/replacing fixtures)	30	hours	\$	\$
15	Flooring Prep and Installation	100	hours	\$	\$
<b>Material-Only Mark-up Rate**</b>					
16	For materials/supplies utilized in the performance of overtime work, or, for the materials/supplies required to perform the work resulting from the Standing Offer, but not otherwise identified herein.	\$50,000	\$	%	\$
<b>Table A Total</b>					\$

\*Labour-only: does not include materials/supplies.

\*\*The material-only mark-up unit rate must be expressed as a percentage.

<b>Table B</b> Option Period 1 (October 1, 2019 to September 30, 2020)					
Item	Description	Est. Q'ty	Unit	Unit Price	Line Total = Est. Q'ty x Unit Price
<b>General Services (including all resulting costs, e.g. labour, material and tools)</b>					
1	Adjust/trim doors	50	each	\$	\$
2	Uninstall/reinstall toilet	10	each	\$	\$
3	General labour (moving furniture, removing/replacing fixtures)	100	hours	\$	\$
<b>Flooring-Preparation Services</b>					
4	Supply and install of rubber cove base	400	m <sup>2</sup>	\$	\$
5	Removal of existing covering (other than that with asbestos backing)	1,900	m <sup>2</sup>	\$	\$
6	Removal and replacement of underlay (stapled)	400	m <sup>2</sup>	\$	\$
7	Removal and replacement of underlay (glued)	400	m <sup>2</sup>	\$	\$
8	Supply and install quarter round millwork	250	m	\$	\$
9	Supply and install seam welding rod	400	m	\$	\$
<b>Flooring Installation</b>					
10	Floor tile (Armstrong Exceleon Standard or equivalent)				
a	50m <sup>2</sup> or less	300	m <sup>2</sup>	\$	\$
b	Greater than 50m <sup>2</sup>	400	m <sup>2</sup>	\$	\$
11	Sheet goods (50m <sup>2</sup> or less)				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$

c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
12	Sheet goods (greater than 50m <sup>2</sup> )				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$
c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
13	Carpet Prep and Installation				
a	Removal of existing carpet	500	m <sup>2</sup>	\$	\$
b	Supply and install of metal edging	200	m	\$	\$
c	Supply and install of wood trim	40	m	\$	\$
d	Supply and install of underlay and 20oz level loop carpeting	240	m <sup>2</sup>	\$	\$
e	Supply and install of underlay and 28oz level loop carpeting	260	m <sup>2</sup>	\$	\$
<b>Overtime Labour-Only Rate (Work Performed Outside of Regular Work Hours)*</b>					
14	General labour (moving furniture, removing/replacing fixtures)	30	hours	\$	\$
15	Flooring Prep and Installation	100	hours	\$	\$
<b>Material-Only Mark-up Rate**</b>					
16	For materials/supplies utilized in the performance of overtime work, or, for the materials/supplies required to perform the work resulting from the Standing Offer, but not otherwise identified herein.	\$50,000	\$	%	\$
<b>Table B Total</b>					\$

\*Labour-only: does not include materials/supplies.

\*\*The material-only mark-up unit rate must be expressed as a percentage.

<b>Table C</b> Option Period 2 (October 1, 2020 to September 30, 2021)					
Item	Description	Est. Q'ty	Unit	Unit Price	Line Total = Est. Q'ty x Unit Price
<b>General Services (including all resulting costs, e.g. labour, material and tools)</b>					
1	Adjust/trim doors	50	each	\$	\$
2	Uninstall/reinstall toilet	10	each	\$	\$
3	General labour (moving furniture, removing/replacing fixtures)	100	hours	\$	\$
<b>Flooring-Preparation Services</b>					
4	Supply and install of rubber cove base	400	m <sup>2</sup>	\$	\$
5	Removal of existing covering (other than that with asbestos backing)	1,900	m <sup>2</sup>	\$	\$
6	Removal and replacement of underlay (stapled)	400	m <sup>2</sup>	\$	\$
7	Removal and replacement of underlay (glued)	400	m <sup>2</sup>	\$	\$
8	Supply and install quarter round millwork	250	m	\$	\$
9	Supply and install seam welding rod	400	m	\$	\$
<b>Flooring Installation</b>					
10	Floor tile (Armstrong Exceleon Standard or equivalent)				
a	50m <sup>2</sup> or less	300	m <sup>2</sup>	\$	\$
b	Greater than 50m <sup>2</sup>	400	m <sup>2</sup>	\$	\$
11	Sheet goods (50m <sup>2</sup> or less)				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$

c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
12	Sheet goods (greater than 50m <sup>2</sup> )				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$
c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
13	Carpet Prep and Installation				
a	Removal of existing carpet	500	m <sup>2</sup>	\$	\$
b	Supply and install of metal edging	200	m	\$	\$
c	Supply and install of wood trim	40	m	\$	\$
d	Supply and install of underlay and 20oz level loop carpeting	240	m <sup>2</sup>	\$	\$
e	Supply and install of underlay and 28oz level loop carpeting	260	m <sup>2</sup>	\$	\$
<b>Overtime Labour-Only Rate (Work Performed Outside of Regular Work Hours)*</b>					
14	General labour (moving furniture, removing/replacing fixtures)	30	hours	\$	\$
15	Flooring Prep and Installation	100	hours	\$	\$
<b>Material-Only Mark-up Rate**</b>					
16	For materials/supplies utilized in the performance of overtime work, or, for the materials/supplies required to perform the work resulting from the Standing Offer, but not otherwise identified herein.	\$50,000	\$	%	\$
<b>Table C Total</b>					\$

\*Labour-only: does not include materials/supplies.

\*\*The material-only mark-up unit rate must be expressed as a percentage.

<b>Table D</b> Option Period 3 (October 1, 2021 to September 30, 2022)					
Item	Description	Est. Q'ty	Unit	Unit Price	Line Total = Est. Q'ty x Unit Price
<b>General Services (including all resulting costs, e.g. labour, material and tools)</b>					
1	Adjust/trim doors	50	each	\$	\$
2	Uninstall/reinstall toilet	10	each	\$	\$
3	General labour (moving furniture, removing/replacing fixtures)	100	hours	\$	\$
<b>Flooring-Preparation Services</b>					
4	Supply and install of rubber cove base	400	m <sup>2</sup>	\$	\$
5	Removal of existing covering (other than that with asbestos backing)	1,900	m <sup>2</sup>	\$	\$
6	Removal and replacement of underlay (stapled)	400	m <sup>2</sup>	\$	\$
7	Removal and replacement of underlay (glued)	400	m <sup>2</sup>	\$	\$
8	Supply and install quarter round millwork	250	m	\$	\$
9	Supply and install seam welding rod	400	m	\$	\$
<b>Flooring Installation</b>					
10	Floor tile (Armstrong Exceleon Standard or equivalent)				
a	50m <sup>2</sup> or less	300	m <sup>2</sup>	\$	\$
b	Greater than 50m <sup>2</sup>	400	m <sup>2</sup>	\$	\$
11	Sheet goods (50m <sup>2</sup> or less)				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$

c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
12	Sheet goods (greater than 50m <sup>2</sup> )				
a	Commercial vinyl flooring (12' width)	100	m <sup>2</sup>	\$	\$
b	Congoleum Flor-Ever (12' width), or equivalent	200	m <sup>2</sup>	\$	\$
c	Magna Mica Flec 2mm PVC Seamless Vinyl (6' width), or equivalent	1,000	m <sup>2</sup>	\$	\$
13	Carpet Prep and Installation				
a	Removal of existing carpet	500	m <sup>2</sup>	\$	\$
b	Supply and install of metal edging	200	m	\$	\$
c	Supply and install of wood trim	40	m	\$	\$
d	Supply and install of underlay and 20oz level loop carpeting	240	m <sup>2</sup>	\$	\$
e	Supply and install of underlay and 28oz level loop carpeting	260	m <sup>2</sup>	\$	\$
<b>Overtime Labour-Only Rate (Work Performed Outside of Regular Work Hours)*</b>					
14	General labour (moving furniture, removing/replacing fixtures)	30	hours	\$	\$
15	Flooring Prep and Installation	100	hours	\$	\$
<b>Material-Only Mark-up Rate**</b>					
16	For materials/supplies utilized in the performance of overtime work, or, for the materials/supplies required to perform the work resulting from the Standing Offer, but not otherwise identified herein.	\$50,000	\$	%	\$
<b>Table D Total</b>					\$

\*Labour-only: does not include materials/supplies.

\*\*The material-only mark-up unit rate must be expressed as a percentage.

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**EVALUATION SUMMARY**

<b>Table E</b> <b>Evaluation Summary</b>	
Table A Total	\$
Table B Total	\$
Table C Total	\$
Table D Total	\$
<b>Grand Total</b>	\$

## ANNEX C

### SECURITY REQUIREMENTS CHECK LIST

**RECEIVED**  
MAR 08 2017

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
**WM400-17C733**

Security Classification / Classification de sécurité  
**UNCLASS**

**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)  
**17 Wing WAG**

3. a) Subcontract Number / Numéro du contrat de sous-traitance  
**N/A**

3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant  
**N/A**

4. Brief Description of Work / Brève description du travail  
**MAINTENANCE / REPAIRS FOR FINISHES WITHIN VARIOUS DND FACILITIES**

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  
☒ No / Non ☐ 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?  
☒ No / Non ☐ 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)  
☒ No / Non ☐ 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.  
☐ No / Non ☒ Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  
☒ No / Non ☐ 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	NATO / OTAN	Foreign / Étranger
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion

Canada	NATO / OTAN	Foreign / Étranger
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

Canada	NATO / OTAN	Foreign / Étranger
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 <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASS**

Canada



Government  
of Canada

Gouvernement  
du Canada

Contract Number / Numéro du contrat

WM400-17C733

Security Classification / Classification de sécurité

**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes  
Non Oui

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?  
Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document: ☒ No ☐ Yes  
Non Oui

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

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

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

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

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?  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
Non Oui

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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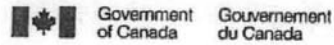
Canada

Solicitation No. - N° de l'invitation  
WM400-17C733  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.

File No. - N° du dossier  
WM400-17C733

Buyer ID - Id de l'acheteur  
wpg119  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat <b>WM400-17C733</b>
Security Classification / Classification de sécurité

<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>D.H. WALLIN</b>		Title - Titre <b>CONTRACTS OFFICER</b>	Signature 
Telephone No. - N° de téléphone <b>24-228-9535</b>	Facsimile No. - N° de télécopieur <b>24-233-2622</b>	E-mail address - Adresse courriel <b>D.H. WALLIN@TPSGC.GC.CA</b>	Date <b>2017-02-01</b>
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) <b>D.H. WALLIN</b>		Title - Titre <b>CONTRACTS OFFICER</b>	Signature 
Telephone No. - N° de téléphone <b>24-228-9535</b>	Facsimile No. - N° de télécopieur <b>24-233-2622</b>	E-mail address - Adresse courriel <b>D.H. WALLIN@TPSGC.GC.CA</b>	Date <b>08 Mar 2017</b>
<b>15. Are there additional documents (e.g. Security Guide, Security Classification Guide) attached?</b> Des documents supplémentaires (e.g. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
<b>16. Procurement Officer / Officier d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) <b>Vanessa Good-Davidson</b>		Title - Titre <b>Contract Security Officer</b>	Signature 
Telephone No. - N° de téléphone <b>613-941-0441</b>	Facsimile No. - N° de télécopieur <b>613-941-0441</b>	E-mail address - Adresse courriel <b>Vanessa.Good-Davidson@tpsgc-pwgsc.gc.ca</b>	Date <b>March 23, 2017</b>
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) <b>Vanessa Good-Davidson</b>		Title - Titre <b>Contract Security Officer</b>	Signature 
Address - Adresse courriel <b>Vanessa.Good-Davidson@tpsgc-pwgsc.gc.ca</b>		Date <b>March 23, 2017</b>	

Agente à la Sécurité des contrats | Contract Security Officer  
Secteur de la Sécurité industrielle, TPSGC | Industrial Security Sector, PWGSC  
Vanessa.Good-Davidson@tpsgc-pwgsc.gc.ca  
Téléphone : 613 941-0441

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Security Classification / Classification de sécurité

Canada

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**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);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX E**

**STANDING OFFER USAGE REPORT**

**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)			